

**FACULTY OF MEDICINE  
HEALTH SCIENCES CENTRE  
KUWAIT UNIVERSITY**

**UNDERGRADUATE STUDENT  
HANDBOOK**

**2021-2022**

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The contents of the Undergraduate handbook are updated every year.

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| Pediatrics                 | Brahm S. Srivastava, B.Sc.                   |
| Pathology                  | Leela S. Kurian, B.Sc., MLT                  |
| Pharmacology & Toxicology  | Saju Abraham, M.Sc., Ph.D.                   |
| Surgery                    | Ani Mathew, B.Sc.                            |
| Obstetrics & Gynecology    | Asiya Tasneem, B.Sc., B.Ed.                  |
| Psychiatry                 | Ramani Varghese, M.Sc., B.Ed.                |
| Electronic Workshop        | Vladimir Zika, B.Sc.                         |
| Mechanical Workshop        | Rudolf Kusy, Cert. Eng.                      |

### **TEACHING ASSISTANTS**

|                    |   |
|--------------------|---|
| Anatomy            | Iman N. Abdel-Khalik, M.B., B.Ch., M.Sc.  |
| Biochemistry       | Mona A. Bastaki, B.Sc., M.Sc.<br>Raeda M.A. Khanafer, B.Sc., M.Sc.<br>Osama M.A. Habib, B.Sc., M.Sc., Ph.D.   |
| Community Medicine | Abdullah A.S. Al-Majran, B.Sc., M.Sc.<br>Manal Al-Kandari, B.Sc., M.Sc.<br>Meshal F. Al-Sager, B.Sc., M.Sc.<br>Ahmad T. Al-Sultan, B.Sc., M.Sc., Ph.D.  |
| Microbiology       | Sora Asfar, B.Sc., M.Sc.<br>Mariam Badran, B.Sc., M.Sc., Ph.D.<br>Ola H. Moghnai, B.Sc., M.Sc. Ph.D.<br>Noura M. Al-Mutairi, B.Sc., M.Sc. Ph.D.<br>Tahany Al-Shemary, B.Sc., M.Sc.<br>Eiman Sarkhoo, B.Sc., M.Sc. |

|                              |   |
|------------------------------|---|
|                              | Mohammad Asadullah Asadzadeh, B.Sc., M.Sc., Ph.D.<br>Samar Boswihi, B.Sc., M.Sc., Ph.D.<br>Marwa Al Khabaaz, B.Sc., M.Sc.   |
| Medicine                     | Vasanthi S. Nair, M.Sc., M.Phil., Ph.D.   |
| Nuclear Medicine             | Jehan M. Al-Shammeri, B.Sc., M.Sc.  |
| Physiology                   | Elham A.R. Ghadanfar, B.Sc., M.Sc., Ph.D.<br>Maryam M.A. Awadhi, B.Sc., M.Sc.<br>Aseel A. Elmanem El-Farra, B.Sc., M.Sc.<br>Shirin S. Mohammadi, B.Sc., M.Sc.<br>Mariam F. Al-Qurayyan, B.Sc., M.Sc.<br>Mai A. Abul, B.Sc., M.Sc. |
| Pathology                    | Altaf A. Hasan, B.Sc., M.Sc.<br>Fatemah Al Hussain, B.Sc., M.Sc.  |
| Pediatrics                   | Amani Al-Fadhli, B.Sc., M.Sc. Ph.D.<br>Amina Al-Awadi, B.Sc., M.Sc., Ph.D.  |
| Pharmacology & Toxicology    | Batoul Makki, B.Sc., M.Sc.<br>Rashed AL Hamad, B.Sc., M.Sc., Ph.D.  |
| Surgery                      | Fatemah Alotaibi, B.Sc., M.Sc.  |
| Centre for Medical Education | Ahmed Mohamad, B.Sc., M.Sc., AmNMTCB, MHPE<br>Annie K. Pothen, M.B.B.S., D.L.O., MS (ENT)<br>Julie J. Varghese, M.B.B.S., M.D.  |

### **LABORATORY PHYSICIANS**

|                           |                         |
|---------------------------|-------------------------|
| Medicine                  | Mini Abraham, M.B.B.S.  |
| Pharmacology & Toxicology | Ghanim Al-Khaledi, M.D. |

### **CLINICAL INSTRUCTORS**

|          |   |
|----------|---|
| Anatomy  | Hanaa L. Sadek, M.B., B.Ch., M.Sc., Ph.D. |
| Medicine | Khazna S.S. Al-Owaji, B.Sc., M.Sc.        |

## **GENERAL UNIVERSITY INFORMATION**

## **KUWAIT UNIVERSITY**

The Kuwait University commenced teaching in October 1966 and provides undergraduate, graduate, and postgraduate education.

The Faculties of Kuwait University are spread over on six campuses: Adeliya, Kaifan, Khaldiya, Jabriya, Shadadiya, and Shuwaikh.

The University follows the course unit system with two semesters in a year. The first semester starts in September and continues for about 18 weeks. The second semester also lasts for about 18 weeks and starts in February. The language of instruction at the Faculty of Medicine is English.

The present Faculties/Colleges (n = 17) in the University are:

1. Allied Health Sciences
2. Arts
3. Architecture
4. Business Administration
5. Computing Sciences and Engineering
6. Dentistry
7. Education
8. Engineering and Petroleum
9. Graduate Studies
10. Law
11. Life Sciences
12. Medicine
13. Pharmacy
14. Public Health
15. Sharia and Islamic Studies
16. Science
17. Social Sciences

## **THE HEALTH SCIENCES CENTRE**

Kuwait University Health Sciences Centre was established in 1982.

The Health Sciences Centre consists of the following Faculties:

- i) Medicine
- ii) Allied Health Sciences
- iii) Pharmacy
- iv) Dentistry
- v) Public Health

The Centre includes common facilities such as the Health Sciences Centre Library containing a large volume of books, journals, and audiovisual titles in addition to computerized literature searching facilities, the Health Science Computer Centre (Technical Support Administration), English Language Unit.

The Health Sciences Centre was established with the objective to expand medical education in Kuwait and to create a community of health care professionals with high international standards.

## **THE FACULTY OF MEDICINE**

The Faculty of Medicine (FOM), Kuwait University, was established in 1973. The objective was to produce high-quality healthcare professionals playing a major role in the development and upgrading of Kuwait's healthcare system. Since its establishment in 1973, the Faculty of Medicine has developed into an internationally recognized medical school, serving Kuwaiti nationals and the international expatriate population of Kuwait. The number of students enrolled in the program has increased over the years.

Since the academic year 2015-2016, students were directly admitted to the Faculty of Medicine. The first year students of Faculties of Medicine, Dentistry, and Pharmacy undertake a common curriculum, taught by the Faculty of Medicine staff. As a prelude to this, the curriculum of the first year has been revised incorporating medically oriented basic science courses. A custom-built fully furnished clinical skills lab is now commissioned in the Faculty of Medicine.

Since 2005-2006, the Faculty has moved into a PBL-based, systems and modules-oriented, case-triggered, and integrated undergraduate curriculum with early clinical exposure. The curriculum is divided into three phases, i.e. Phase I, Phase II, and Phase III. Phase I consists of the first two semesters (year 1) of the Program and includes the following courses, i.e. English language, Biology, Biophysics, Biostatistics & Basic Epidemiology, Chemistry, Computers in Medicine, and Social Sciences. Phase II covers years 2 to 4 and it is planned on a system-based and student-centered principle emphasizing the need for self-learning. Evidence-based learning, small group teaching, problem-based learning (PBL) sessions, clinical skills learning sessions, and early clinical exposure are salient features of Phase II. After the successful completion of Phase II, students are awarded the degree of Bachelor of Medical Sciences (B.Med.Sc.) and are qualified to proceed to Phase III (clinical years) for three years (Years 5 to 7). Upon completion of Phase III, students are awarded an M.D. degree.

In addition to the teaching of medical students, the Faculty of Medicine also offers various courses of studies for the students of the Faculties of Allied Health Sciences,

Pharmacy, Public Health, and Dentistry. Furthermore, the academic staff members of FOM actively participate in the teaching and training of Residents enrolled in various Kuwait Institute of Medical Specialization (KIMS) Board programs/specialties.

The Faculty of Medicine also has an active Graduate Program towards MSc and/or PhD degrees in Anatomy, Biochemistry, Community Medicine, Microbiology, Pathology, Physiology, Pharmacology, and Nuclear Medicine. Graduates with B.Med.Sci. degree are eligible to join any one of the MSc programs. They can also concurrently join a Master Program in Medical Sciences during Phase III of the M.D. program.

The FOM campus is located in the center of the City opposite to one of the major hospitals in Kuwait with an up-to-date infrastructure and facilities to support an engaging educational, training, learning, and assessment facilities to all medical students. Research is among the important missions of the FOM and is supported by almost 150 laboratories and the Research Core Facility. The FOM building and the facilities within are under continuous inspection and monitoring by the construction and maintenance department with the help of well-trained staff and technical support.

The teaching facilities housed inside the modern five-story FOM building include five lecture theatres, an auditorium, eight seminar rooms, five multi-discipline laboratories, a clinical skills laboratory as well as several demonstration, seminar, and conference rooms in the departments.

The departments that make up the body of the Faculty of Medicine include Anatomy, Biochemistry, Community Medicine & behavioral Sciences, Medicine, Microbiology, Nuclear Medicine, Obstetrics & Gynecology, Pediatrics, Pathology, Pharmacology & Toxicology, Physiology, Psychiatry, Radiology, Surgery, and Transplant. A new dissection hall with state-of-art facilities for learning anatomy was inaugurated in September 2019.

The technical facilities available to academic staff and students for research and teaching are comparable to most established institutions elsewhere in the world. The

Faculty also maintains a full complement of highly qualified biomedical engineers to maintain and repair most scientific equipment.

In addition to the professional services provided by the clinical academic staff serving the major secondary and tertiary hospitals and specialized units, each department in the Faculty of Medicine provides special services to the Ministry of Health, including consultation services in various hospitals, sophisticated diagnostic tests, and a variety of highly specialized procedures including Therapeutic Drug Monitoring and Toxicological Screening, as well as conducting seminars and workshops for the medical community.

The Faculty of Medicine was awarded the prestigious Sheikh Hamdan Bin Rashid Al-Maktoum Award for the Best Medical College in the Arab World in 2012.

## **THE FACULTY ADMINISTRATION**

The Dean of the Faculty of Medicine is the head of the academic and administrative structure of the Faculty assisted by Vice Deans.

The Vice-Dean for Clinical Affairs, Consultation, and Training is responsible for directing the Faculty administration regarding budget matters, purchasing, staff and personnel affairs, and building maintenance.

The Vice-Dean for Academic and Student Affairs is responsible for the educational programs, curriculum, and teaching activities of the Faculty, as well as all matters related to students.

The Vice Dean for Research and Postgraduate Studies is responsible for all matters related to the Faculty research including administration, service, evaluation, and planning. He/she also chairs the Area Committee for Postgraduate Studies in the Faculty of Medicine and is responsible for supervising the graduate courses (M.Sc. and Ph.D.) offered by the Faculty of Medicine in cooperation with the College of Graduate Studies, Kuwait University.

Additional administrative staff assists the Dean and Vice Deans in maintaining the administrative services including the Administration Manager, the Finance and Purchasing Manager, and other support personnel.

## **UNDERGRADUATE PROGRAMS**

## **UNDERGRADUATE DEGREES OFFERED BY THE FACULTY OF MEDICINE**

The undergraduate degrees offered by the Faculty of Medicine are:

Bachelor of Medical Sciences  
Doctor of Medicine

B.Med.Sc.  
M.D.

### **VISION, MISSION, OBJECTIVES AND EDUCATIONAL STRATEGIES OF THE FACULTY OF MEDICINE**

#### **Vision:**

To be recognized internationally for its excellence in medical education, medical research, patient care, and community service.

The Faculty of Medicine, to lead the rapid advances in science and technology, will:

- Develop and maintain high-quality educational methods to train academics, tutors, clinicians, researchers, and scientists
- Achieve excellence in safe, high-standard patient care
- Enhance research culture and exploit the strengths of diverse and talented staff to apply advances in research that improve human health
- Lead and optimize health care initiatives that improve the health of our community
- Maintain high ethical standards and integrity in decision-making
- Promote collegiality within the working environment

#### **Mission:**

The mission of the Faculty of Medicine is to promote professional excellence, unfold knowledge of human life processes both in health and illness, encourage preventive health behaviour, promote a healthy lifestyle, inculcate social accountability, instill global health issues, blend scholarship and service, follow a path of life-long learning through training in research and academic development, and share such learning with all those who come in contact, including the community.

#### **Objectives:**

1. The pursuit of knowledge, education, training, and clinical skills in the field of Medicine
2. The professional training of students
3. The provision of high-quality medical services for the community

4. The support, encouragement, and maintenance of excellence in the biomedical, psychosocial, and allied research fields

### **EDUCATIONAL STRATEGIES**

The graduating students should:

1. have developed an attitude regarding the practice of medicine which is both scientific and humanitarian and be endowed with the high ethical standards required of a doctor;
2. possess adequate knowledge of the structure, function, and development of the human body, the development of human abilities and personality, and the disease processes and other factors which may impair normal function;
3. be able to relate clinical symptoms and signs to structural and functional changes so that the management of patients can be based on rational strategies and scientific knowledge;
4. have learned how to elicit facts from a patient through the use of effective communication skills. They should have a good knowledge of those diseases which are an acute danger to life and of the more common diseases. They should recognize the limitations of their clinical knowledge and should be prepared, when necessary, to seek further help;
5. have learned how to deal with patients and their relatives with sympathy and understanding;
6. understand the effect of physical, social, and cultural environment on health and appreciate the responsibility of his/her profession for health promotion and disease prevention;
7. know that any conclusions should be reached by logical deduction and be able to assess evidence both as to its reliability and to its relevance;
8. recognize that continuing education is an essential prerequisite for the practice of high-quality medicine and that he/she should remain a student and contribute to the progress of medicine throughout his/her professional career;
9. endeavor to remain abreast of the advancing frontiers of medical sciences globally and to apply these progressively in medical education, research, and services in Kuwait.

The academic staff in the Faculty is constituted by experienced and talented biomedical and clinical scientists who exhibit devotion and dedication in striving to achieve the mission of the Faculty of Medicine in the didactic, the laboratory, and the clinical settings.

The Faculty of Medicine is committed to attaining and maintaining high standards in medical teaching and community health services and considers it vitally important that medical students, health professionals, and the public mutually share the benefits of these opportunities and achievements.

## **THE STRUCTURE OF THE MEDICAL PROGRAM**

The Faculty has adopted a system and PBL-based, case-triggered integrated curriculum for student intake from 2005 onwards. As a prelude to this, the curriculum of the 1<sup>st</sup> year has been revised, incorporating medically oriented courses, primarily taught by the Faculty of Medicine staff.

The Curriculum is divided into three phases, i.e. Phase I, II, and III. Phase I consists of the first two semesters of year one. The courses of Phase I are common for students of the Faculties of Medicine, Dentistry, and Pharmacy of the Health Sciences Centre, Kuwait University. These courses include English language, Chemistry for Health Sciences, Biophysics, Introduction to Computers in Medicine, Biology for Health Sciences, Biostatistics and Basic Epidemiology, and Electives.

After the successful completion of Phase I, students will proceed to Phase II and covers the years 2 to 4 (semesters 3 to 8) of the medical curriculum. The students are awarded the B. Med. Sc. degree at the end of the Phase II Program. The Phase II Curriculum is planned on a system-based student-centered principle, emphasizing the need for self-learning and student motivation. The system courses covered in Phase II are Infection & Immunology, Blood, Cardiovascular, Respiratory, Endocrinology, Musculoskeletal, Nervous System, Renal, Reproduction & Breast, and Digestive. In addition to the systems, there are two foundation block courses of 28 weeks at the beginning of Phase II to cover essential basic science topics, which may not be covered as part of system courses. Provision is provided for the students to have electives and Evidence-Based Medicine (EBM) during Phase II. Small group teaching, PBL sessions, training in a Clinical Skills laboratory, and early clinical exposure are salient features of the current curriculum in Phase II.

At the end of the successful completion of Phase II, students will proceed to Phase III. The duration of Phase III is three years (years 5 to 7). Throughout Phase III clinical PBL and activities delivered on Medical School Day are significant in terms of supporting student independent study during the three years, otherwise, the main

activities are clinical and hospital-based. In all clinical activities, there are specific opportunities to integrate basic medical sciences with the clinical science being observed and practiced. Throughout the three-year period, about 30% of all scheduled weeks remain unscheduled for self-directed independent study. In year 5, students rotate through clerkships in Medicine, Surgery and Community Medicine. In addition, they take an elective course in Kuwait or abroad. In year 6, students rotate through clerkships in Pediatrics and Obstetrics & Gynecology, and subspecialties clerkships in Medicine and Surgery. In year 7, students rotate through clerkships in Psychiatry, Medicine and Surgery, followed by two Pre-Internships in Medicine and Surgery. After completion of Phase III, students are awarded an M.D. degree.

## **GENERAL UNIVERSITY REGULATIONS AS APPLIED TO THE FACULTY OF MEDICINE**

### **The Credit Hour (C.H.)**

The Credit Hour is a criterion for specifying the study load which a student must take each semester and which he/she must carry over several semesters in order to be awarded a degree. The credit hour system regulations only apply to the Phase I program i.e. first two semesters of the B.Med.Sc. program. The Phase II Program (Years 2, 3, and 4) and Phase III program (Years 5, 6, and 7) clinical curricula have their special regulations.

The academic department which offers a particular course specifies the number of credit hours that the course is worth. The credit hour rating of a course is usually estimated based on one hour of theoretical study (i.e. a lecture) or at least two hours of applied study (e.g. a chemistry laboratory session) per week being equal to 1 C.H. All courses must extend throughout a complete semester.

### **Course Grades**

- (i) Excellent: denoted by 'A' and divided into two categories:
  - 'A' is given 4.00 grade points
  - 'A-' is given 3.67 grade points
  
- (ii) Very good: denoted by 'B' and divided into three categories:
  - 'B+' is given 3.33 grade points
  - 'B' is given 3.00 grade points
  - 'B-' is given 2.67 grade points
  
- (iii) Good: denoted by 'C' and divided into three categories:
  - 'C+' is given 2.33 grade points
  - 'C' is given 2.00 grade points
  - 'C-' is given 1.67 grade points
  
- (iv) Pass: denoted by 'D' and divided into two categories:
  - 'D+' is given 1.33 grade points
  - 'D' is given 1.00 grade point
  
- (v) Fail: denoted by 'F' and is given zero
- (vi) I = Incomplete

PS The grades "C-, D+, and D" apply only to Phase I of the program.

## Grade Point Average

The grade point average for a student during his/her University study at the end of his/her degree is calculated as given in the example below:

- (i) The number of credit hours for a course is multiplied by the grade point which a student obtains. This procedure is followed separately for each course which a student has taken (i.e. column B x column C) and given in column D.
- (ii) The results of column D are added together.
- (iii) The cumulative result of column D is divided by the total number of credit hours a student has taken (i.e. column B) to get the grade point average (column F).

Example:

| <b>A</b>         | <b>B</b>            | <b>C</b>           | <b>D</b>     | <b>E</b>                     | <b>F</b>                   |
|------------------|---------------------|--------------------|--------------|------------------------------|----------------------------|
| <b>Course</b>    | <b>Credit Hours</b> | <b>Grade Point</b> | <b>B x C</b> | <b>Credit Hours Obtained</b> | <b>Grade Point Average</b> |
| English<br>181   | 5                   | C = 2              | 10           | 5                            |                            |
| Chemistry<br>140 | 3                   | B = 3              | 9            | 3                            |                            |
| Biology<br>143   | 4                   | C+ = 2.33          | 9.32         | 4                            |                            |
| Elective<br>101  | 3                   | F = 0              | 0            | 0                            |                            |
|                  | 15                  |                    | 28.32        | 12                           | 1.88                       |

## Academic Advisor

Each student shall have an academic advisor who shall be a member of the Faculty of Medicine. The advisor shall meet his/her students at prescribed times throughout the academic year and at any other times as requested by the students or as deemed necessary by the advisor. The advisor shall also acquaint himself/herself with all administrative, educational, and personal matters of the students to be in a position to encourage, explain, advise, guide, and warn the students, as appropriate, on any problem, which they may encounter during their career at the University.

## Examination Procedures

The continuous evaluation shall take place each semester.

When assessing the Grade Point Average, the evaluation of a student shall be based on the courses, which he/she has successfully passed according to the required standards. For courses in which he/she fails, either he/she shall be required to repeat the courses or he/she may be allowed to resit the courses according to the

University regulations/Faculty regulations. A student is not allowed to repeat a course he/she studied previously and obtained a grade of "C" or above. When assessing the G.P.A of the courses, the student repeated, the new grade will be taken into account. The value of the scores in all the courses in which he/she succeeds or fails shall be counted in his/her grading. If a student fails to sit the exam, he/she gets an 'F' grade ("0" marks).

### **Cheating During Examinations/Assessments**

A student found guilty of cheating during any form of evaluation procedure will be awarded a grade "F" for all the courses in that semester. In certain circumstances, a student found guilty of cheating may in addition be forbidden to register for any course during the next semester. *(In the case of a medical student, this means, essentially, that he/she loses a full academic year of two semesters).*

If a student is found guilty of cheating on a second occasion, he/she shall be expelled from the University and this action shall be recorded on his/her file.

### **Distinction Awards**

- (i) A student who completes in any semester 15 credits or more and obtains a grade point average of 3.5 points or more, shall have his/her name placed on the distinction list, and the University, at the end of each semester, shall issue a list of these students and award them distinctions.
- (ii) A student who completes his/her study in the University with a grade point average of 3.67 points or more shall be awarded his/her degree with distinction provided he/she has completed his/her course within a maximum of 8 semesters (for the B.Med.Sc. degree) and a maximum of 14 semesters (for the M.D. degree) and did not obtain a mark of less than "C" in any course.
- (ii) The University shall not grant a degree to any student whose grade point average is less than 2.

## **ETIQUETTES OF USING FACULTY OF MEDICINE TEACHING VENUES**

1. Students should be seated before the beginning of the lecture. Tutors have the right to deny students access to the classroom if they are late.
2. Students should not leave the lecture hall before the end of the lecture without being excused by the lecturer.
3. Talking, drinking, and eating are strictly forbidden in the classrooms.
4. Mobile phones should be turned off during the lecture. No student is allowed to use mobile phones in the lecture theatre for any purpose.

Academic staff will report about students who do not adhere to these common courtesies to the Office of the Vice-Dean Academic Affairs, for disciplinary action.

These measures are taken to ensure that the educational process is carried out smoothly for the benefit of all students and students who violate these guidelines will be subjected to disciplinary action.

## **DEMEANOR AND DRESS STANDARDS OF MEDICAL STUDENTS**

All medical students are expected to observe the following guidelines:

### **Courtesy**

- Greet others in hallways, elevators, and at work stations with a kind word or smile.
- Assist people in finding their way.

### **Respect**

- Respect privacy and dignity.
- Knock and wait for a response before entering areas.
- Discuss confidential or sensitive information about patients only with those having a valid need to know and do so privately, never in public places.

### **Professionalism**

- Present a positive image.
- Wear a name badge or name tag so that name is clearly visible.
- Limit eating, drinking, and smoking only to designated areas.
- Avoid personal conversations with colleagues when providing patient care.
- Make no inappropriate or negative comments about patients, co-workers, or physicians.

## **APPEARANCE**

### **Hair**

- Hair should be clean and neat.
- Hair may not be dyed with unnatural colors.
- Females: Shoulder length or longer hair shall be pulled back or covered.
- Males: Short and Well-groomed. Beards, sideburns and mustaches are allowed, but may not interfere with personal protective gear especially in the operating rooms.

### **Daily Hygiene**

- Daily hygiene must include clean teeth, hair, clothes, and body including use of deodorant.
- Clothing should be clean, pressed, and in a good condition.

### **Nails**

- Nails must be neatly manicured and clipped to ensure patient comfort and hygiene.
- Nails should not be polished.

### **Scents**

- Male and female students should have a neutral scent.

### **Make-up**

- Excessive make-up will not be allowed.

### **Permissible Jewelry**

- A wedding set and one ring
- One simple chain bracelet
- A watch

### **Skirts**

- Skirt length shall be no shorter than the knee and should not be tight fitting.

### **Necktie**

- All male students should wear a necktie.

### **Pants**

- Pants shall not be tight fitting.
- Jeans and denim pants of any color, spandex, leggings, athletic wear and sweat suits shall not be worn.

**Laboratory Coat**

- While in the hospital, labs and clinical skills sessions, students should wear clean, neatly pressed white coats.

**Shoes**

- Shoes must be clean in good condition.
- Heels shall be no higher than three inches.
- Casual sandals and sneakers shall not be worn.

**Other**

- Sunglasses are to be worn indoors only if prescribed by a physician or required for the job.
- T-shirts and caps are not allowed.

**REGULATIONS ON STUDENTS' GRIEVANCES ON ASSESSMENT/FINAL EXAMINATION RESULTS**

1. If a student feels that there was an error in calculating the final grade, he/she can write to the chairperson of the related examination committee within two working days from the date of the announcement of the results.
2. The students can only review their manually corrected answer sheets and summation of marks. MCQ exams, which are machine-corrected, will not be reviewed.
3. If after reviewing the answer sheet, the student does not agree on the grade, he/she can write a petition to the Vice-Dean Academic within one week from the reviewing session.
4. Those students who fail to submit the written petition within the stipulated period, as stated in item (2 and 3), will forfeit their rights to review their assessment/final examination scripts/grades.



**HEALTH SCIENCES CENTRE**

**FACULTY OF MEDICINE**

**GUIDELINES FOR USE OF ONLINE SOCIAL NETWORKS  
FOR MEDICAL STUDENTS**

- I. Overview**
- II. Scope**
- III. Definitions**
- IV. Guidelines**
- V. Implementation**
- VI. References**

## **I. OVERVIEW**

Online social networks such as Facebook, LinkedIn, Twitter, Myspace, etc. have taken on increasing importance in both personal and professional life. These social media offer unique opportunities for people to interact and build relationships and have great potential to enhance interpersonal and professional communication. At the same time, these social media open new risks associated with inappropriate use which must be addressed through professionalism, training, guidelines, and appropriate corrective action when necessary. Medical students must be made aware of the public nature of social media and the permanent nature of its content.

Health professionals including medical students may not be aware of how online posting can reflect negatively on medical professionalism or jeopardize their careers. (Chretien KC, et al. Online posting of unprofessional content by medical students. *JAMA* 2009;302:1309-1315).

Research shows that the use of social media websites by the medical profession is common and growing. Results of a national survey have shown that in the Patient-Doctor relationship and online social networks: medical students hit the survey with a rating of 94%. (Bosslet GT, et al. The patient-doctor relationship and online social networks: results of a national survey. *J Gen Intern Med* 2011;26:1168-1174).

Several cases of questionable behavior have been noted from the medical students, using social networks which violates the professional ethical guidelines. Many medical schools have adopted guidelines to regulate medical students' use of social media in relation to the medical profession and health care practice. This document has been prepared to address these issues.

## **II. SCOPE**

These guidelines apply to all medical students of the Faculty of Medicine in the Health Sciences Centre (HSC), Kuwait University, and all those who utilize the Faculty of Medicine facilities, including undergraduate, graduate, and postgraduate students, who participate in social networking sites and online weblogs. Medical students and all those who utilize the Faculty of Medicine facilities should follow these guidelines whether participating in social networks personally or professionally, or whether they are using personal or HSC computing equipment.

### III. DEFINITIONS

- A. Social networking site:** spaces on the internet where users can create a profile and connect that profile to others (individuals or entities) to create a personal network. Examples include Facebook, Myspace, LinkedIn, Twitter, etc.
- B. Weblog:** a website, usually in the form of an online journal, maintained by an individual with regular commentary on any number of subjects. Can incorporate text, audio, video clips, and any other types of media.

### IV. GUIDELINES

#### a. Considerations when using social media

1. Conduct yourself online as you would be in public places. Your online identity is a projection of your behavior, and thus it is important to maintain professionalism.
2. Maintain the confidentiality of patients. Do not discuss clinical encounters openly online.
3. Avoid posting of clinical encounters online. This is also a breach of confidentiality. Whenever taking a photo of a patient, always ask the permission from the patient and the attending physician to ensure that you are within your rights as a medical student and document this permission.
4. Treat your colleagues with respect. Students should refrain from criticizing specific colleagues or health professionals online. If you feel as though you have been mistreated, you are advised to follow the formal process for addressing such matters.
5. Harassment and discrimination remain unacceptable in professional and educational communities.
6. Behave online with the belief that there will be a permanent record of your actions.

#### b. Professionalism

The same professionalism principles and policies that apply to medical students in person apply to them online also. Medical students have a responsibility to help maintain public trust and confidence in their future profession.

Students will be subjected to disciplinary actions within the school for comments that are either unprofessional, violate patient privacy, or institutional discipline.

- i. Statements made by a student within online networks will be treated as if the student verbally made the statement in a public place.
- ii. Do not violate copyrighted or trademarked materials. If you post content, photos, or other media, you are acknowledging that you own or have the right to use these items.
- iii. Unprofessional postings by others on your page reflect very poorly on you. Monitor others' postings on your profile and work to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional content.
- iv. Students are encouraged to alert colleagues to unprofessional or potentially offensive comments made online to avoid future indiscretions and refer them to this document.
- v. Students should refrain from posts that use institutional intellectual property, copyrights, or trademarks (e.g. HSC crest or hospital logo) without explicit written permission.
- vi. Students should not post lecture notes without the written consent of the concerned staff.
- vii. Do not post images of animal experiments held in the Faculty of Medicine, Kuwait University on social media.
- viii. Students should not photograph and post the human body, in full or part in and around the vicinity of the Dissecting Room. No activity held in the Dissecting Room should be photographed and posted on social media.

### **c. Privacy**

Social media sites cannot guarantee confidentiality whatever privacy settings are in place. Medical students are responsible for all content published in their names or in pseudonyms on social media. It is crucial to note that there is no such thing as a private social media network.

- i. Monitor the privacy settings of your social network accounts to optimize their privacy and security.
- ii. It is advisable that you set your privacy profile so that only those people to whom you provide access may see your personal information and photos.
- iii. Avoid sharing identification numbers on your personal profile. These would include address, telephone numbers, student identification number of the faculty, civil numbers, passport numbers or driver's license numbers, birth date, or any other data that could be used to obtain your personal records.

- iv. Monitor others who may post photos of you, and may “tag” you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not embarrassing or professionally compromising. It is wise to “untag” yourself from any photos as a general rule and to refrain from tagging others unless you have explicit permission from them to do so.
- v. Maintain the privacy of colleagues, doctors, and other Faculty staff when referring to them in a professional capacity unless they have given their permission for their name or likeness to be used.
- vi. Medical students must recognize that actions online and content posted may negatively affect their reputations among their doctors, patients, and colleagues and may have consequences for their medical careers, and can undermine public trust in the medical profession.
- vii. Regularly search using one’s name, a vanity search (e.g. Google search) to identify newly published content which can be professionally inappropriate under the students’ [names in the website].

#### **d. Confidentiality**

The publication of private patient information on social media online is a breach of confidentiality.

- i. Online discussions of specific patients should be avoided, even if all identifying information is excluded. It is possible that someone could recognize the patient to which you are referring based upon the context.
- ii. Under no circumstances should photos of patients or photos depicting the body parts of patients be displayed online unless specific written permission to do so has been obtained from the patient. Remember, even if you have permission, such photos may be downloadable and forwarded by others.
- iii. Consent obtained for educational purposes does not extend to consent for public dissemination, and such publication would cross a clear red line

#### **e. Social media in educational and clinical settings**

Refrain from accessing personal social networking sites while attending the Faculty educational sessions or in clinical work areas.

### **V. IMPLEMENTATION**

All medical students shall be made aware of this policy. The policy guidelines will be posted on the official HSC website so that its accessible to all. Moreover, at the time of student’ enrollment and registration, a printed copy of the guidelines will be available in Students Affairs Office and at the medical students’ association (KUMSA) office for their reference. Violation of this policy will result in disciplinary

action to be taken by the administrative affairs as per Faculty and University disciplinary rules and regulations.

## **VI. REFERENCES**

1. General Medical Council (2013) Doctor's use of social media London, GMC
2. McGill Faculty of Medicine. Guidelines for medical students in the public forum. Montreal: McGill University; 2011
3. Guidelines for the appropriate use of social media and social networking in medical practice. Rhode Island, Department of Health; 2013
4. IUSM Guidelines for online social networking. Indiana University, School of Medicine
5. Social networking and the medical practice, Guidelines for physician, office staff and patients; Ohio State Medical Association; 2010
6. Using social media: practical and ethical guidance for doctors and medical students. British Medical Association
7. CFMS guide to Medical Professionalism: Recommendations for social media. CFMS 2013
8. Professionalism in the Use of Social Media by John W. McMahon Sr., MD, Chair.

**THE DEGREE OF BACHELOR OF  
MEDICAL SCIENCES (B.Med.Sc.)**

## **THE DEGREE OF BACHELOR OF MEDICAL SCIENCES (B.Med.Sc.)**

- 1) All candidates for the degree of Bachelor of Medical Sciences (B.Med.Sc.) must have satisfied the entrance requirements for the Faculty of Medicine.
- 2) The program of study and assessments shall be divided into Phase I and Phase II programs.
- 3) On the recommendation of the Faculty of Medicine, after considering the reports of the examiners, the degree of Bachelor of Medical Sciences (B.Med.Sc.) shall be awarded. Candidates who have an outstanding performance in the program as a whole may be awarded the degrees with distinction.
- 4) The program of study and subjects of the examinations shall be those prescribed by the Curriculum, Assessments, and Admissions Committee.
- 5) Assessments of performance during the program/course and end-of-year final examination shall be taken into account in determining the results of the final examinations.
- 6) A candidate who fails to satisfy the examiners in the final examinations of Phase II may be permitted to present himself/herself for resit on such terms as the Faculty Council may prescribe on the recommendation of the Board of Examiners. Such a candidate shall be awarded a grade "C" if he/she satisfies the examiners on his/her resit examination.
- 7) Satisfactory attendance of classes and progress in performance are prerequisites for admittance to all examinations
- 8) Students of the Phase II program, who are prevented from appearing in the final examination will be awarded an "F" grade ('0' marks) and they are not eligible to appear for the resit examination. Students who are prevented from the final examinations will repeat the year. If they are already repeaters, they will be dismissed from the Faculty of Medicine.
- 9) A mark of zero and the grade "F" shall be given for any examination which is missed without proper excuse.
- 10) Candidates who absent themselves from the final examination (full/part) without prior permission of the Dean/Vice Dean Academic Affairs will not be allowed to appear in the resit examination.

## **Admission Requirements to the Faculty of Medicine**

- 1) High school students who hold secondary school certificate (Science major), or its equivalent, with a minimum percentage of 85% in the high school marks.
- 2) Priority of admission will be given to applicants who have the highest equivalent Grade Point Average of the secondary school percentage and the results of aptitude tests as follows:
  - High School grades - 75%
  - Result of English language aptitude test - 15%
  - Result of Mathematics aptitude test - 10%

### **Promotion to the second semester of Year 1:**

1. The student must pass all the courses in the first semester to proceed to the second semester.
2. The students who fail the examination in up to two courses, at the end of the first semester will be given a resit examination within two weeks.
3. The maximum grade awarded for a passing student in this resit examination will be "C".
4. Students who pass the overall examination (midterm plus resit) will be promoted to the second semester.
5. Those students who have failed more than two subjects will not be given a resit examination.
6. Students who fail in elective courses will not be given resit exams and they will not be promoted to the second semester.
7. Students will not be allowed to carry an **F** with them, and all those students who have an unredeemed **F** grade in any of the first semester courses should withdraw from the program.

### **Promotion to Second Year**

The students to able to be promoted to the second year:

1. Must pass all the subjects of the first year, during the first and second semester after joining the Faculty, and must achieve the required minimum GPA of 2.00 points out of 4.00 points.
2. Students who fail to obtain the above GPA will not be promoted to the 2nd year.
3. The Admission and Registration Deanship may preserve the academic records and University numbers of students who fail or withdraw during the first year (first and second semesters). The students withdrawn or not allowed to

continue in the Faculty of Medicine will be allowed to join any other Faculty, except the HSC Faculties.

### **Regulations on failing and low GPA students**

Those students who are unable to proceed to the second semester due to their failures in the first semester and those who are unable to get promoted to the second year due to inadequate/low GPA or failures in the second semester courses can withdraw from the first year courses and apply as new students to any other Faculties except Dentistry and Pharmacy. Such students must consult the Office of the Dean of Admissions and Registrations to complete the admission formalities.

### **Transfer Regulations to the Faculty of Medicine**

- *The number of available student seats for admission to the Faculty of Medicine is defined annually with the approval of both the Faculty Council and KU Council. In case the number of admitted students exceed the defined number of available student seats, then transfer to the Faculty will not be allowed for this academic year.*
- *Priority for transfer will be given to the Dental and Pharmacy students under category (A) and if there are still vacancies remaining, then the transfer will be allowed to other Kuwait University Students under category (B).*
- *Kuwait University students are **allowed to transfer between Faculties only once**. Therefore, students who were transferred to FOM/FOD from other Faculties of the Kuwait University are not allowed to apply for a second transfer between the Faculty of Medicine and the Faculty of Dentistry or other Faculties according to the 2015 ‘Courses System Regulations’ Deanship of Admissions and Registrations.*
- *There will be no transfer to the clinical years (Years 5, 6, and 7) from the Faculties of Kuwait University or from other Universities.*

#### **A. Transfer of HSC Kuwait University students from the Faculties of Pharmacy and Dentistry at the end of first year.**

Students of the Faculties of Pharmacy and Dentistry who have passed the first year are allowed to apply for transfer to the Faculty of Medicine

at the end of the first year, **Provided That They Fulfil All the Following Requirements (1-to3)**

1. The number of medical students promoted to the 2<sup>nd</sup> year is less than the FOM annual plan.
2. Priority will be given to those who have the highest GPA and the minimum accepted GPA is 3.50/4.00
3. Priority will be given to Kuwaiti students

The Dean of Admission and Registration will make the announcement for transfer, specifying the number of vacancies available immediately after the promotion of first year medical students to the second year. The announcement will specify the first and the last day to receive the applications. Required documents should be submitted to the Dean of Admission and Registration within the period specified in the announcement.

#### **B. Transfer regulation applicable to Kuwait University Students in other faculties**

Students of the other Faculties are allowed to apply for transfer to the Faculty of Medicine at the end of the first year, **Provided That They Fulfill All The Following Requirements (1-to4)**

1. The number of medical students promoted to the 2<sup>nd</sup> year is less than the FOM annual plan.
2. Priority will be given to those who have the highest GPA and the minimum accepted GPA is 3.50/4.00
3. Priority will be given to Kuwaiti students
4. Students must have passed 38 credit hours in the following Science courses with a grade of at least "B" in each course:
  - a. Chemistry courses (110 & 111) + 114
  - b. Physics courses (121 & 125) + (122 & 127)
  - c. Biology courses (101 or 103)
  - d. Mathematics or Statistics (except Finite Mathematics 115)

#### **In addition to:**

- e. 10 credit hours in English courses or (6 credit hours in English courses + minimum 4 credit hours of Science Courses taught in English such as Biology or Chemistry (except Mathematics, Statistics, and Computer).
- f. 6 credit hours of University elective courses.

- g. Student must pass the English proficiency examination with 70% of marks to be eligible for transfer. The exam will be administered by the Health Sciences Centre (English Department) during the month of September.

The Dean of Admission and Registration will make the announcement for transfer, specifying the number of vacancies available immediately after the promotion of first year medical students to the second year. The announcement will specify the first and the last day to receive the applications. Required documents should be submitted to the Dean of Admission and Registration within the period specified in the announcement.

### **C. Transfer of students between the Faculties of Medicine and Dentistry in Year 3 and Year 4.**

The regulations mentioned below are applicable to the current Medical/Dental students who were admitted to Kuwait University from 2019 onwards.

1. The student must have a current minimum GPA of 3.00/4.00 and priority will be given to those who have the highest GPA and to Kuwaiti students.
2. Students must have passed all assessments and final examination of Phase II program with a grade of at least “B-”.
3. The transfer is allowed at the beginning of year 3 and year 4.
4. Students who wish to transfer between the Faculties should submit their applications to the Vice Dean of Academic and Students Affairs of the concerned Faculty at the end of the 2<sup>nd</sup> and 3<sup>rd</sup> year.
5. A joint committee of the Faculty of Medicine and the Faculty of Dentistry will scrutinize the applications and decide on the eligibility to compete for the transfer, taking into account the vacancies in years 3 and 4 in both Faculties.
6. There will be no transfer to the clinical years (Years 5, 6, and 7).
7. Students who have transferred between the Faculties of Medicine and Dentistry will not be allowed to reverse the transfer.

8. Students who were transferred to FOM/FOD from other Faculties of Kuwait University are not allowed to apply for transfer between the Faculty of Medicine and the Faculty of Dentistry.
9. *Kuwait University students are **allowed to transfer for one time only**. Therefore, students who were transferred to FOM/FOD from other Faculties of Kuwait University are not allowed to apply for a second transfer between the Faculty of Medicine and the Faculty of Dentistry or other Faculties according to the 2015 ‘Courses System Regulations’ Deanship of Admissions and Registrations.*

### **Requirements for Graduation**

1. Passing all the courses prescribed by the Faculty of Medicine is mandatory for student promotion to the following year/graduation.
2. No candidate is allowed to repeat any year of the B.Med.Sc. Phase II program more than once. However, 4<sup>th</sup> year students are allowed to repeat the 4<sup>th</sup> year twice. Students who repeat the 4<sup>th</sup> year twice are awarded B.Med.Sc. degree if he/she satisfies the requirements. **However, those students are not allowed to proceed to the clinical years (years 5 to 7).** They must leave the Faculty of Medicine after repeating the 4<sup>th</sup> year twice (Ref. HSC bylaw item No. 13). If the students who repeat the 4<sup>th</sup> year twice, fail to pass the 4<sup>th</sup> year during the third time, they will be dismissed from the Faculty of Medicine without any degree/certificate.
3. Any student applied for one year leave of absence from the B.Med.Sc. Phase II program by the Faculty of Medicine will be awarded an “F” grade and treated as a repeater.
4. Students who are prevented from appearing in the final exams will be awarded an “F” grade (‘0’ marks) and they are not eligible to appear for the resit examination. Students who are prevented from the final examinations will repeat the year. If they are already repeaters, they will be dismissed from the Faculty of Medicine, except for the 4<sup>th</sup> year students.
5. Candidates who absent themselves from the final examination (full/part), without prior permission of the Dean/Vice Dean Academic and Students Affairs are not allowed to appear in the resit examination.
6. Any candidate who resits a final examination will take a "C" grade for each resit if he/she satisfied the examiners.
7. There is no make-up examination following the final examination.

8. Those candidates who have excused absence according to the criteria outlined in the final examinations regulations can appear in the resit examination held in August/September and shall get the actual grade. However, if such a student fails the resit examination in August/September, he/she will repeat the year/be dismissed from the Faculty, as appropriate. He/she is not given another examination should he/she fail the resit examination in August/September.

**PHASE I OF MEDICAL PROGRAM: YEAR 1**

## **PHASE I - CURRICULUM**

### **Background**

The Phase I curriculum consists of three components: the general University requirement, the English language study skills courses, and the science courses. The first component, the general University requirement, is intended to give students a broad background education, making them aware especially of their own society, welfare, religion, and heritage. The second component, the English language study skills courses, is intended to equip the students with the communication and study skills necessary to undertake preclinical and clinical programs. The third component, the science courses, provides the foundation in science necessary for a student to proceed to the preclinical and clinical programs.

1. Students must attend and pass all prescribed courses.
2. Students for any examination must enter the exam at the times and in accordance with the conditions prescribed by the General University regulations for examinations.
3. Satisfactory attendance of classes and progress in performance are prerequisites for admittance to all examinations.
4. A student shall only be considered to have satisfactorily completed the Phase I (semester 1 and 2 of Year 1) program if he/she has successfully achieved 30 credit hours in the courses specified by the Faculty of Medicine and obtained a grade point average of not less than 2.00. This is a prerequisite for admission to the Phase II program (Year 2 of medical program).
5. No student is allowed to carry an **F** grade into the Phase II program.
6. The required grade point average (GPA) for admission to the Phase II program shall be computed only from the prescribed courses of the Phase I program.

## **PHASE I PROGRAM (Two semesters)**

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### **First semester** (*First Semester of year One*)

| <b>Course No.</b> | <b>Course</b>                         | <b>C.H.</b> |
|-------------------|---------------------------------------|-------------|
| 14 88181          | English 181                           | 5           |
| 14 40 140         | Chemistry for Health Sciences         | 3           |
| 14 00 141         | Biophysics                            | 3           |
|                   | Elective                              | 3           |
| 14 10 101         | Introduction to computers in Medicine | 1           |

### **Second Semester** (*Second Semester of year One*)

|           |                                      |   |
|-----------|--------------------------------------|---|
| 14 88182  | English182                           | 5 |
| 14 20 143 | Biology for Health Sciences          | 4 |
| 14 10 144 | Biostatistics and Basic Epidemiology | 3 |
|           | Elective                             | 3 |

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|                   |           |
|-------------------|-----------|
| <b>TOTAL C.H.</b> | <b>30</b> |
|-------------------|-----------|

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### **ELECTIVE COURSES OFFERED TO FOM STUDENTS e.g.**

1. Food safety and food laws
2. Introduction to human nutrition and food science
3. Other courses as available by other Faculties of Kuwait University

## **PHASE I PROGRAM COURSES OBJECTIVES**

### **1. ENGLISH LANGUAGE**

The English Language Program comprises of three compulsory courses (two course offered in year 1 and one course offered in year 2) based on an integrated skills approach to language learning, including listening, reading, speaking, writing and study skills. The objective of the program is to equip the students with the necessary language and study skills to complete their academic and professional studies.

### **COURSE DESCRIPTIONS**

#### **YEAR ONE, SEMESTER ONE**

##### **HSC ENGLISH 181**

HSC English 181 provides Health Sciences Centre students with skills in composition, listening, speaking, and reading. Writing simple and extended definitions establishes the concept of the topic sentence. Instruction in limiting and supporting topic sentences, a key element in paragraph development, is given. Since writing reflects thought processes, the cognitive skills of sequencing, generalizing, synthesizing, and making inferences and judgments about information are incorporated into the writing program. Reading and listening, especially to extract information, are integral parts of the course. Academic and scientific/medical vocabulary is developed through reading. Using health sciences topics, communication skills are developed through listening and speaking.

#### **YEAR ONE, SEMESTER TWO**

##### **HSC ENGLISH 182**

HSC English 182, which builds on skills learned in HSC English 181, is designed to provide Health Sciences Centre students with skills in composition, listening, speaking, and reading. Paragraph organization is reviewed by means of writing paraphrases and summaries and writing five-paragraph essays further develops language skills. The cognitive skills of sequencing, generalizing, synthesizing, and making inferences and judgments about information are continued at a higher level than in HSC English 181. The course includes the broadly scientific rhetorical functions of process, definition, and comparison and contrast. Reading and listening, especially to extract information, are integral parts of the course. Academic and scientific/medical vocabulary is developed through reading and listening to authentic health sciences articles/lectures and discussions of these develop speaking skills.

Prerequisite: HSC English 181

## **YEAR TWO, SEMESTER ONE**

### **ENGLISH 183**

English 183 provides skills in composition, listening, speaking, and reading. Essay organization is reviewed by means of writing five-paragraph essays. The cognitive skills of sequencing, generalizing, synthesizing, and making inferences and judgments about information are incorporated into the writing program at a higher level than in HSC English 182. The course includes the broadly scientific rhetorical function of cause and effect. Students are introduced to research skills and are instructed in abstract, bibliography, and reference writing in order to produce a short research paper. Reading and listening to extract information are integral parts of the course. Academic and scientific/medical vocabulary is developed through reading and listening to authentic health sciences articles/lectures and discussions of these serve to develop speaking skills further. Students are required to give oral presentations to demonstrate their research and presentation skills.

Prerequisite: HSC English 182 and admission to relevant Faculty

### **2. BIOPHYSICS**

The general objectives are to provide the health sciences students with a good understanding of basic biophysics and its relevance to the health sciences.

### **3. CHEMISTRY FOR HEALTH SCIENCES**

The course objective is to educate and train students with an adequate background in basic chemical principles of health sciences and provide understanding of fundamental organic and inorganic components of the human body. With this knowledge, students will be able to advance into Biochemistry and Molecular Biology, Clinical Chemistry and Pharmaceutical Chemistry as a health science profession.

### **4. INTRODUCTION TO COMPUTERS IN MEDICINE**

Upon completion of this course the students should be able to:

1. Manage information on the computer in a systematic, hierarchically organized collection of units, such as files and folders;
2. Develop and demonstrate competence in using applications such as word processing, spreadsheets and power point;
3. Access and use the World Wide Web for professional purposes;
4. Follow established guidelines regarding electronic communication using email;
5. Select and use electronic resources and medical databases available in the network-based resources;
6. Use SPSS to manage, manipulate, display and perform descriptive analysis of a small and simple data set.

#### **4. BIOLOGY FOR HEALTH SCIENCES**

This is an introductory course for the students of Health Sciences Centre. It will cover some of the basic aspects of cell biology and its relevance to human health. With the knowledge gained through this course, the students of Health Sciences Centre should be able to advance into further understanding of basic Biomedical Sciences like Biochemistry, Molecular Biology, Microbiology and Physiology, and appreciate the role of cell Biology in human health.

#### **6. BIostatISTICS AND BASIC EPIDEMIOLOGY**

This course aims to provide health sciences students with the biostatistics quantitative measurement technique required to analyze and interpret health data. The course provides examples which are relevant to health and reflect real life situations. Emphasis in the course is placed upon bringing students to appreciate the relevance and role of biostatistics in health sciences. It also focuses on concepts, limitations and assumptions underlying biostatistics methods.

#### **Elective Courses (semester I & II) for example:**

1. **Food safety and food laws:** regulation involves the pathological and legal sides of analyzing food. The types of pathogens that can infect food are studied in detail along with all the symptoms they cause. Pathogenesis is then applied to the legal side of food analysis, where the process of analysis by organizations, such as the FDA, and elimination of pathogens are taught. Preventative measures are also identified to reduce the risk of disease contraction by ingestion of infected food.
2. **Introduction to human nutrition and food science:** focuses on the types and chemical and biological aspects of food, and how the body handles it. The different types of nutrients in the food pyramid are discussed in detail, and a wide variety of examples with their appropriate servings are given. Processes like digestion and diseases such as deficiencies are also studied. The subject finally uses all the information regarding the science behind food to discuss diet management and how to lead and maintain a healthy lifestyle accordingly.
3. **Other courses as available by other Faculties of Kuwait University**

## **ATTENDANCE AND PROMOTION POLICIES FOR PHASE I PROGRAM – YEAR I**

### **ATTENDANCE POLICY**

- Attendance at all lectures, tutorials, workshops and practical is mandatory.
- Attendance will be compulsory at any other activity announced to be required.
- A student is allowed to sign the attendance sheet or scan the barcode for him/her only. The signing for another student or sending the barcode to another student is unethical, and considered a policy violation.

*Absence notification and warning letters will be sent to the student on his/her HSC email by the Student Affairs Office.*

- 1) Chemistry, Biophysics, Biology, Biostatics and Basic Epidemiology and Introduction to Computer in Medicine courses:

After 10% of Absences – First warning

After 15% of Absences – Final warning

After 20% of Absences – Failure

Missing 20% unexcused hours of class will result in an “F” grade

- 2) English Courses 181/182:

After 8 hours of Absences – First warning

After 12 hours of Absences – Final warning

After 16 hours of Absences – Failure

Missing 16 unexcused hours of class will result in an “F” grade

- 3) Elective courses:

After 3 hours – First warning

After 6 hours – Second warning

After 9 hours – “F” grade

F/A students are NOT eligible to take the final exam

### **Excused Absences:**

All excuses need approval by the Vice-Dean Academic Affairs. All excuses, except the medical and death of a first-degree family member, require a request by the student at least two weeks in advance.

- **Medical excuses:** Filled-in sick leave form, available at the Faculty of Medicine website, must be submitted to the Student Affairs Office within three days of return to the class. Missing more than 6 hours of class due to medical illnesses will be further investigated.

- **Death of a first-degree family member:** An absence may be granted because of the death of student's spouse, father, mother, siblings, grandfather, and grandmother.
- **Presentation at a conference:** An absence may be granted by the Vice-Dean Academic to present a paper at a professional conference. Proof of acceptance of the paper by the conference organizers must be provided.
- **Leadership role excuses:** An absence may be granted to a student to represent the Faculty of Medicine in a leadership capacity at a professional conference. Proof from the conference organizers must be provided
- **Religious excuse:** An absence may be granted for a student to observe a religious holiday according to the policy of Kuwait University.
- **Court appearance:** An excused absence may be granted for a student to fulfill this civic responsibility.
- Missing class on the date of a graded assignment will not be accepted.

## **Promotion to the second Year**

***Only those students who have passed all courses and have scored an overall GPA of 2.00 or above at the end of the first year will be promoted to the second year.***

The student must pass all the courses and electives in the first and second semesters to proceed to the second year.

The students who fail the final examination in one or two courses, at the end of the first semester/or second semester will be given a resit examination normally within two weeks. The maximum grade awarded for a passing student in this resit examination will be “C”.

Those students who have failed more than two subjects will not be given a resit examination.

Students who obtain a passing grade in the course(s) (based on the midterm(s) plus the resit examination(s) results) at the end of the first semester will be promoted to the second semester.

Students who fail in elective courses will not be given resit exams and they will not be promoted to the second semester or/ second year.

Students will not be allowed to carry an 'F'/'FA' with them and all those students who have an unredeemed "F"/"FA" grade in any of the first semester/ or second semester courses should withdraw from the Faculty.

## **RESIT EXAMINATION**

Students who absent themselves from the final examination without prior permission of the Dean/Vice Dean Academic and Students Affairs will not be allowed to appear in the resit examination.

Students gaining a grade of “F” “D” “D+” “C-” in the course grade shall be permitted to take a resit examination for that course. The course grade will then be limited to a maximum score of 73% (C). Students who gain a passing grade after the resit examination(s) will be promoted to the second semester.

In taking a resit examination, the student agrees that the score awarded for the resit examination will replace the score awarded for the final examination in the calculation of the course grade, even if the resit score is lower than the score obtained in the final examination.

**Regulations on failing and low GPA students**

Those students who are unable to proceed to the second semester due to their failures in the first semester and those who are unable to get promoted to the second year due to inadequate/low GPA or failures in the second semester courses can withdraw from the first year courses and apply as new students to any other Faculties except HSC Faculties. Such students must consult the Office of the Dean of Admissions and Registrations to complete the admission formalities.

## **ASSESSMENT/EXAMINATION STRATEGY AND REGULATIONS FOR PHASE I**

### **Regulations on absences from Assessments/Examinations**

1. There is a provision of a make-up assessment for those candidates who have a valid excuse granted by the Dean/Vice-Dean Academic and Student Affairs according to Faculty of Medicine regulations. Excuses from appearing the assessments will be granted for the following reasons only:
  - a. Admission of the student to the Government hospital as an inpatient, with an authenticated report from the hospital administration.
  - b. Death of a first-degree family member (Grandfather, Grandmother, Father, Mother, and siblings) of the student.
  - c. Other extenuating circumstances approved by the Dean/Vice Dean Academic and Student Affairs.
2. A make-up assessment is given to a student who has an approved excuse for missing assessments and will receive the actual grade obtained.
3. A mark of 'zero' (grade F) is given for any assessment (full/part) which is missed without proper excuse.
4. The student who is unable to appear in an assessment for any reason stated above must inform the office of the Vice Dean Academic and Student Affairs of his/her reason for missing the assessment within two working days following the assessment.
5. Students who are prevented from appearing the end of course assessment in any subject, for any reason will forfeit their right to have a resit examination.

### **Assessment Regulations**

The assessment/examination regulations for Phase I are as follows:

1. Course coordinators are responsible for organizing and conducting mid-term and final examinations of their respective courses.
2. Examination/assessment questions are contributed by the faculty members teaching the course and reviewed by the Year 1 examination committee.  
*These assessments are MCQs and are marked by a Scranton machine.*
3. Students must get a pass grade "D" to move to the 2<sup>nd</sup> semester.
4. Students who fail in the final examination get one more chance "RESIT" to pass the course.
5. Students must pass in all courses to promote to the next level Year 2.

6. Grading Scheme for English is as follows:

|                         |     |                       |
|-------------------------|-----|-----------------------|
| a) 3 Essays             | 30% |                       |
| b) Procedure            | 5%  | 1 hour and 30 minutes |
| c) Definition           | 10% | 1 hour and 30 minutes |
| d) Compare and Contrast | 15% | 2 hours               |

*(Essays are written during class time. After a norming session headed by the course coordinator, the essays are marked by instructors. Coordinators monitor writing grades and averages.)*

|                                 |     |                       |
|---------------------------------|-----|-----------------------|
| e) Grammar Test                 | 5%  | 30 minutes            |
| f) 2 Vocabulary Tests (5% each) | 10% | 60 minutes            |
| g) Midterm                      | 15% | 1 hour and 30 minutes |
| h) Final                        | 40% | 2 hours               |

### **Phase I Examination Committee**

The Phase I Examination Committee is appointed by the Dean's Executive Committee and consists of members from the Faculty of Medicine, Dentistry, and Pharmacy. The Committee is responsible to collect questions from the concerned course coordinators, analyze the question paper for the mid-term and final examinations. The result of the Phase I examinations must be endorsed by this committee before publication. The Committee is free to invite the course coordinators whenever necessary.

### **Grading Scale**

#### **The criteria for setting pass marks and grade boundaries for courses in Phase I**

| <u>Mark split</u> | <u>Grade point</u> | <u>Grade</u> | <u>Category</u> |
|-------------------|--------------------|--------------|-----------------|
| 95-100            | 4.00               | A            | Excellent       |
| 90-94             | 3.67               | A-           | Excellent       |
| 87-89             | 3.33               | B+           | Very good       |
| 83-86             | 3.00               | B            | Very good       |
| 80-82             | 2.67               | B-           | Very good       |
| 77-79             | 2.33               | C+           | Good            |
| 73-76             | 2.0                | C            | Good            |
| 70-72             | 1.67               | C-           | Good            |
| 65-69             | 1.33               | D+           | Pass            |
| 60-64             | 1.00               | D            | Pass            |
| Less than 60      | 0.00               | F            | Fail            |

**PHASE II OF MEDICAL PROGRAMME – Years 2, 3 & 4**

## **PHASE II - CURRICULUM**

### **Background**

Phase II Curriculum comprises of two blocks of Foundation, consisting of 30 weeks, 10 system blocks, and one elective course offered over a period of three years (6 semesters). A five credit hour English course (English 183) will be offered during the first semester of year 2. The curriculum is designed to provide student learning in integrated basic and clinical sciences using a variety of methods including a series of problem-based learning (PBL) cases, self-learning, didactic lectures, tutorials, laboratory exercises, and hospital visits aimed at stimulating active learning.

### **Themes of Curriculum**

The Curriculum has been built on 4 themes:

1. Integrated Basic and Clinical Sciences (IBCS)
2. Clinical Competence (CC)
3. Professional Development (PD)
4. Public Health (PH)

### **Competencies**

The features of the curriculum include an emphasis on self-learning, and an early introduction of students to clinical skills. Each system in the current curriculum has clearly stated goals for the following behavioral changes:

1. Knowledge
2. Skills
3. Attitude

## Course Requirements - Phase II Curriculum

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| <b>Course No.</b> | <b>Course</b>            | <b>C.H.</b> |
|-------------------|--------------------------|-------------|
| 05 88 183         | English                  | 5           |
| 05 50 303         | Foundation Block I       | 11          |
| 05 50 304         | Foundation Block II      | 11          |
| 05 50 306         | Infection and Immunology | 5           |
| 05 70 402         | Blood                    | 5           |
| 05 80 309         | Musculoskeletal System   | 8           |
| 05 80 308         | Endocrinology System     | 8           |
| 05 80 306         | Cardiovascular System    | 8           |
| 05 80 307         | Respiratory System       | 8           |
| 05 30 312         | Nervous System           | 8           |
| 05 80 404         | Renal Module             | 6           |
| 05 00 406         | Elective                 | 2           |
| 05 75 311         | Digestive System         | 8           |
| 05 80 403         | Reproduction & Breast    | 6           |
| <b>Total C.H.</b> |                          | <b>99</b>   |

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*The grand total credit hours for the Bachelor of Medical Sciences (B.Med.Sc.) Program is 129, comprising 30 C.H. of Phase I and 99 C.H of Phase II program.*

## **DESCRIPTION OF ORGAN-SYSTEMS MODULES, PHASE II**

During Phase II there is an integrated study of nine organ system modules plus an elective, English Language, and two Foundation Block courses.

Each organ system module is 5-9 weeks long with a module examination at its end. The modules are planned in a logical sequence either based on the more important pathological conditions or as an anatomical sequence. Either way, the course of study covers the most important problems related to the respective organ-system.

Below follows a very brief summary for each organ-system module:

- 1. Foundation Block I:** In this module, the students are introduced to basic important concepts and information in the Basic Medical Science subjects; anatomy, physiology, biochemistry, social demographic and health information (SDHI), medical statistics & epidemiology. In addition, students also get 5 CH of English. The knowledge in these subjects prepares students for system-based learning later in Year 3 and Phase III.
- 2. Foundation Block II:** The students are introduced to additional basic important concepts and information in the Basic Medical Science subjects; microbiology, pathology, pharmacology, and psychology. The knowledge in these subjects prepares students for system-based learning later in Year 3 and Phase III.
- 3. Infection and Immunology:** In this module, the major emphasis is on the basics of microbiology and immunology covering the important topics of infectious diseases, such as travel medicine, sexually transmitted infections and immunodeficiencies.
- 4. Blood:** The important concepts of hematology are introduced and illustrated with sequential conditions of the red cells, white cells, and platelets. Importantly, the diseases covered have special relevance to commonly encountered conditions in Kuwait.
- 5. Musculoskeletal:** In this module, the important anatomical areas are used to illustrate musculoskeletal disorders including those which most commonly affect residents of Kuwait.
- 6. Endocrinology:** The major endocrine disorders are considered from a pathophysiological view and related to specific organ-related pathologies and clinical features. The PBL cases selected are used to illustrate the far-reaching and diverse effects of endocrine disease.
- 7. Cardiovascular:** This module covers the important conditions of the heart, arteries, and venous system and includes the study of lymphatics. Common to

all organ systems, a Problem-based learning case is chosen for each week to illustrate some of the topics for study during that week.

- 8. Respiratory:** The weeks of study are related to the anatomical divisions of the functional respiratory system and during the weeks of integrated study important issues such as prevention and education related to important diseases are introduced and discussed.
- 9. Nervous:** The weeks are logically divided between the study of the central and peripheral nervous systems and their related functions with the more important disorders most commonly met.
- 10. Renal:** The role of the kidney in human morbidity and normal homeostasis is presented in an integrated and sequential way with PBL cases to illustrate the major themes for the weekly study.
- 11. Elective:**
- 12. Digestive:** The digestive system is presented in a logical sequence from mouth to anus with the more important disorders presented and discussed in manageable weeks of study. Importantly, and continuing through all the organ-systems, there are clinical skills sessions that support the study of the gastrointestinal system.
- 13. Reproduction & Breast:** The weeks of study are related to the anatomical divisions of the functional male and female genital system plus 1 week of on Breast tissue. Important anatomical structures are discussed in relation to function and disease in an integrated sequential way with PBL cases to illustrate the major themes for weekly study.

## PHASE II ELECTIVE COURSES

| DEPARTMENT         | COURSES   |
|--------------------|---|
| Anatomy            | Dissection of Jaws and Surrounding Regions<br>Dissection of Human Brain<br>Anatomy of Abdomen<br>Introduction to Tissue Culture<br>Experimental Hippocampal Stem cell and slice culture   |
| Biochemistry       | Gene therapy: from lab to the clinic<br>Free radicals, antioxidant defenses, and diseases   |
| Community Medicine | Ethics and Professionalism (Module I)<br>Telemedicine & Mobile Applications<br>Nutrition and Obesity Medicine   |
| Microbiology       | Emerging and Re-emerging Viral Diseases<br>Molecular Microbiology in Clinical Practice<br>Climate change, infectious disease, and ecology<br>Healthcare-associated infections and prevention<br>Tropical infections and travel medicine<br>Antimicrobials and chemotherapy<br>Recent advances in clinical virology<br>Evaluation of a patient with allergies<br>Research techniques in Microbiology<br>Viral infections in the fetus and neonates |
| Nuclear Medicine   | The Use of Nuclear Medicine & Molecular Imaging<br>Research Methods for in Vivo Evaluation of Function  |
| Pathology          | Applied Clinical Chemistry<br>Molecular Pathology<br>Surgical Pathology (Histopathology)<br>Cytopathology in Clinical Practice<br>Clinical Forensic Medicine<br>Genetic Testing and its Behavioral Impact   |
| Pharmacology       | Drug Treatment of Allergic Diseases<br>Angiotensin Peptides and Nitric Oxide in Cardiovascular Disease<br>Defining Drug Efficacy<br>Drug Repositioning/Drug Repurposing   |
| Physiology         | Neuroradiology and cardiovascular regulation<br>Assessment of the Respiratory System Functions<br>Hormones and Behavior<br>Introduction to Scientific Research in Physiology (Prior approval of Dept. is needed)  |

## **ATTENDANCE POLICY FOR PHASE II PROGRAM – YEARS 3 to 5**

- Attendance is mandatory for all lectures, tutorials, seminars, small group teachings, practical sessions, PBLs, clinical skill sessions, and hospital visits.
- Attendance will be mandatory for any other activity announced by the Faculty.
- A student is allowed to sign the attendance sheet or scan the barcode for him/her only. The signing for another student or sending the barcode to another student is unethical, and considered a policy violation.
- Students who miss more than twenty percent of the Practical/Tutorials/Seminars/Lectures are prevented from appearing in the final examination. Such students are not allowed to appear in the resit examinations.
- Students who are absent from two or more sessions of PBLs, clinical skills and hospital visits are not allowed to appear for the end of module assessment and are awarded an "F" grade ('0' grade) for that module.
- The absence is calculated for the duration of the complete academic year and is not calculated on a module-by-module basis.

### **Excused Absences:**

All excuses need approval by the Vice-Dean Academic Affairs. All excuses, except the medical and death of a first-degree family member, require a request by the student at least two weeks in advance.

- **Medical excuses:** Filled-in sick leave form, available at the Faculty of Medicine website, must be submitted to the Student Affairs Office within three days of return to the class. Missing more than 6 hours of class due to medical illnesses will be further investigated.
- **Death of a first-degree family member:** An absence may be granted because of the death of student's spouse, father, mother, siblings, grandfather, and grandmother.
- **Presentation at a conference:** An absence may be granted by the Vice-Dean Academic to present a paper at a professional conference. Proof of acceptance of the paper by the conference organizers must be provided.
- **Leadership role excuses:** An absence may be granted to a student to represent the Faculty of Medicine in a leadership capacity at a professional conference. Proof from the conference organizers must be provided
- **Religious excuse:** An absence may be granted for a student to observe a religious holiday according to the policy of Kuwait University.
- **Court appearance:** An excused absence may be granted for a student to fulfill this civic responsibility.

**ASSESSMENT/EXAMINATION STRATEGY & REGULATIONS**  
**PHASE II PROGRAM (YEAR 2, 3 & 4 OF MEDICAL PROGRAM)**

## **CURRICULUM ASSESSMENT STRATEGY**

Strategies have been based on the following principles:

1. To allow continuous summative and formative examinations
2. To encourage students to learn actively
3. To allow student promotion to the next level
4. To enable early identification of those students who are deemed likely to fail from the program
5. To provide remediation for weak students

### **General Description**

The assessments includes an End of Module Examination for the Foundation blocks and for each system module, and three final Examinations (end of year examinations) at the end of each year: Phase II 2nd year final examination at the end of 2nd year includes three modules (Foundation Blocks I & II and I & I module), Phase II 3rd year final examination at the end of Phase II 3rd year includes five modules (Blood, Musculoskeletal, Endocrinology, CVS and Respiratory), and the Phase II 4th year final examination at the end of Phase II 4th year includes the remaining 4 system modules (Nervous System, Renal, Digestive and Reproductive and Breast module) and the elective. The Phase II year 4 final examination will be a comprehensive examination, which includes all system modules of Phase II (both years 3 and 4). The end-of-year final examinations are scheduled at the end of the academic year. External Examiners are present for the final examinations at the end of Phase II years 3 and 4. *Post hoc* Hofstee standard setting is determined for all assessments and the scores may be adjusted, if recommended after thorough review by the Phase II examination Committee.

## 1. STRATEGY MAP

According to this strategy, the Curriculum map has been divided into three years.

### PHASE II – YEAR 2, SEPT-JUNE

#### **SEMESTER III**

FOUNDATION I  
(05 50 – 303)  
AND ENGLISH 183

Mid Semester  
Break

#### **SEMESTER IV**

FOUNDATION II  
(05 – 50 – 304)

INFECTION &  
IMMUNOLOGY  
(05-50-306)

Exam Break

FINAL EXAM

### PHASE II – YEAR 3, SEPT-JUNE

#### **SEMESTER III**

BLOOD  
(05-70-402)

MUSCULO.  
(05-80-309)

ENDO  
(05-80-308)

Mid Semester  
Break

#### **SEMESTER IV**

CVS  
(05-80-306)

RESP.  
(05-80-307)

Exam Break

FINAL EXAM  
MCQ  
OSCE/OSPE

### PHASE II – YEAR 4, SEPT-JUNE

#### **SEMESTER III**

NERVOUS SYSTEM  
(05-30-312)

RENAL  
(05-80-402)

ELECT.  
(05-00-406)

Mid Semester  
Break

#### **SEMESTER IV**

DIGESTIVE  
(05-75-311)

REPRO. &  
BREAST  
(05-80-402)

Exam Break

FINAL EXAM  
MCQ  
OSCE/OSPE

## **GRADING SCALE OF FACULTY OF MEDICINE (Years 2 - 7)**

*Applicable from the academic year 2018-19*

### **The criteria for setting pass marks and grade boundaries for Phase II and Phase III students**

| Mark split   | Grade point | Grade | Category  |
|--------------|-------------|-------|-----------|
| 90-100       | 4.00        | A     | Excellent |
| 85-89        | 3.67        | A-    | Excellent |
| 80-84        | 3.33        | B+    | Very good |
| 75-79        | 3.00        | B     | Very good |
| 70-74        | 2.67        | B-    | Very good |
| 65-69        | 2.33        | C+    | Good      |
| 60-64        | 2.0         | C     | Good      |
| Less than 60 | 0.00        | F     | Fail      |

### **Themes**

Assessments shall be aligned with the curricula outcomes and weekly learning objectives. 70% of the assessment will cover knowledge-based themes and the rest 30% will cover the remaining themes (CC, PD, and PH).

## **Assessment and Examination Regulations**

### **Phase II: Year 2 of Medical Program - Assessments and Final Examinations**

#### **1.1. Assessments (End of Module Assessment) – Phase II Year 2 of Medical Program**

1. Foundation blocks have a total of four assessments (two each in each semester).
2. The Infection and Immunology module has an-end-of module assessment at the end of the module.
3. The combined in-course assessments contribute 40% to the final mark for Year 2 of the medical program.
4. MCQs are used as an assessment format in the proportion as decided by the Examination Committee, giving a fair weightage to the themes covered.
5. There is a make-up assessment for those candidates who have valid excuses granted by the Dean/Vice Dean Academic Affairs according to the Faculty of Medicine regulations. Excuses from appearing for the assessments are granted only for the following reasons:
  - a. Admission of the student to a Government hospital as an inpatient, with an authenticated report from the hospital administration;
  - b. Death of a first-degree family member (Father, Mother, Grandfather, Grandmother, and siblings of the student);
  - c. Other extenuating circumstances approved by the Dean/Vice Dean Academic Affairs.
6. Make-up assessment is given to a student when he/she is fit, but not later than the resumption of study (first week of the following module) using a format similar to the regular assessment.
7. Students are awarded their actual grades in a make-up assessment.
8. Phase II Examination Committee collects the examination questions from the System/Module Coordinators for review.
9. A post-test review of the questions and the exam is carried out based on item analysis and the feedback is provided to the system coordinators and Vice Dean Academic Affairs.
10. The examination is conducted by the Office of the Vice-Dean Academic Affairs.

## **1.2. Phase II: Year 2 of Medical Program - Final Examination (End of Year Examination)**

### **(A) English 183**

1. English 183 final examination is conducted and graded by the English Language Unit independently according to the University grading scale.
2. Students who fail the English 183 examinations are given a resit examination at the beginning of the second semester.
3. Those students who fail the resit examination at the beginning of the second semester are allowed to continue in the program and are given another resit examination along with the end-of-year final examinations of Phase II Year 2 of the Medical Program.
4. Those students who fail the second resit examination have to repeat the English 183 course and examinations.
5. Students who fail to successfully complete the requirements of the English 183 course at the end of the repeat year are dismissed from the Faculty of Medicine.

### **(B) Foundation blocks and I & I module**

1. The pass mark is sixty percent.
2. Phase II Examination Committee collects and reviews examination questions from the System/Module Coordinators.
3. At the end of Phase II Year 2 of the Medical Program, there is a summative final examination, which contributes 60% to the final mark.
4. MCQs are used as a format in the proportion as decided by the Phase II Examination Committee; giving a fair weightage to the themes covered.
5. The student who is unable to appear in an assessment for any reason stated above must inform the office of the Vice-Dean Academic Affairs of his/her reason for missing the examinations within two working days following the examinations.
6. There is no make-up examination following the final examination. However, those candidates who have excused absence according to the criteria outlined in item 6.2. (ii) below, can appear in the resit examination held in August/September and get their actual grade. However, if such students fail the resit examination in August/September, he/she repeats the year/ dismissed from the Faculty, as appropriate.
7. The students getting <60% total marks are qualified for a resit examination.
8. The resit examination is conducted in August/September.

9. The final grade for the resit examination (both excused absence and resit due to failure) is computed in the same format as that of the final examination grade, including the end of module course assessment grades.
10. The maximum final grade given to a passing student in the resit examination is 'C' (60% marks). However, the student taking a resit exam due to an excused absence is awarded the actual grade.
11. Those who fail in the resit examination are allowed to repeat the year only once.
12. Any student repeating Year 2 of the Phase II program, who subsequently fails the final examination is allowed to appear for a resit examination in August/September, but if he/she fails in this resit examination, he/she is dismissed from the Undergraduate Medical Program of the Faculty of Medicine.

## **2. Phase II: Year 3 and 4 Assessments and Final Examinations**

### **2.1 End of Module Assessments: Phase II year 3 and 4**

1. Each system is assessed separately during the last week of each system.
2. The combined assessments contribute 40-45% to the end-of-year overall marks.
3. MCQs are used as an assessment format in the proportion as decided by the Examination Committee, giving a fair weightage to the themes covered.
4. There is a make-up assessment for those candidates who have valid excuses granted by the Dean/Vice Dean for Academic Affairs according to the Faculty of Medicine regulations. Excuse from appearing the assessment is granted only for the following reasons:
  - a. Admission of the student to the Government hospital as an inpatient, with an authenticated report from the hospital administration;
  - b. Death of a first-degree family member (Father, Mother, Grandfather, Grandmother, and siblings of the student);
  - c. Other extenuating circumstances approved by the Dean/Vice Dean Academic Affairs.
5. Make-up assessment is given to a student when he/she is fit to attend the examination using the format similar to the regular assessment.
6. Students are awarded their actual grades in a make-up assessment.
7. Phase II Examination Committee collects examination questions from the System Coordinators for review.
8. A post-test review of the questions is carried out based on item analysis and the feedback is provided to the system coordinators and Vice-Dean Academic.
9. The examination is conducted by the Office of the Vice-Dean Academic.

## **2.2. Final Examinations: Phase II Year 3 and 4**

### **2.2.1. OSCE and OSPE: (year 3 and year 4)**

1. OSCE and OSPE are compulsory components of the curriculum.
2. The OSCE and OSPE examinations cover the clinical and laboratory skills respectively.
3. OSCE is given at the end of the year.

### **2.2.2. Final Examination**

1. The Final examination will contribute 40%-60% to the end-of-year overall mark.
2. MCQs are used as a format, giving a fair weightage to the themes covered.
3. Questions are reviewed before and after the examination, based on item analysis by the Examination Committee.
4. There is no make-up examination following the final examination. However, those candidates who have excused absence according to the criteria outlined in item 6.2 (ii) below, can appear in the resit examination held in August/September shall get the actual grade. However, if such students fail the resit examination in August/September, he/she will repeat the year/dismissed from the Faculty, as appropriate.
5. Students getting <60% total accumulated marks qualify for a resit examination.
6. Any student is allowed to repeat the same year only once and different years only twice during his/her Phase II (Year 2-4) of the medical program.
7. Any student who exceeds the maximum number of repeats is dismissed from the undergraduate medical program of the Faculty of Medicine.
8. A 4<sup>th</sup> Year student is allowed to repeat the year twice to complete the requirement for bachelor of Medical Science degree. However, he/she will not be allowed to continue to Phase III clinical program (year 5) (Ref. HSC bylaw item No. 13).

## **3. Resit Examination**

1. Resit examinations is given only for the final written examination i.e. there is no resit for OSCE and OSPE and the end of module examinations.
2. A candidate who accumulates total marks <60% is allowed to take a resit examination.
3. The format of the resit examination is similar to that of the final written examination.
4. The resit examination is conducted during August/September.

5. A maximum of “C” (60% marks) grade will be awarded to a passing student in the resit examination.
6. Students who are appearing in the resit examination due to excused absence from the final examination get the actual grade.
7. A mark of zero and the grade "F" is given for any examination which is missed without proper excuse.
8. Candidates who absent themselves from the final examination (full/part), without prior permission of the Dean/Vice Dean Academic Affairs are not allowed to appear in the resit examination.

#### **4. External Examiners**

1. External examiners are invited to evaluate the process of the final examination.
2. An oral examination in the presence of the external examiners is given to those students who are borderline failures by 3% marks (i.e. scoring 57%-59%) to be considered to possible pass (C grade) and to those candidates who have scored 89% to be considered for possible promotion to distinction (A grade). Borderline students requiring 1% marks to be promoted to the next grade **may be** called for an oral examination if approved by the Phase II Examination Committee and the Vice Dean Academic. No oral examination is given as part of the resit examination.

#### **5. Assessment/Examination Format**

The following formats are used in the assessments and final examinations:

1. MCQ (Multiple Choice Questions)
2. OSCE (Objective Structured Clinical Examination)
3. OSPE (Objective Structured Practical Examination)

#### **6. Regulations**

##### **6.1. Assessments**

1. There will be the provision of a make-up assessment for those candidates who have a valid excuse granted by the Dean/Vice-Dean Academic according to the Faculty of Medicine regulations. Excuses from appearing the assessments will be granted for the following reasons only:
  - a. Admission of the student to the Government hospital as an inpatient, with an authenticated report from the hospital administration.

- b. Death of a first-degree family member (Grandfather, Grandmother, Father, Mother, and siblings) of the student.
  - c. Other extenuating circumstances approved by the Dean/Vice Dean Academic Affairs.
2. A make-up assessment shall be given to a student who has an approved excuse for missing assessments and will receive the actual grade obtained.
  3. A mark 'zero' (grade F) will be given for any assessment which is missed without proper excuse.
  4. The student who is unable to appear in an assessment for any reason stated above shall inform the office of the Vice-Dean Academic Affairs his/her reason for missing the assessment within two working days following the assessment.
  5. Students who are prevented from appearing the end of module assessment for any reason will forfeit their right to have a resit examination.

## **6.2. Final Examination**

- i) The pass mark is sixty percent.
- ii) Excused absence: Excuse from appearing in the final examination is granted by the Dean/Vice Dean Academic Affairs only for the following reasons:
  - a. Admission of the student to the Government hospital as an inpatient, with an authenticated report from the hospital administration.
  - b. Death of a first-degree family member (Grandfather, Grandmother, Father, Mother, and siblings) of the student.
  - c. Other extenuating circumstances approved by the Dean/Vice Dean Academic Affairs.
- iii) The student who is unable to appear in the final examination for any reason stated above must inform the office of the Vice-Dean Academic Affairs his/her reason for missing the examination within two working days following the examination.
- iv) Candidates who absent themselves from the final examination (full/part) without prior permission of the Dean/Vice-Dean Academic Affairs are not allowed to appear in the resit examination.

- v) Candidates who miss a final examination or any component of it without a valid excuse as approved by the Vice Dean Academic Affairs are granted zero marks (F grade).
- vi) There is no make-up examination following the final examination.
- vii) However, those candidates who have an excused absence according to criteria outlined in 6.2. (ii), appear in the resit examination in August/September and get their actual grade. However, if such a student fails the resit exam, he/she repeats the year/dismissed from the Faculty of Medicine, as appropriate. He/ She is not given another examination, should he/she fail the resit examination in August/September. The final grade in this resit examination is computed in the same format as that of the final examination grade, including the end of module assessment grades.
- viii) Students who are prevented from final examinations for any reason forfeit their right to have resit examinations.

## **7. Phase II Examination Committee**

There are two examination committees for the Phase II program. One examination is responsible for year 2 and the second examination committee is responsible for years 3 and 4.

Phase II Examination Committees are appointed by the Dean's Executive Committee. The Phase II Examination Committees:

1. are responsible for End of Module Assessment and the Final examinations
2. collect questions from various systems coordinators according to the guidelines and examination blueprint
3. review the questions before the examination
4. prepare question papers and send them to the Vice-Dean Academic Affairs for conducting the examination
5. review the questions based on item analysis after the examination and give feedback to the Vice Dean Academic Affairs and the System Coordinators
6. give feedback to students on their performance

**Vice Dean Academic Affairs**

Conduct the examination



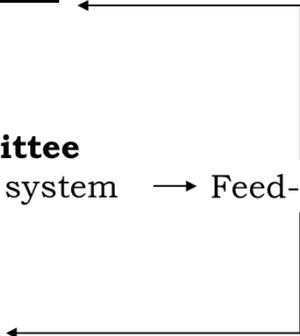
**Phase II Examination Committee**

Collect the questions from the system coordinators, and review

→ Feed-back



System coordinators



**THE DEGREE OF DOCTOR OF MEDICINE  
M.D.**

## **THE DEGREE OF DOCTOR OF MEDICINE (M.D.)**

1. The program of study and subjects of the examinations shall be those prescribed by the Curriculum, Assessments, and Admissions Committee.
2. Assessments of performance during the program shall be taken into account in determining the results of the examinations.
3. On the recommendation of the Faculty of Medicine, after considering the reports of the examiners, the degree of Doctor of Medicine (M.D.) shall be awarded to successful candidates.
4. A candidate who fails to satisfy the examiners in the final examinations may be permitted to present himself/herself for resit on such terms as the Faculty Council may prescribe on the recommendation of the Board of Examiners. Such a candidate shall be required to undertake further prescribed study and shall be awarded a grade "C" if he/she satisfies the examiners on his/her resit.
5. Satisfactory attendance of classes and progress in performance are prerequisites for admittance to all examinations.
6. Students who are prevented from appearing in the final examinations will be awarded with a "F" grade (0' marks) and they are not eligible to appear for the resit examination. Students who are prevented from the final examinations will repeat the year. If they are already repeaters, they will be dismissed from the Faculty of Medicine.
7. A mark of zero and the grade "F" shall be given for any examination which is missed without proper excuse.
8. Candidates who miss a final examination or any component of it without a valid excuse as approved by the Vice-Dean Academic Affairs will be granted zero marks (F grade).
9. Candidates who absent themselves from the final examination (full/part) without prior permission of the Dean/Vice-Dean Academic Affairs will not be allowed to appear in the resit examination.
10. Satisfactory performance in all required components of internal assessments/evaluations will be a prerequisite for appearing in the in-course/end of course assessment/Final examination.

## **CLINICAL DEGREE PROGRAM**

To obtain the degree of Doctor of Medicine (M.D.), students must (a) successfully complete the B.Med.Sc. program, and (b) successfully complete the three years of clinical study program prescribed by the Faculty of Medicine.

### **Admission and Transfer Regulations and Requirements for the M.D. Program**

- 1) Candidates must have obtained the B.Med.Sc. degree of the Kuwait University.
- 2) Transfer into the M.D. program is not allowed.

### **Requirements for Graduation**

- 1) Approved programs of study shall be those prescribed by the Faculty of Medicine. A candidate shall not be held to have pursued an approved program unless his/her studies are certified as satisfactory by the Faculty of Medicine. The passing of all the courses prescribed by the Faculty of Medicine is mandatory for student promotion to the following year/graduation.
- 2) To qualify for graduation with the M.D. degree, a candidate must have pursued approved courses for not less than three years after obtaining the B.Med.Sc. degree, and have satisfied the examiners. Except by special permission of the Faculty of Medicine, these three years shall be the fifth, sixth, and seventh years following a candidate's admission to Kuwait University.
- 3) No candidate shall be allowed to repeat the fifth and sixth years of the M.D. clinical program more than once and the seventh year more than twice.
- 4) Any candidate granted one year's leave of absence from the M.D. clinical program by the Faculty of Medicine shall lose the right to repeat that year of the program should they fail on their return.
- 5) Any candidate who is absent for one year or who does not attend the in-course assessments and examination of any one year shall on his/her return be treated as a repeat student as well as lose the right to repeat any subsequent year of that program which he/she might fail after his/her return.
- 6) A mark of zero and the grade "F" shall be given for any examination which is missed in full or part, without proper excuse.
- 7) A student who has failed the theory or clinical examination will not be promoted to the following year/allowed to graduate. A clear pass in both the theory and clinical examination/OSCE is mandatory for the promotion/graduation of the student. The theory marks cannot compensate for the shortage of marks in clinical examination/OSCE and the clinical marks cannot compensate for the shortage of marks in theory examination. The candidate must achieve a minimum of a pass grade in both theory and in the clinical examinations/OSCE to be eligible to be promoted to the following year/graduation.

- 8) Any candidate who resits a final examination shall take a "C" grade for each resit if he/she satisfied the examiners. The resit examination will be conducted using the regular examination format (theory, clinical/OSCE).
- 9) Any candidate who sits a supplementary examination shall take the grade achieved if it is his/her first attempt in that subject.
- 10) Supplementary examination is given to those students who have excused absence from sitting the examination.
- 11) Students who are prevented from appearing in the final examinations will be awarded an "F" grade ('0' marks) and they are not eligible to appear for the resit examination. Students who are prevented from the final examinations will repeat the year. If they are already repeaters, they will be dismissed from the Faculty of Medicine.
- 12) There will not be any make-up examination following the final examination. Those candidates who have excused absence according to the criteria outlined in the final examinations regulations can appear in the resit examination held in August/September and shall get the actual grade. However, if such students fail the resit examination in August/September, he/she will repeat the year/dismissed from the Faculty, as appropriate. He/she will not be given another examination should he/she fail the resit examination in August/September.
- 13) A student who has failed the clinical examination will not be promoted to the following year/allowed to graduate. A student who has failed the theory examination will not be promoted to the following year/allowed to graduate. A clear pass in both the theory and clinical examination is mandatory for the promotion/graduation of the student.
- 14) Candidates who absent themselves from the final examination (full/part), without prior permission of the Dean/Vice-Dean Academic Affairs will not be allowed to appear in the resit examination.

**PHASE III OF MEDICAL PROGRAMME – Years 5, 6 & 7**  
**CLINICAL YEARS**

## FACULTY OF MEDICINE

### PLAN FOR PHASE III PROGRAM

#### YEAR I (5<sup>TH</sup> YEAR) – FIRST CLINICAL YEAR – 33 WEEKS OF ROTATION

|   |  |   |  |            |
|---|--|---|--|------------|
| Clinical Skills<br>Development Week<br>(1 Week) | MEDICINE – 11 WEEKS (14 CH)<br>05 80 504 / 505 | SURGERY – 11 WEEKS (14 CH)<br>05 75 504 / 505 | COMM.MEDICINE – 7 WEEKS (6 CH)<br><br>05 10 504 / 505<br><br>ELECTIVES – 4 WEEKS (2 CH)<br>05 00 502 | FINAL EXAM |
|---|--|---|--|------------|

#### YEAR II (6<sup>TH</sup> YEAR) – SECOND CLINICAL YEAR – 33 WEEKS OF ROTATION

|   |   |   |            |
|---|---|---|------------|
| MEDICINE – 5.5 WEEKS (6 CH)<br>05 80 604 / 605<br><br>SURGERY – 5.5 WEEKS (6 CH)<br>05 75 604 / 605 | PEDIATRICS– 11 WEEKS (14 CH)<br><br>05 85 604 / 605 | OBS. & GYNAECOLOGY – 11 WEEKS<br>(14 CH)<br><br>05 90 604 / 605 | FINAL EXAM |
|---|---|---|------------|

#### YEAR III (7<sup>TH</sup> YEAR) – THIRD CLINICAL YEAR – 31 WEEKS OF ROTATION

|   |   |   |   |            |
|---|---|---|---|------------|
| PSYCHIATRY<br>8 WEEKS (8 CH)<br>05 80 708 / 709 | MEDICINE<br>8 WEEKS (18 CH)<br>(including Pre-Internship)<br>05 80 706 /707 | SURGERY<br>8 WEEKS (18 CH)<br>(including Pre-Internship)<br>05 75 706 / 707 | Pre-Internship (7 Weeks)<br>Orientation (1 week)<br>Medicine (3 Weeks)<br>Surgery (3 Weeks) | FINAL EXAM |
|---|---|---|---|------------|

## PHASE III - CURRICULUM

### Course Requirements

#### FIRST CLINICAL YEAR (5<sup>th</sup> year)

| <b>COURSE NO.</b> | <b>COURSE</b>      | <b>CH</b> |    |
|-------------------|--------------------|-----------|----|
| 05 80 504         | Medicine           | 7         |    |
| 05 80 505         | Medicine           | 7         |    |
| 05 75 504         | Surgery            | 7         |    |
| 05 75 505         | Surgery            | 7         |    |
| 05 10 504         | Community Medicine | 3         |    |
| 05 10 505         | Community Medicine | 3         |    |
| 05 00 502         | Elective           | 2         | 36 |

#### SECOND CLINICAL YEAR (6<sup>th</sup> year)

| <b>COURSE NO.</b> | <b>COURSE</b>           | <b>CH</b> |    |
|-------------------|-------------------------|-----------|----|
| 05 80 604         | Medicine                | 3         |    |
| 05 80 605         | Medicine                | 3         |    |
| 05 75 604         | Surgery                 | 3         |    |
| 05 75 605         | Surgery                 | 3         |    |
| 05 85 604         | Pediatrics              | 7         |    |
| 05 85 605         | Pediatrics              | 7         |    |
| 05 90 604         | Obstetrics & Gynecology | 7         |    |
| 05 90 605         | Obstetrics & Gynecology | 7         | 40 |

#### THIRD CLINICAL YEAR (7<sup>th</sup> year)

| <b>COURSE NO.</b> | <b>COURSE</b> | <b>CH</b> |    |
|-------------------|---------------|-----------|----|
| 05 80 708         | Psychiatry    | 4         |    |
| 05 80 709         | Psychiatry    | 4         |    |
| 05 80 706         | Medicine      | 9         |    |
| 05 80 707         | Medicine      | 9         |    |
| 05 75 706         | Surgery       | 9         |    |
| 05 75 707         | Surgery       | 9         | 44 |

**Total: 120 CH**

### **Phase III Curriculum**

In Year 5, three groups of students rotate through clerkships in Medicine (11 weeks), Surgery (11 weeks), and a combined period with Community Medicine (7 weeks) and an Elective (4 weeks). The Electives may be taken in Kuwait or abroad and are an opportunity to make more in-depth studies in an area that is a personal choice or experience overseas medical practice. The current curriculum is characterized by four major themes which run through the whole program starting in Phase II: Basic and Clinical Science Theme, Professional and Behavioral Development Theme, Public Health Theme, and the Clinical Competence Theme. Years 5-7 place a major emphasis on the latter theme. Throughout Phase III clinical PBL and activities delivered on Medical School Day are significant in terms of supporting student independent study during the three years, otherwise, the main activities are clinical and hospital-based. In all clinical activities, there will be specific opportunities to integrate basic medical sciences with the clinical science being observed and practiced.

Throughout the three-year period, about 30% of all scheduled weeks will remain unscheduled for self-directed independent study.

### **Core Clinical Competence and Procedural Skills and other Study Guidelines**

Guiding students through their clinical studies are discipline-based core clinical case competencies published by each department. Together with the prescribed procedural skills and the theme outcomes, this makes the basis for the delivery of criterion-referenced assessments. For every scheduled session there are learning objectives provided that make absence due to on-call or certified absence less significant. All core clinical case competencies, procedures, and Medical School Day teaching/learning materials are delivered with their objectives and are included in all formative assessments.

### **Medical School Day**

The format is flexible but will usually consist of two separate lecture sessions when more than one short lecture may be delivered in a single session. One seminar is organized often with a multi-disciplinary theme. Finally, each week a group of three students will organize the presentation of their seminar before senior staff with relevant expertise. All activities, except the student-led seminars, are supported by the provision of learning objectives and an overview of each session. In Year 5, there will be 33 Medical School Days, divided between the three participating departments. The program is non-repeating in a three-year cycle. The program will be published at least six months in advance.

## **Logbooks**

Most clerkship rotations require that students complete a logbook of their activities to provide evidence and a record of sufficient attendance or participation in required activities.

## **Year 5 Medical Clerkship**

As students enter Phase III they are expected to demonstrate sufficient clinical skills to partake fully in student-led clinical activities from the outset. Patient clerking, both on the wards and outpatients, note writing, presentations with patient demonstrations, and small group tutorials are expected to be stressed. Every week a PBL case will be studied, one set of clinical notes will be submitted and marked by a clinical tutor and all activities on Medical School Day are compulsory. A selected number of procedural skills is introduced in the Clinical Skills Lab.

## **Year 5 Surgical Clerkship**

Surgical clerks will rotate through a series of postings in General Surgery, Urology, and Orthopedic Surgery. The major activity will be clinical activities based on hospital wards and will include attendance in the operating theatres, outpatient departments, patient clerking, student-led presentations and demonstrations, on-call, weekly PBL, and attendance for Medical School Days. There are a series of skills lab sessions planned to allow students to master prescribed procedural skills, such as male catheterization.

## **Year 5 Community Medicine**

During the Community Medicine rotation, students will be prepared with lectures, learning topics, and small group tutorials for the task of carrying out a research project later. On two Medical School Days each rotation, topics important to Public Health will be presented and discussed. Additionally, students will attend field visits to a variety of Community sites for further experience in the field of Community Medicine.

*Community-based Research:* Students complete a community-based research project on Community Medicine or a health situation analysis in small groups, which is presented as a part of the student-led seminars on one Medical School Day each rotation.

## **Year 5 Electives**

All students will complete a four-week elective of their own choice. Specific instructions will have been circulated to those students who wish to spend this time overseas or in the Faculty of Medicine departments offering opportunities for an elective course. To guide these Elective activities, there will be set objectives written by each student and approved by a departmental and or overseas supervisor. Although the Elective will receive credits towards their final grade, the completion of this period will be counted as satisfactory on submission of documented participation and production of a 2000 words summary showing evidence of successful fulfillment of the written objectives for the activities undertaken during this period.

Currently, the Faculty of Medicine offers the following elective courses in the Phase III program:

*Department of Anatomy*

Dissection of Orbit and its contents  
Dissection of the back, vertebral column, and spinal cord  
Dissection of lower limb joints  
Applied Anatomy  
Regional Anatomy-Dissection of Abdominal Cavity  
Regional Anatomy - Dissection of Thorax  
Regional Anatomy - Dissection of Upper Limb  
Regional Anatomy - Dissection of the Neck

*Department of Radiology*

Radiology

*Department of Medicine*

Gastroenterology (Amiri)  
Cardiology (Mubarak)  
Neurology (Ibn Sina)  
Oncology (KCCC)  
Dermatology (Farwaniya)

Department of Microbiology

Clinical Microbiology in Mubarak, Farwaniya, Maternity  
And Ibn Sina Hospitals

*Department of Surgery*

Vascular Surgery (Mubarak)  
General Surgery (Mubarak)  
Urology (Mubarak)  
Urology (Sabah Al Ahmed Centre)

*Department of Community Medicine*

Research Ethics: Evil Medical Experiments and Lessons Learnt  
Creative Writing

*Department of Psychiatry*

Substance-related disorders  
Primary Health Care Psychiatry

*Department of Pathology*

Clinical Forensic Medicine

*The list of elective courses is subject to change.*

## **Year 6**

During this year two major specialties, Pediatrics and Obstetrics and Gynecology will offer clerkships, while there will be an opportunity for students to study relevant specialties and subspecialties in Medicine and Surgery to broaden their experience contributing to an eventual choice of specialty or subspecialty as a field of further study after graduation.

### **Year 6 Pediatric Clerkship**

There will be a formal introduction to the clerkship rotation followed by clinical activities based on small groups in the pediatric units of the five hospitals used for teaching. The plan for weekly activities is similar to those outlined in the Year 5 clerkships.

### **Year 6 Obstetrics and Gynecology Clerkship**

There will be a formal introduction to the clerkship rotation followed by clinical activities based in small groups in the maternity units of the hospitals used for teaching. The plan for weekly activities is similar to those outlined in the Year 5 clerkships.

### **Year 6 Surgical Specialties Clerkship**

During this clerkship, 6 specialties/subspecialties will be covered. Anesthesiology & Critical Care Medicine, ENT, Neurosurgery, Ophthalmology, Plastic and Thoracic Surgery. Due to the diversity of these specialties, relevant and common topics will be covered. Medical students will rotate in blocks through Anesthesiology & Critical Care Medicine, ENT, and Ophthalmology while topics in the remaining 3 specialties will be theoretically covered in the form of clinical rounds. The contribution of Medical School Days and PBLs will be proportionate among the 6 specialties.

### **Year 6 Medicine Specialties Clerkship**

A series of medical specialties will be scheduled for the student rotations in each clerkship. All four disciplines will contribute proportionately to Medical School Days with non-repeating activities for the whole three-year period.

**Year 7**

The final year of Phase III will be divided into two major periods (a) three clerkships for Psychiatry, Medicine, and Surgery; followed by (b) two Pre-Internship periods in Medicine and Surgery. The psychiatry clerkship will be driven by the inculcation of professional development and clinical competency within the context of the factual knowledge about the common psychiatric morbidity at the community and the general hospital level, expected from a fresh medical graduate.

**ATTENDANCE POLICY FOR PHASE III PROGRAM – YEARS 5 to 7**

## **Attendance**

- Attendance is mandatory for all lectures, tutorials, seminars, small group teachings, practical sessions, PBLs, clinical skills lab sessions, Medical School Days, clinical sessions and hospital visits.
- Attendance will be mandatory for any other activity announced by the Faculty.
- A student is allowed to sign the attendance sheet or scan the barcode for him/her only. The signing for another student or sending the barcode to another student is unethical, and considered a policy violation.

### **1. PBLs/Clinical Skills/Clinical sessions**

- a. Students who are absent from these sessions without excuse will not be allowed to appear for the end-of-course assessment/final examinations and will be awarded zero mark ("F" grade) for that subject.
- b. Students who are prevented from appearing in the end-of-course assessments in two or more subjects will not be allowed to proceed to the subsequent rotations.
  - a. Absence in clinical sessions and PBLs must be repeated, in case of accepted excuse, in order to be admitted to the examination.

### **2. MSD activities/Practical/Tutorials/Lectures**

- a. an absence exceeding 20% from these will prevent the student from appearing in the final examinations.
- b. The absence will be calculated for the duration of the whole program.
- c. Students prevented from appearing the final examinations due to excessive absence will not be allowed to appear for the resit examination.

### **3. Clinical Attachments**

- a. Each clinical discipline must implement a system whereby the daily attendance of each student on hospital rotations is strictly monitored. This should include, both "sign-in" and "sign-out" by the student under the supervision of the tutor/coordinator.
- b. If a student has an excused absence, this should be made up by repeat rotation unless recommended otherwise by the Department and approved by the Vice Dean for Academic Affairs.
- c. Absence in clinical sessions must be repeated in case of accepted excuse in order to be admitted to the examination.
- d. Students who do not fulfill the attendance requirements will be prevented from appearing the end of block assessment and a mark of zero ("F" grade) will be awarded for that exam.

- e. Failure to make up any absence at hospital rotations, unless approved by the Vice-Dean Academic Affairs, will prevent the student from appearing the end-of-course assessment/final examination in that subject. Students prevented from appearing in the final examinations due to excessive absence will not be allowed to appear for the resit examination.

### **Excused Absences:**

All excuses need approval by the Vice-Dean Academic Affairs. All excuses, except the medical and death of a first-degree family member, require a request by the student at least two weeks in advance.

- **Medical excuses:** Filled-in sick leave form, available at the Faculty of Medicine website, must be submitted to the Student Affairs Office within three days of return to the class. Missing more than 6 hours of class due to medical illnesses will be further investigated.
- **Death of a first-degree family member:** An absence may be granted because of the death of student's spouse, father, mother, siblings, grandfather, and grandmother.
- **Presentation at a conference:** An absence may be granted by the Vice-Dean Academic to present a paper at a professional conference. Proof of acceptance of the paper by the conference organizers must be provided.
- **Leadership role excuses:** An absence may be granted to a student to represent the Faculty of Medicine in a leadership capacity at a professional conference. Proof from the conference organizers must be provided
- **Religious excuse:** An absence may be granted for a student to observe a religious holiday according to the policy of Kuwait University.
- **Court appearance:** An excused absence may be granted for a student to fulfill this civic responsibility.

**ASSESSMENT/EXAMINATION STRATEGY & REGULATIONS**

**PHASE II PROGRAM (YEAR 5, 6 & 7 OF MEDICAL PROGRAM)**

### **Assessments in Phase III**

All clerkships in years 5 and 6 will contribute 30% of the final year mark in-course, with a series of discipline-based assessments to be held at the end of the year contributing 70%. More exact details of all the assessments will be distributed to students at the beginning of the academic year.

### **Final Examination Regulations for the Clinical Program – Phase III Program**

The following guidelines are to assist the Vice-Dean for Academic Affairs and the Dean in governing the annual/final examinations, subject to the final approval of the Board of Examiners and/or the Faculty Council, as appropriate.

- a. In-course and/or end-of-clinical rotation assessments carried out throughout Phase III shall contribute 30% in Year 5 and Year 6, and 20% in Year 7 towards the overall final marks.
- b. There will be TWO components of the Final Examination; i, Theory Examination ii, Clinical/OSCE examination. The passing mark shall be 60% in each of the components.
- c. A student must score a clear pass in both Theory and Clinical/OSCE independently, with no compensation between the two components for promotion to the next year and/or for graduation. The theory marks cannot compensate for the shortage of marks in clinical examination/OSCE and vice versa.
- d. All clinical students must be examined by the external examiners wherever possible before being promoted to the following year/graduated. All clinical students attending the exit examination will be examined by the external examiners.

## 1. First Clinical Year (Phase III – Year 1) – 5<sup>th</sup> year of Medical Program

- a. There will be final examinations in Community Medicine, Medicine and Surgery at the end of the academic year.
- b. End-of-course assessments in Community Medicine, Medicine and Surgery will contribute 30% to the final grade and the final examinations will contribute 70% to the final grade in each subject.
- c. A student must score a clear pass in both Theory and Clinical/OSCE independently of each in Medicine and Surgery. There will be **no compensation between the two components** (Theory & Clinical/OSCE examination) for promotion to year 6. The theory marks cannot compensate for the shortage of marks in clinical examination/OSCE and vice versa.
- d. The elective courses will be graded as pass/fail.
- e. If a student satisfies the attendance requirement but fails the end-of-course assessment, the student shall be allowed to sit the final examination in June and carry the end-of-course assessment mark to be counted in the final grade.
- f. A student failing in one clinical subject (i.e. Medicine or Surgery) in the final examination and/or the Community Medicine course, will be required to take a resit examination in these failed subjects at the end of the summer holidays (August/September) after undertaking clinical rotation/courses as recommended by the Board of Examiners and the Faculty Council.
- g. A student failing in both the clinical subjects (i.e. Medicine and Surgery) in the final examination will be required to repeat the year and will undertake clinical rotation and examinations in the two subjects in which he/she failed and undertake clinical rotation in other disciplines as recommended by the Board of Examiners and Faculty Council.
- h. Students who fail three or four subjects (including elective) in the final examinations will be required to repeat the whole year including the final examinations in all subjects.
- i. A student who has unsatisfactory attendance due to unexcused absence, in one subject, will not be allowed to attend the end-of-course assessment and an **F** grade and a mark of '0' will be awarded to that assessment.

- j. If a student has unsatisfactory attendance in more than one subject regardless of the reason, he/she will not be allowed to appear for the end-of-course assessment and final examinations in June. The student will be required to repeat the year, (in all subjects) and will be considered as a repeater.
- k. A student failing in one subject in the final examination will be required to take a resit examination in the failed subject at the end of the summer holidays (August/September) after undertaking clinical rotation as recommended by the Board of Examiners and Faculty Council.
- l. In the case of resit examination, the grade obtained in the end-of-course/rotation assessment will be carried over to the resit grade.
- m. A student who fails the resit examination in August/September in one subject will repeat the year and be required to appear in the following June final examination after undertaking the courses/clinical rotations and the end-of-course assessment in that subject. The student will be required to undertake clinical attachment(s) and/or courses in other disciplines of the 1st clinical year program, as recommended by the Board of Examiners and Faculty Council.
- n. A student who has satisfied the end-of-course requirement but has failed to attend the June final examination in one subject (in part /full) without excuse, will repeat the year and be required to appear for that subject in the following June final examination, after undertaking courses/clinical rotations and assessments. The student will be required to undertake clinical attachment(s) and/or courses in other disciplines of the 1st clinical year (5th year of Medical Program), as recommended by the Board of Examiners and Faculty Council.
- o. If a student fails Two times the June examination, he/she will be given a resit examination in August/September after undertaking a clinical rotation during the summer period.
- p. A student who fails the August/September resit examination after having repeated the year will be dismissed from the Faculty of Medicine.
- q. Students who fail to obtain the pass grade in the elective course will be given a remedial assessment in the form of an essay assessment to be evaluated by a committee appointed by the Vice-Dean Academic and

Student Affairs provided the student has passed at least two subjects in the June final examinations.

- r. A pass grade in the electives will be mandatory before being promoted to the 2nd clinical year (Phase III – Year 2) - 6th year of medical program.
- s. Students who fail the year for a second time shall be dismissed from the Faculty of Medicine.

## 2. Second Clinical Year (Phase III – Year 2) – 6<sup>th</sup> year of medical program

- a. There will be final examinations in Pediatrics, Obstetrics & Gynecology, Medicine and Surgery. The final examinations will contribute 70% to the final grade in each subject.
- b. End-of-course assessments in Pediatrics, Obstetrics & Gynecology, Medicine and Surgery will contribute 30% percent to the final grade and the final examinations will contribute 70% percent to the final grade in each subject.
- c. A student must score a clear pass in both Theory and Clinical/OSCE independently of each in Pediatrics and Obstetrics & Gynecology. There will be **no compensation between the two components** (Theory & Clinical/OSCE examination) for promotion to year 7. The theory marks cannot compensate for the shortage of marks in clinical examination/OSCE and vice versa.
- d. If a student satisfies the attendance requirement but fails the end-of-course assessment, the student shall be allowed to sit the final examination in June and carry the end-of-course assessment mark to be counted in the final grade.
- e. Students who are prevented from the end-of-course assessment/final examinations for any reason will forfeit their right to have a resit examination.
- f. Students who fail three or four subjects in the final examinations shall be required to repeat the whole year including the final examinations in all subjects.
- g. A student failing in both Pediatrics and Obstetrics & Gynecology will be required to repeat the year and will undertake clinical rotations in these two subjects (Pediatrics and Obstetrics & Gynecology) and undertake clinical rotations in other disciplines as recommended by the Board of Examiners and the Faculty Council.
- h. A student failing either in (Pediatrics or Obstetrics and Gynecology) and / or Medicine/ Surgery will be required to take a resit examination in the failed subject at the end of the summer holidays (August/September) after undertaking clinical rotation as recommended by the Board of Examiners and Faculty Council.

- i. A student who fails the resit examination in August/September in one subject will repeat the year and be required to appear in the following June final examination after undertaking the courses/clinical rotations and the end-of-course assessment in that subject. The student will be required to undertake clinical attachment(s) and/or courses in other disciplines of the 2<sup>nd</sup> clinical year program (6th year), as recommended by the Board of Examiners and Faculty Council.
- j. A student who has unsatisfactory attendance due to unexcused absence, in one subject, will not be allowed to attend the end-of-course assessment and an **F** grade and a mark of '0' will be awarded to that assessment.
- k. If a student has unsatisfactory attendance in more than one subject regardless of the reason, he/she will not be allowed to appear for the end-of-course assessment and final examinations in June. The student will be required to repeat the year, (in all subjects) and will be considered as a repeater.
- l. In the case of a resit examination, the grade obtained in the end-of-course assessment will be carried over to the resit grade.
- m. A student who has satisfied the end-of-course requirement but has failed to attend the June final examination in one subject (in part/full) without excuse, will repeat the year and be required to appear for that subject in the following June final examination, after undertaking courses/clinical rotations. The student will be required to undertake clinical attachment(s) and/or courses in other disciplines of the 2<sup>nd</sup> clinical year program (6th year), as recommended by the Board of Examiners and Faculty Council.
- n. If a student fails Two times the June examination, he/she will be given a resit examination in August/September after undertaking a clinical rotation during the summer period.
- o. A student who fails the August/September resit examination after having repeated the year will be dismissed from the Faculty of Medicine.

### 3. Third Clinical Year (Phase III – Year 3) - 7<sup>th</sup> year of medical program

- a. There will be final examinations in Medicine, Surgery, and Psychiatry at the end of the academic year. The final examinations will contribute 80% to the final grade in each subject.
- b. End-of-course assessments in Medicine, Surgery, and Psychiatry will contribute 20% to the final grade and the final examinations will contribute 80% percent to the final grade in each subject.
- c. A student must score a clear pass in both Theory and Clinical/OSCE independently of each in Medicine, Surgery, and Psychiatry. There will be **no compensation between the two components** (Theory & Clinical/OSCE examination) for graduation. The theory marks cannot compensate for the shortage of marks in clinical examination/OSCE and vice versa.
- d. Satisfactory attendance is mandatory before allowing the students to attend the end-of-course assessment and/or final examinations. A student who has unsatisfactory attendance due to unexcused absence, in any one subject, will not be allowed to attend the end-of-course assessment and/or final examinations in that subject, and an 'F' grade and a mark of '0' will be awarded to that assessment.
- e. Students who fail all three subjects or fail in Medicine and Surgery in the final examinations shall be required to repeat the whole year including the final examinations in all subjects. He/ She will have required to undertake clinical attachments as assigned by the Chairmen of the Departments concerned and to take a resit examination in the failed subjects in the following June, provided the student fulfills the clinical attachments prescribed by the Departments satisfactorily.
- f. Students who fail in one subject in the June final examinations will be required to undertake clinical attachment as assigned by the Chairman of the Department concerned and to take a resit examination in the failed subject in December/January, provided the student fulfills the clinical attachment prescribed by the department concerned.
- g. Students who fail either Medicine or Surgery and Psychiatry in the June final examinations will be required to undertake clinical attachments as assigned by the Chairmen of the Departments concerned and to take a resit examination in the failed subjects in December/January, provided the

student fulfills the clinical attachment prescribed by the departments concerned.

- h. Students who fail the December/January resit examinations will be required to undertake clinical attachment, and to take the examinations in the failed subject in the following June.
- i. Students who fail the examination in the following June will be required to take a resit examination in the failed subject in the following December/January, provided, the student fulfills the clinical attachment prescribed by the department concerned.
- j. Candidates who fail the resit examination in December/January for the second time will be required to undertake clinical attachments and to take the examinations in the failed subject in the following June.
- k. Candidates who fail in any June final examinations for third third time shall be dismissed from the Faculty of Medicine.
- l. In the case of a resit examination, the grade obtained in the-end-of course/in-course assessment will be carried over.
- m. Students who are prevented from appearing in the final examinations will be awarded an “F” grade (‘0’ marks) and they are not eligible to appear for the resit examination. Students who are prevented from the final examinations will repeat the year. If they are already repeaters, they will be dismissed from the Faculty of Medicine.

#### **4. Resit Examination**

- a. Resit examinations will be given only for the final examination.
- b. A student who obtains a final grade of <60% will be allowed to take a resit examination.
- c. The format of the resit examination will be similar to that of the final examination and will include all components (theory, clinical, OSCE).
- d. The final grade for the resit examination will be computed in the same format as that of the final examination grade, including the end-of-course/in-course assessment grades.
- e. The resit examination will be conducted during August/September, except for the third clinical year (7th year) which will be in December/January.

- f. A maximum of “C” (60% marks) grade will be awarded to a passing student in the resit examination.
- g. Students who are appearing for the make-up examination due to excused absence from the final examination will get the actual grade.

## **5. External Examiners**

- a. External examiners will be invited to participate in the process of the final examination.
- b. An oral examination in the presence of the external examiner will be given to those students who are borderline failures by 3% marks (i.e. scoring 57%-59%), and to those candidates who have scored 87% and above may be considered for possible promotion to the next grade or distinction (A grade).
- c. Students who have a clear failure in the clinical examination will not be called for an oral examination, irrespective of the mark of the student. No oral examination will be given as a part of the resit examination.

## **6. Assessment/Examination Format**

Most of the following formats will be used in the assessments/final examinations:

- 1. MCQ (multiple choice questions)
- 2. Short notes
- 3. OSCE (Objective structured clinical examination)
- 4. Clinical examinations with External Examiners

## **7. Regulations**

### **7.1. Assessments**

- 1. There will be the provision of a make-up assessment for those candidates who have a valid excuse granted by the Dean/Vice-Dean Academic Affairs according to Faculty of Medicine regulations. Excuses from appearing the assessments will be granted for the following reasons only:
  - a. Admission of the student to the Government hospital as an inpatient, with an authenticated report from the hospital administration.
  - b. Death of a first-degree family member (Grandfather, Grandmother, Father, Mother, and siblings) of the student.
  - c. Other extenuating circumstances approved by the Dean/Vice Dean Academic Affairs.

2. A make-up assessment shall be given to a student who has an approved excuse for missing assessments and will receive the actual grade obtained.
3. A mark of 'zero' (grade F) will be given for any assessment (full/part) which is missed without proper excuse.
4. The student who is unable to appear in an assessment for any reason stated above shall inform the office of the Vice-Dean Academic Affairs of his/her reason for missing the assessment within two working days following the assessment.
5. Students who are prevented from appearing in the end of course assessment in any subject, for any reason will forfeit their right to have a resit examination.

## **7.2. Final Examination**

- a. The pass mark will be sixty percent.
- b. Excused absence: Excuse from appearing in the final examination will be granted by the Dean/Vice Dean Academic Affairs only for the following reasons:
  - i) Admission of the student to the Government hospital as an inpatient, with an authenticated report from the hospital administration.
  - ii) Death of a first-degree family member (Grandfather, Grandmother, Father, Mother, and siblings) of the student.
  - iii) Other extenuating circumstances approved by the Dean/Vice Dean Academic Affairs.
- c. The student who is unable to appear in the final examinations for any reason stated above shall inform the office of the Vice-Dean Academic Affairs his/her reason for missing the examinations within two working days.
- d. Candidates who absent themselves from the final examination (in full or part) without prior permission of the Dean/Vice-Dean Academic Affairs will not be allowed to appear in the resit examination.
- e. Candidates who miss a final examination (in full or part) without a valid excuse as approved by the Vice-Dean Academic Affairs will be granted zero mark ("F" grade).
- f. There will not be any make-up examination following the final examination.
- g. However, those candidates who have an excused absence will appear in the resit examination in August/September or December/January as appropriate, after satisfactorily undertaking the clinical

attachments as assigned by the Faculty Council/Department Chairman, and shall get their actual grade. However, if such a student fails the resit exam, he/she will repeat the year/dismitted from the Faculty of Medicine, as appropriate. He/she will not be given another examination, should he/she fail the resit examination in August/September or December/January. The final grade in this resit examination will be computed in the same format as that of the final examination grade, including the end of course/in-course assessment grades.

- h. Students who are prevented from appearing in the final examinations for any reason will forfeit their right to have a resit examination.

### **8. Phase III Examination Committee**

The Phase III Examination Committee is appointed by the Dean's Executive Committee. This committee will be responsible to analyze the questions and the examination results. The result of the Phase III examinations must be endorsed by this committee before publication. The Committee is free to invite the Chairmen/Chairpersons of the clinical departments whenever necessary.

The meeting of this committee, which finalizes the final examination result will be attended by the concerned Departmental Chairmen/ Chairpersons, Dean, Vice-Dean Academic Affairs and the Faculty Secretary.

## **PHYSICAL FACILITIES AT THE FACULTY OF MEDICINE**

### ***Lecture theatres and rooms for PBLs and small group teaching***

FOM has four lecture theatres [LT-141 (capacity = 176 seats), LT-142 (capacity = 160 seats, LT-143 (capacity = 182 seats), LT-144 (capacity = 204 seats)] on the 1<sup>st</sup> floor and 1 lecture theatre [LT 0-10 (capacity = 70 seats)] on the ground floor for all students. In addition, two lecture theatres [LT 1-99 (capacity = 140 seats) and LT1-108 (capacity = 70 seats)] are located in HSC building on the 1<sup>st</sup> floor for Phase I students. There are 10 seminar rooms (total number of seats 325) in the FOM building, 8 seminar rooms on the 1<sup>st</sup> floor, and 1 seminar room each on the 2<sup>nd</sup> and 3<sup>rd</sup> floors for small group teaching of phase II and III students. FOM has 14 Tutorial/PBL rooms (capacity = 10 to 15 seats in each room) for phase II and III PBLs. All the lecture theatres, seminar rooms, and tutorial rooms are equipped with necessary audio-visual systems and wireless internet access.

### ***Teaching laboratories***

FOM has 8 multi-discipline laboratories (MDL) (301 seats) for conducting practical sessions for phase I and phase II students. All laboratories are equipped with modern technologies needed for experimental teaching of medical students in a safe environment. In addition, the pathology and anatomy museums and the anatomy dissection room, located on the ground floor of FOM, provide students in phase II with the tools to ensure delivery of the curriculum.

### ***Clinical skills laboratory (1324.55 square meters)***

The Clinical Skills Laboratory (CSL) provides a safe education environment facility to teach clinical knowledge, clinical and communication skills in a controlled supervised setting with simulators, models, and manikins. The CSL has the capacity to accommodate up to 200 students. It has a 42-set lecture theatre and video recording equipment.

### ***Dissection Room***

The recently commissioned new dissection room depicts the modern facility available for the human anatomy laboratory. The dissection room has a main large hall in which twelve groups of students can easily be accommodated. The control room has two tables for two groups, and the inner hall houses four groups. Sixteen dissection tables are individually ventilated, thus making them safer for students and teachers. The entire dissection hall is equipped with a state-of-the-art HVAC ventilation system, the best available furniture, and a highly technical digital integrated system. The integrated system helps students to communicate between the groups placed at distant tables. High-resolution cameras and computer systems allow the students to show structures in one cadaver to students in another group/s in such a way that learning becomes fun and enjoyable. The instructor in the control room can digitally monitor students in all groups. Using a master computer and main cameras, the instructor can conduct quizzes, oral examinations, etc. The new dissection room will soon receive Anatomage which will help students to learn the complex science of anatomy, radiology, and histology in a student-friendly environment. The dissection room also has twelve modern cadaver freezers which can accommodate up to sixty cadavers. Moreover, there are individually ventilated cabinets in which soft specimens can be stored without contaminating the atmosphere. The dissection room already has numerous plastinated specimens, models, and other study materials which are useful for understanding anatomy.

### ***Student amenities***

Students have multiple spaces including the large atrium, 2 recreational rooms, and 2 reading rooms that can be used for individual or small group study as well as relaxation areas to encourage informal interaction among students. A separate room is also available for Kuwait University Medical Student Association (KUMSA) for meetings and official activities. Medical students are also allowed to use sports facilities located at other Kuwait University campuses. Furthermore, more than 700 personal lockers are available for students and are

located on the ground floor of the FOM building. KU provides a free transportation facility for exchange students who are staying at free accommodation off-campus. FOM staff and students share a free multi-story car parking building with 1,142 parking slots. A designated prayer area is also available at the campus. Students can also use the book and stationery shops located at HSC/KU campus.

### ***Facilities for individuals with special needs***

FOM has an electrically operated escalator for persons on wheelchairs, to enter the first floor of the building and a ramp to enter the ground floor of the building. In addition, there are designated parking spaces for individuals with special needs both in the car parking building and at the parking area in front of the building. Four lavatories are also available to serve them.

### ***Kitchen and cafeteria***

FOM has one central kitchen located on the ground floor and 3 cafeterias are available. One open space cafeteria is also available for students and staff. All cafeterias are on the 1<sup>st</sup> floor.

## **STUDENT SUPPORT SERVICES**

## **STUDENT GUIDANCE CENTER**

The Office was established in 2012 by the Faculty of Medicine in response to the student's curricular and extra-curricular needs. The office offers advice and practical support on a wide range of issues that medical students might struggle with during their academic journey. The office operates by self-referral policy along with staff-referrals, and students have direct contact with the office along with any staff member at the Faculty.

Office contacts:

Director:

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Secretary:

Miss Fatma Safer

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Student Affairs Office

## **STUDENT GRIEVANCES COMMITTEE**

### **Terms of Reference**

The Committee is responsible to study the grievances submitted by the student on issues related to the final examination and give recommendations to the Dean, based on the Faculty regulations.

### **Membership**

|  |                            |
|--|----------------------------|
| Vice Dean Academic and Students Affairs            | ex-officio<br>and Chairman |
| Director of Student Counseling and Guidance Centre | ex-officio                 |

In addition, the Dean appoints one member of staff to be a member of this committee from a Department, which is not related to the grievances submitted by the student. The committee is free to invite the Chairman/Chairperson of the concerned Department, Chairman of the Examination Committee concerned, or any other staff, depending on the grievance of the student.

### **Procedure:**

The Dean refers the student grievances to the committee and the committee submits its recommendation to the Dean in a month's time.

The proceedings of the committee are recorded and the minutes and the recommendations are signed by all members of the committee.

## **CAREER COUNSELLING OFFICE FOR UNDERGRADUATE MEDICAL STUDENTS**

The Office has been established in 2021 in response to the suggestion from the accreditation body TEPDAD. It provides career counseling to help medical students make informed decisions and plan their medical school years in the Faculty and after graduation. In addition to this office, career counselling for the students is available through a variety of programs and workshops conducted by the student body KUMSA. The areas covered in the counselling include:

- Student Advisory Program
- Research opportunities
- Career resources

Office contacts:

Director:

Dr Waleed Al-Jassar

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Secretary:

Miss Yasmeen Al-Bader

Student Affairs Office

## **STUDENT REPRESENTATION AT THE FACULTY COMMITTEES**

## **Faculty of Medicine Advisory Board**

### **Terms of Reference**

The Advisory Board of the Faculty of Medicine is to assist the leadership of the Faculty of Medicine in formulating, updating, and fulfilling its mission, promoting the growth and success of the Faculty, supporting continuous quality improvement by identifying deficiencies in teaching, research, and patient care, and suggesting modalities to overcome the identified deficiencies by participating in program evaluation processes.

### **Membership**

Dean, Faculty of Medicine Chairperson  
Vice-Deans of the Faculty of Medicine  
Representatives from other Faculties of the Health Sciences Centre  
Director, Medical Education  
Chairperson, Accreditation committee  
The Chairmen of Departments  
One representative of Full Professors  
One representative of Associate Professors  
One representative of Assistant Professors  
One representative from Kuwait Medical Association  
One representative of students  
One representative of other staff  
One member from the Ministry of Higher Education  
One member from the Ministry of Health  
One member from the Private Sector  
One member from a Patient Organization  
One member from the Community  
Any other person with special knowledge or expertise may be invited to attend the meetings of the Advisory Board as appropriate.

The Advisory Board will meet at least once annually at the end of each academic year. The Chairperson may schedule additional meetings as and when necessary.

## **CURRICULUM, ASSESSMENTS AND ADMISSIONS COMMITTEE**

### **Terms of Reference**

The Curriculum, Assessments, and Admissions Committee is a sub-committee of the Dean's Executive Committee and submits recommendations to it.

### **Membership**

|   |            |
|---|------------|
| Vice-Dean Academic & Students Affairs                       | Chairman   |
| Dean  | ex-officio |
| Vice-Deans for Clinical Affairs, Consultation, and Training | ex-officio |
| Vice-Dean Research and Postgraduate Studies                 | ex-officio |
| Director, Center for Medical Education                      |            |
| The Chairmen of the Departments                             |            |
| Coordinator of Phase I Curriculum                           |            |
| Module Coordinators of Phase II                             |            |
| Coordinators of Phase III Curriculum                        |            |
| Faculty Secretary   |            |
| Representative of Medical Students' Association (KUMSA)     |            |
| Representative of Ministry of Health                        |            |
| Representative of Patient Society                           |            |

### **Function**

The Curriculum, Assessments, and Admissions Committee:

- a) Is requested to submit, annually, the names of three candidates to the Dean's Executive Committee which selects one of them to be the students' representative. This representative is permitted to attend all meetings of the Committee except when reserved items of business are under discussion.
- b) Invite any other person with special expertise may be invited to attend meetings of the Committee as appropriate.
- c) Refer any proposal to change the membership of the Committee to the Dean's Executive Committee.

### **Responsibility with regard to the Curriculum**

The Committee is charged with the responsibility for planning, reviewing, and amending the undergraduate curricula leading to the degrees of B.Med.Sc. and MD of the Faculty of Medicine, Kuwait University, and any other appropriate degree programs.

### **Responsibility with regard to Assessments**

- a) The Committee is charged with the responsibility for devising, reviewing, and amending a scheme for the assessment of students pursuing the undergraduate curricula leading to the degrees of B.Med.Sc. and M.D. of the Kuwait University and any other appropriate degrees.

### **Responsibility with regard to Admissions**

- a) The Committee prepares recommendations on the size of the annual student intake.
- b) The Committee is responsible for preparing and revising the admission requirements and regulations for the B.Med.Sc. degree and the MD degree of Kuwait University and any other appropriate academic program.

The Committee also considers any other matter referred to it by the Dean's Executive Committee or its associated committees.

On approval of the Committee's recommendations by the Faculty Council, the Vice-Dean Academic and Students Affairs is responsible for executing the decisions.

## **Curriculum and Assessment Subcommittees:**

In response to the suggestion by the accreditation body TEPDAD to integrate the medical curriculum horizontally and vertically and conduct formative and summative assessments, the Faculty of Medicine has decided to establish curriculum and assessments subcommittees. Each subcommittee should prepare an integrated curriculum and formulate the modalities for formative and summative assessments, and submit them to the Vice Dean Academic, latest by January 31, 2022. In addition, the subcommittees should meet annually at the end of each academic year and provide a report to the Vice Dean academic on the updating of the curriculum and assessments methods. The report should also include the problems faced in the delivery of the curriculum and conducting assessments.

All the changes suggested by the curriculum subcommittees will need approval by the Faculty of Medicine Curriculum and Assessments Committee and the Faculty Council.

### **1. Curriculum and assessment subcommittee for Phase 1, Year 1**

Dr. Alyaa Mousa Chairperson  
Course Coordinators of Phase I  
A student representative from Phase I, Year 1

### **2. Curriculum and assessment subcommittee for Phase II, Year 2**

Prof. Islam Khan Chairperson  
Course Coordinators of Phase II, Year 2  
A student representative from Phase II, Year 2

### **3. Curriculum and assessment subcommittee for Phase II, Years 3 and 4**

Prof. Jamshaid Iqbal Chairperson  
Course/Module Coordinators of Phase II, Years 3 and 4  
A student representative from Phase II, Years 3 and 4

### **4. Curriculum and assessment subcommittee for Phase 3, Years 5, 6 and 7**

Vice Dean Academic Chairperson  
Course Coordinators of Phase III  
A student representative from Phase III

**ACADEMIC ACCREDITATION AND QUALITY ASSURANCE UNIT (AAQAU)**

## **ACADEMIC ACCREDITATION AND QUALITY ASSURANCE UNIT (AAQAU)**

The Academic Accreditation and Quality Assurance Unit was reinstated by the Dean in December 2016 with the objective of obtaining academic accreditation for the Faculty of Medicine, Kuwait University. A Chairman/Director was appointed to head the Unit. In addition, an Academic Accreditation and Quality Assurance Committee was appointed consisting of 11 members (9 faculty members, 1 administrative staff, and 1 student) from the Faculty of Medicine and 1 member (observer) from the Faculty of Dentistry.

The functions of the Unit are to:

1. Formulate and put into action a blueprint for obtaining accreditation
2. Oversee all aspects of the academic accreditation and quality assurance process
3. Collect data supporting the Faculty's adherence to the various accreditation and quality assurance standards
4. Communicate and coordinate with reviewers and delegations visiting for the purpose of accreditation and quality assurance

The Unit is in contact with Kuwait's National Bureau for Academic Accreditation and Education Quality Assurance (NBAQ), Association for Evaluation and Accreditation of Medical Education Program (Turkey) (TEPDAD), and the World Federation for Medical Education (WFME). The AAQAU has taken steps towards achieving accreditation by getting approval from Kuwait University for TEPDAD as the accreditation body and writing the Self-Evaluation Report according to the requirements of TEPDAD/WFME.

The AAQAU held an international Academic Accreditation Conference during 04-06 February 2018 and invited the top international speakers, including the President of WFME, Director General of NBAQ, and the President of TEPDAD.

The Self-Evaluation Report Committee has 9 subcommittees according to the 9 Standards of the Self-Evaluation Report, as given in the requirements of TEPDAD/ NBAQ/ WFME. The subcommittees have a Chairperson/Chairman and members from the staff (teaching, technical and administrative), residents, practicing graduates, and undergraduate students. The Self-Evaluation Report was submitted to the accreditation agency (TEPDAD) in December 2019. The TEPDAD Team was satisfied with the contents of the Self-Evaluation Report and wanted to conduct a site visit. In response to their request, a face-to-face site visit was planned for April 2020. However, the planned site visit could not materialize because of the COVID-19 pandemic. To facilitate the accreditation process and after getting permission from the WFME, the TEPDAD TEAM decided to conduct a virtual site visit of the Faculty of Medicine and facilities for clinical teachings in hospitals. Hence, the virtual

site visit was conducted in June 2021. Based on the submitted Self Evaluation Report and the virtual site visit in 2021, the TEPDAD has granted provisional accreditation to the Faculty of Medicine for two years. They have also given some suggestions/recommendations to improve the quality of teaching at the Faculty of Medicine. The administration of the Faculty of Medicine is working on those suggestions/recommendations. The TEPDAD Team is expected to visit the Faculty for a face-to-face visit within two years.

For contact & additional information:

Director:

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Secretary:

Mr. Eslam Twfik

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**CENTRE FOR MEDICAL EDUCATION**

## CENTRE FOR MEDICAL EDUCATION

### INTRODUCTION

The Centre for Medical Education acts as a service unit in support of the new curriculum. The main working load by the members is administrative, related to every module, theoretical test, OSCE/OSPE, and module and staff evaluations. The teaching load though is limited to remedial classes and coordination of clinical skills training sessions. However, the Director of the Unit is actively involved in teaching both at the Undergraduate and Postgraduate levels. The research component is getting active within the unit and in cooperation with other departments.

### **Mission:**

The overall mission of the Centre is to provide leadership for the Faculty of Medicine's undergraduate program and support its educational mission.

*The Centre provides the following services:*

- Support the planning and review of all three phases of the new curriculum
- Assist the delivery of scheduled teaching, learning resources, and associated programs
- Hold training workshops under the theme 'Faculty Capacity Development' to enhance faculty development with new educational skills i.e. PBLs, clinical skills teaching
- Hold training workshops for simulated patients used during the clinical skill sessions, structured clinical examinations (OSCEs), and communication skills.
- Organize quality assurance indicators for all aspects of the new curriculum
- Enhance the delivery of comprehensive high-quality student assessment
- Quality assurance of student assessments and maintaining the central question bank
- Develop an environment of continuous quality improvement through faculty and student feedback
- Provide immediate detailed electronic graphic feedback to students on their academic
- Suggest remedial courses/support to students
- Develop innovations to support the delivery of a world-class educational experience
- Introduce and encourage Faculty in the use of Best Evidence Medical Education

- Promote the Faculty of Medicine as a Centre of excellence in Medical Education
- Initiate scholarship and research in the field of Medical Education
- The Faculty Assessment Office was established to deliver such services as formatting test questions as per the in-house style, scoring, analysis of students and questions performance, standard-setting, and administration of Faculty of Medicine Question Bank.

The Centre works closely with the appointed faculty members who coordinate and direct all phases and components of the program, including module coordinators, phase committees, assessment committees, clinical skill coordinators, PBL coordination groups, and ad-hoc planning groups.

The assessment office, established in 2013 by the unit director, continued to deliver such services as formatting test questions as per the in-house style, scoring, analysis of students and questions performance, standard-setting, and administration of the 'Faculty Question Bank'. The office started reporting on the quality of the tests and test questions, including analysis of the performance of question options, to the Examination Committees & Module Coordinators. The detailed electronic feedback with performance and item analysis on all assessment items is forwarded to all Heads of the departments and subject-performance to all students within 48-hours of each assessment.

The Centre is now utilizing the services in the new Clinical Skills Centre for training in clinical skills and conducting OSCE examinations for the Medical & Dental students

The Centre for Medical Education is supervised by the Vice-Dean Academic Affairs.

For contact & additional information:  
Director, Prof. Jamshaid Iqbal  
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Mr. Ahmed Mohammed  
Senior Teaching Assistant  
Ahmed.m@ku.edu.kw

**CLINICAL SKILLS LAB (CSL)**

## **CLINICAL SKILLS LAB**

The Clinical Skills Lab (CSL) was established at the Faculty of Medicine in 2015. The goal of the CSL is to provide a safe education environment facility that serves as a training center for clinical skills and clinical procedures and an examination center for the OSCE and clinical examination.

Clinical knowledge and skills are taught in a controlled supervised setting with simulators, models, and manikins. The CSL is accessible to the Health Sciences Centre staff and students, Kuwait Institute for Medical Specialization (KIMS) staff and residents, and Ministry of Health (MOH) staff. The CSL has the capacity to accommodate up to 200 learners. It includes a 42-seat lecture theatre fully equipped with audio-video facilities for use during debriefing sessions. It currently includes various medium and high-fidelity simulators. The CSL has the capacity to replicate a hospital setting (ward or clinic) where clinical and communication skills are practiced with simulated patients.

Since its inception, the CSL has been an integral part of the curriculum of Phase II and III of the Faculty of Medicine. Phase II students get supervised training sessions to practice clinical and communication skills during the system modules. Similarly, phase III students utilize the CSL for clinical and technical skills such as intubation and intravenous access.

The Faculty, residents, and the students may also use the CSL facilities for supervised practice sessions and/or MOCK examinations by submitting a written request on the prescribed CSL request forms to the Director, CSL.

For contact & additional information:  
Director, Dr. Ali J. Esmaeel  
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Ms. Marsha B. Pablico  
*CSL Staff Nurse*  
Email: [pablicomarsha@gmail.com](mailto:pablicomarsha@gmail.com)

## **MEDICAL PHOTOGRAPHY AND ILLUSTRATION UNIT**

The Medical Photography unit was established in the Faculty of Medicine in 1979 with one chief technician to make teaching slides for academic staff. The unit started providing poster titles for academic staff during 1985 and with the advancement of technology and computer introduction now this unit can provide any size poster for presentation to the Faculty of Medicine staff and with limited quantity (due to our limited staff) to the other sister Faculties of HSC. There is one staff for photography and printing for all four Faculties of HSC and one staff for videography, editing, copying and poster making.

The unit started providing videography services in 1995 and now doing this service to cover special lectures, seminars, and conferences for the Faculty of Medicine and also for other Faculties of HSC with some limitations.

The unit did its best to make a photographic digital archive of all activities of the HSC by scanning more than 50 thousand negatives and now we are in a position to find photographs of any activity of the past with one keyboard touch, except some small quantity which was lost due to the 1990 Iraqi invasion.

In-Charge & Chief Technician  
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**CENTRE FOR RESEARCH SUPPORT AND CONFERENCES**

## **CENTRE FOR RESEARCH SUPPORT AND CONFERENCES**

The Centre for Research and Conferences Support (CRC) is an integral part of the Faculty of Medicine, and functions under the office of the Vice-Dean for Research. The Centre's major objectives are to provide research consultation, statistical analysis, and training support to faculty members, facilitate research implementation, and extend logistics support in organizing conferences, workshops, seminars, and related activities of different faculties of the Health Sciences Centre (HSC). The focus is also to encourage the exchange and transfer of scientific information and knowledge within faculties, departments, and the health sciences community. The Centre provides professional services and renders support to researchers in statistical consultation, research planning, and data management.

The Centre's activities assume particular significance in view of the Faculty of Medicine's critical involvement in pursuing high-quality research and in achieving scientific distinction. The Centre, therefore, endeavors to provide the researchers with the quality services essential for accomplishing their basic and applied goals. It provides a congenial environment that nurtures innovation and leads to creative excellence through ample utilization of advanced facilities, professional consultations, technical support, and services. The CRC oversees the continuous development of its multiple services provided to researchers and makes every effort to enhance existing facilities for expediting scientific advancements in areas of strategic priorities that are significant to human health.

The Centre is committed to facilitating research in areas of strategic concern and enhancing its support base enabling the scientific community to realize its research objectives through its resources of research consultation, services, and support.

The CRC's services are open to all faculty members and the researchers of the Faculty of Medicine, as well as HSC's constituent faculties who can interact with the CRC consultative and technical services staff for their diverse research needs.

Further information on the Centre's programs and activities can be accessed through the Health Sciences Centre (HSC) website [www.hsc.edu.kw/crc](http://www.hsc.edu.kw/crc).

Director:  
Dr. Nada Madi  
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Senior technician:  
Teena Sadan  
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## **ELECTRON MICROSCOPY UNIT**

## **ELECTRON MICROSCOPY UNIT**

The Electron Microscopy Unit (EMU) of the Faculty of Medicine is an independent body of the Health Sciences Centre that functions under the administration of the Vice-Dean for Research and Postgraduate Studies. It provides Electron Microscopic services to the entire Health Sciences Centre in the areas of teaching and research. In addition, the Electron Microscope Unit provides laboratory diagnostic services to MOH of the State of Kuwait. For diagnostic services, specimens are received through the Department of Pathology. The major objective of the EMU is to provide teaching to undergraduate, graduate, and doctoral students in the field of Electron Microscopy. The students are introduced to morphological studies and observations at the cellular as well as the subcellular levels. They are also exposed to the basic physics and working of Electron Microscopes. The UNIT assists staff, Master's and Doctoral students from different faculties of the HSC in the conduct of their research work; thus bridging the gap between electron microscopic research and cutting edge molecular research. Training of staff is also provided.

Director  
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Mrs. Jessy Rachel Mathew  
Tel; 36027

**ANIMAL RESOURCES CENTRE SERVICES**

## **ANIMAL RESOURCES CENTRE SERVICES**

The Animal Resources Centre (ARC) is located on the lower ground floor of the Health Sciences Centre (HSC) building occupying a space of 54,000sq ft. It is divided into four sections with three major corridors. The first section accommodates the large and small animal theatres, administrative offices, laboratories, and food storage facility. The second section accommodates the various species and strains of breeding and stock of laboratory animals in the facility. The third section is devoted to keeping experimental animals in various rooms shared by researchers. The fourth section accommodates the large animal pens, laboratory technician suites, laboratories, and bedding storage facility.

There are five species and sixteen strains of laboratory animals maintained, in the Animal Resources Centre. One strain of rabbit, NZW, one strain of Guinea pig, Dunkin Hartley, one strain of Hamster, Golden Hamster, four strains Mice; BALB/c, MF1, C57BL6, Obese (db/db), nine strains Rats; Wistars, Sprague Dawley (SD), Wistars Kyoto (WKY), Dwarf, Spontaneous Hypertensive Rat (SHR), Stroke Prone (SHR-SP), Lister Hooded, Zucker rat and Dark Agouti. The laboratory animals are bred and supplied to researchers as per request for their programs and they are all maintained, in the ARC facility. The ARC facility is a close-colony maintained facility in a controlled environment with dark and light cycles of 12 hours' darkness and 12 hours' daylight.

The mission of the ARC is to contribute to teaching, provide training in laboratory animal handling and management to new faculty staff members, technical staff, and students involved in laboratory animal programs in the Faculties of Medicine, Dentistry, Pharmacy, and Allied Health Sciences. As part of the ARC services to the State of Kuwait, it also helps in training staff from other research establishments in Kuwait, e.g. Authority for Agriculture and Fisheries, Kuwait Institute for Scientific Research, Dasman Diabetes Institute.

Director:  
Prof. Narayana Kilarkaje  
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Chief Technician-Management:  
Mr. Sunny Ojoko  
Tel.: 36116

**RESEARCH CORE FACILITY/OMICS RESEARCH UNIT**

## **RESEARCH CORE FACILITY/OMICS RESEARCH UNIT**

The Research Core Facility (RCF)/OMICS Research Unit (OMICSRU) is an integrated laboratory, housing state-of-art equipment, and instruments, essentially required by researchers in implementing their research at the Health Sciences Centre (HSC), Kuwait University (KU). The HSC includes five colleges, Faculty of Medicine, Faculty of Dentistry, Faculty of Pharmacy, Faculty of Allied Health Sciences, and Faculty of Public Health. The State of art Genomics, Proteomics, and Cellomics Studies (OMICS) Research Unit (RU) at HSC is a specialized cutting edge technology research Unit established by the Research Sector (RS) of Kuwait University. The OMICSRU has been consistently supported and financed by the Research Sector, Kuwait university, through grant awards.

Since its inception, the OMICSRU has been highly successful and productive in research related to the intended areas. OMICSRU provides a great infrastructure for executing advanced scientific research projects. The primary aim of the OMICSRU is to provide technical support for the frontline basic and clinical research in Genomics, Proteomics, and Cell Biology. Furthermore, to establish and promote research culture at HSC. Staff at OMICSRU actively engage in conducting research training sessions, workshops, and seminars for the community (faculty, staff, and students). In addition to training and teaching research methods, the undergraduate, M.Sc., and Ph.D. students participate in hands-on practice in learning laboratory and research techniques as well as helping students to conduct research towards the fulfillment of requirements for undergraduate projects and graduate thesis (M.Sc.) and dissertation (Ph.D.).

Moreover, OMICSRU has also been useful in teaching and training physicians perusing postgraduate training under Kuwait Institute for Medical Specializations (KIMS). To advance the scientific understanding, OMICSRU organizes tours of the laboratories for students and staff of HSC.

The equipment is operated by well-qualified and trained technical staff. The instrumentation essentially meets the requirements, of most research projects. In addition, the faculty is continuously upgraded with sophisticated instrumentation, good maintenance to meet the emerging new technologies that are immensely powerful and facilitate in-depth study of disease processes at cellular and molecular levels. The available core facilities stimulate faculty, staff, and students to develop specialized techniques by utilizing the advanced equipment resource available at OMICSRU.

The research work at OMICSRU is continuously expanding and enhancing KU research standards at the global level. The facility is upgraded continuously with the support of RS and its available to the end-users without any interruption.

The OMICSRU program helps in the collaboration with local, regional and international research institutions. OMICSRU supports HSC staff and students as well as other KU faculties to utilize the facilities in order to advance their research and publications.

The available facilities at RCF are given below:

**GENOMICS:**

- Nucleic acid isolation & quantification
- End-point PCR
- Electrophoresis
- Real-time PCR
- Allelotyping
- Oligonucleotide synthesis
- DNA sequencing (Sanger)
- Next-generation sequencing (Miseq)
- Bioinformatics
- Microarrays
- FISH/CGH/Karyotyping

**PROTEOMICS:**

- Tissue and cell sonication
- Protein Isolation & Quantification
- SDS-PAGE & Western Blotting
- Immunoassays
- Densitometry
- Peptide synthesis
- Protein Identification by MALDI TOF/TOF

**CELL BIOLOGY:**

- Tissue & cell culture
- Fluorescence microscopy
- Confocal microscopy
- Live cell imaging
- Laser micro-dissection
- Flow Cytometry
- Ultracentrifugation

For further information on the available equipment at OMICSRU can be found at <http://www.hsc.edu.kw/RCF>.

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**HEALTH SCIENCES CENTRE LIBRARY**

## HEALTH SCIENCES CENTRE LIBRARY

The HSCL Administration aims to facilitate information flow in support of education, research, patient care and to provide biomedical information services to health professionals and students throughout Kuwait and the Gulf region.

### HOURS

#### Academic Semester

Sunday – Thursday 8:00 a.m. - 9:00 p.m.

#### Semester Break

Sunday – Thursday 8:00 a.m. - 9:00 p.m.

#### Holy Month of Ramadan

Sunday – Thursday 9:30 a.m. - 1:30 p.m.  
8:00 p.m. - 12:00 midnight

### RESOURCES

- 1) **Periodicals:** A total of 1776 Electronic journals are accessible from the library homepage and VDiscovery HSCLA Portal. During this academic year, not all titles were renewed due to a limited budget.
- 2) **Reference Collection:** The reference collection contains encyclopedias, dictionaries, directories, and indexes to provide quick, concise answers. This collection is located adjacent to the reference desk and is available for in-house use.
- 3) **Books:** The HSCL Administration has 30278 book volumes. Books are arranged by call number and are located at the circulation display area (First floor of HSC new building).
- 4) **Reserve Collection:** The reserve collection is located adjacent to the circulation desk. It includes both, items designated by the faculty for their course usage, as well as, highly used core texts, which require limited circulation.
- 5) **Audiovisuals:** HSCL Administration has an audiovisual collection of 2277 which includes video cassettes, slides, CD-ROMS, and other media. Original audiovisual materials are restricted to in-house use (Third floor of HSC new building).
- 6) **Databases:** HSCLA provides a wide range of databases such as:
  - Ovid Databases
    - EBM Reviews: ACP Journal Club Best Evidence
    - EBM Reviews: Cochrane Database of Systematic Reviews
    - EBM Reviews: Database of Abstracts of Reviews of Effectiveness -International Pharmaceutical Abstracts
    - Ovid Medline (1950 – present)

- Ovid Medline In-Process, and other Non-Indexed Citations
- Ovid Mental Health Collection
- Ovid Evidence-Based Medicine Reviews
- Ovid Drug Facts and Comparisons Pocket
- Ovid Review of Natural Products
- Access Anesthesiology
- Access Cardiology (Trial)
- Access Emergency Medicine
- Access Medicine
- Access Pediatrics (Trial)
- Access Pharmacy
- Access Physiotherapy
- Access Surgery
- Analytical Abstracts
- BMJ Best Practice
- BMJ Learning
- BMJ On Examination
- Books in Print
- CABI's Global Health
- CABI's Nutrition & Food Sciences
- Cambridge Medical Collection
- CINAHL Complete
- Clinical Pharmacology
- Cochrane Library
- Dictionary of Natural Products Online
- DYNAMED
- Essential Evidence Plus
- ISI Web of Science Databases
- JAMA evidence
- LWW Medical Collection
- Medicines Complete
- ProQuest Dissertations & Theses (PQDT)
- ProQuest Natural Sciences Collection
- Psyc Articles
- Psyc INFO
- Psychiatry Online
- Science Direct
- STAT! Ref
  - Anatomy T.V
- Ulrich's Periodical Directory
- Up-to-date

All these databases are accessible from any workstation at the Health Sciences Centre.

Not all HSCLA databases were renewed due to a limited budget.

- 7) **Digital Collection:** A collection of 2440 electronic books, 384 CD-ROMS English and Arabic, 87 DVDs, 42 Software, 237 audio cassettes, 1048 videos, 312 Slides, 125 Slide Cassettes, 28 Kits, 8 Transparencies, and 6 Laser Disks.
- 8) **HSC Publications:** HSCL Administration has created a database with all the publications of HSC staff before and after its inception. Those who wish to add their publications can submit the print format of the publication to the Automation and Literature Search Department in the library.
- 9) **Kuwait Health File:** It is a major project created by HSCL Administration. It attempts to include all publications related to health problems in Kuwait in the field of Medicine and Allied Health Sciences contributed by the residents of Kuwait. Kuwait Health File contains fields for journal articles, books, book chapters, conference proceedings and reports. Those who wish to add their publications may submit the print format to the Automation and Literature Search Department in the library.
- 10) **Dissertations and Theses:** HSCL Administration has maintained a Database of Dissertations and Theses of Health Sciences Centre staff and students. Print copies are located in HSCL Administration as a special collection. Dissertations and Theses are cataloged and can be identified through Library Online Catalog.
- 11) The Health Sciences Centre Library Administration's homepage can be accessed using the following URL:

**[http:// horizon.hsc.edu.kw/library](http://horizon.hsc.edu.kw/library)**

## **DEPARTMENTS AND LIBRARY SERVICES**

The Health Sciences Centre Library Administration offers a variety of services that facilitate the effective use of information resources on campus and at remote sites.

### **Acquisitions:**

- Adding new library materials to the available library collection.
- Processing Faculty staff requests for library resources such as books, reference journals, and audiovisual materials needed for the educational process.
- Following up Faculty staff requests.
- Following up with local and external vendors through emails or direct contact.
- Receiving library materials from the vendors and claim not received items.

- Applying Dynix – Acquisitions modules in order to automate the acquisition process.

### **Cataloging:**

- The library applies the National Library of Medicine “(NLM) classification to catalog library collections such as books, references, software, and audiovisual materials.
- Using the Dynix-cataloging module to enter different library materials in the Library Management System, in order to facilitate the search through the library “Online Catalog”.
- Current awareness to update the Faculty with the latest available resources in the library either through emails or the library homepage new arrivals.

### **Circulation:**

- Implement library policies on HSCL Administration members.
- Assist patrons in using the library catalog.
- Place course materials on reserve.
- Conduct library orientations and tours for staff and students.
- Register of borrowing privileges.

### **Reference and Journals:**

- Answer reference queries.
- Assist in the use of library resources print and electronic.
- Perform citation verification for bibliographies.
- Perform mediated literature search.
- Instruct patrons on database selection and usage.
- Conduct library orientations and training for students on how to use the resources available in the library.

### **Automation & literature search:**

- Wide variety of medical databases caters to the users’ need to access medical information online.
- Provides a rich collection of 4300 full-text electronic journals.
- Provides e-books databases.
- Remote access through Athens on personal request by staff and students.

- Perform citation verifications for academic staff.
- Ensure online access to electronic resources regularly.
- Literature Search Department provides high-quality services to students and staff of four faculties and other health professionals. It provides easy accessibility to hands-on practice at the time of training for a large group of students and faculty members. In addition to the availability of online library orientation, guides, and tutorials that can be accessed from the library homepage.

### **Audiovisual Materials:**

- It houses audiovisual materials in support of the teaching programs in the University such as Videos, CDs, Laser Discs, Slides, Kits, and Software.
- Implement library borrowing policies on HSCL Administration members.
- Assist patrons in using the library catalog for audio-visual material.

### **Training:**

- Conduct library orientations and trainings on library resources for HSC Staff, Students, and other Healthcare Professionals.
- Provide individual and group training sessions on library databases, online journals, eBooks, and other digital collection for HSC Faculty members, Students and other professionals in the medical field.
- Prepare hands-on practices and hand-outs for course-specific training sessions.
- Organize publisher training events on library databases.
- Prepare announcements & invitations to HSC Staff and Students for publisher training sessions.
- Instruct patrons on selecting bibliographic and full-text databases according to specialty.
- Instruct patrons on accessing library resources (on-campus & off-campus).
- Prepare library guides & tutorials.

### **Marketing Resources:**

- Market Library Resources.
- To develop internal communication messages that ensure HSC Faculty, staff and students remain informed about activities, services, forthcoming training, or any newly added resources to the library collection.

- Plan, develop and implement programs that draw people to the library and motivate them to utilize library resources and services.

### **Interlibrary Loan:**

- Journal articles that are not available in the HSCL Administration can be procured by staff and students through the Interlibrary Loan facility.
- Correspondence with British Library as well as Infotrieve to facilitate electronic document delivery transactions.
- Correspondence with GCC libraries.
- Resource sharing among medical libraries in the Arab World.

### **Library System:**

- Designs and updates HSCL Administration websites and maintains its databases to locate articles, electronic books, and other information to support staff and students.
- Use multi-media PC to create presentations with audio and video content or scan images.
- Updated “Union Database” with 18 libraries from the Arabian Gulf countries and the Middle East countries is accessible from the library’s homepage.
- More than 80 computer workstations throughout the library provide access to the World Wide Web as well as productivity software such as Microsoft Office and to the campus network.
- HSCL Administration provides wireless connectivity throughout the building. You may also connect your own laptop to the KU Wi-Fi.
- Provides assistive technology for library users with special needs.

### **CIRCULATION POLICY**

- HSC Faculty, Staff and Students need the following to obtain library membership:

|                                    |                                   |   |                          |
|------------------------------------|-----------------------------------|---|--------------------------|
| <b>HSC Staff</b>                   | Copy of University ID & Civil ID  | 1 | Photograph               |
| <b>Student</b>                     | Copy of University ID & Civil ID  | 2 | Photographs              |
| <b>MOH Professional</b>            | Copy of Work Centre ID & Civil ID | 1 | Photograph +<br>KD.40/-  |
| <b>Private Health Professional</b> | Copy of Work Centre ID & Civil ID | 1 | Photograph + KD.<br>80/- |

- Library members are entitled to the following loan privileges:

|   | <b>HSC Faculty</b>            | <b>HSC Staff</b>      | <b>HSC Students</b>   | <b>Postgraduate Students/Clinical Tutors</b> | <b>Others</b>         |
|---|-------------------------------|-----------------------|-----------------------|--|-----------------------|
| <b>Books</b>  | 10 books for one month        | 5 books for one month | 5 books for Two weeks | 5 books for one month                        | 3 books for one month |
| <b>Reserve Books<br/>Audio &amp; Video tapes<br/>Slides</b> | 1 book for two working hours  |                       |                       |  | None                  |
|   | 3 items for three days        |                       |                       |  |                       |
|   | 3 sets for three days         | None                  |                       |  |                       |
| <b>Journals</b>   | <b>3 issues for two hours</b> | <b>None</b>           |                       |  |                       |

- Reserve book is to be checked out for two hours or overnight, weekends, and throughout National holidays and are to be returned on the first working day.
- Periodicals, reference materials, microfilms, computer software, CD's and laser discs are restricted to in-house use.
- Periodicals are restricted to be checked out for faculty staff only for two hours.
- Borrowing privileges will be suspended for overdue materials or unpaid fines.

| <b>Item</b>           | <b>Fine</b>                         |
|-----------------------|-------------------------------------|
| Book                  | 250 Fils /day                       |
| Reserve Book          | 250 Fils /2- hours delay & KD 1/day |
| Audiovisual Materials | 250 Fils /day                       |

### **INTERLIBRARY LOAN POLICY**

- HSC Faculty is entitled to obtain 20 articles per academic year free of charge from commercial document suppliers. The requester must sign an interlibrary loan form to declare that the article is required for private study/research, and it is not for commercial purpose, in order not to pay the copyright fees.
- Students are eligible to obtain interlibrary loans for a fee.
- Turnaround time for a journal article is 48 hours and two weeks for books.

## **LITERATURE SEARCH POLICY**

- HSC Faculty is entitled to mediated literature search free of charge.
- Other HSC members, Clinical tutors, and Students are entitled to conduct a free literature search and are charged for printout.
- Non-HSC members are entitled to conduct a literature search for a fee.

## **PHOTOCOPY POLICY**

- Photocopy requests are usually completed within one working day.
- Self-service photocopying is available.
- Photocopying is permissible only for the materials held in the library.

|                        | <b>Eligible</b> | <b>Fee</b>              |
|------------------------|-----------------|-------------------------|
| <b>HSC Faculty</b>     | 600 pages/year  | Additional 20 Fils/page |
| <b>Students</b>        | -               | 20 Fils/page            |
| <b>Clinical Tutors</b> | 200 pages/year  | Additional 20 Fils/page |
| <b>Non-HSC members</b> | -               | 20 Fils/page            |

Visit HSCL Administration homepage for more details:

**<http://horizon.hsc.edu.kw/library/>**

Consultant:  
Layali khazaal  
Tel.: 36128

Secretary:  
Lina Al Nazer  
Tel.: 36126

**TECHNICAL SUPPORT ADMINISTRATION (TSA)**

## **TECHNICAL SUPPORT ADMINISTRATION**

The Technical Support Administration (TSA) department maintains state-of-the-art facilities and services to keep the professionals and students of the Health Sciences Centre (HSC) well connected, , and aware of advances in science and technology.

Established in 1987, TSA objectives are directed toward automation of activities and operations of HSC and fulfilling the teaching and research computerization requirements of HSC affiliated faculties and centers including the library.

Our strategic plan is to establish a well-organized, efficient, advanced, and reliable IT infrastructure to maintain and promote the overall mission and objective of HSC for professional and academic excellence.

### **TSA Help Desk**

IT Helpdesk team provides technical assistance and support for incoming queries and issues related to computer systems, software, and hardware.

- Respond to queries either via Help Desk Telephone line or by E-mail. Support is provided over the phone or in person.
- Help Desk team within TSA receives approximately 250 help requests per month from the various faculties of HSC.
- Maintaining the daily performance of users' computer systems is a major part of TSA Help Desk.
- Distribute and install, new or repaired, computer hardware to users who need it.
- Install or upgrade software packages to keep up with the latest version available.
- Use diagnostic programs to resolve computer problems.
- Redirect technical issues related to network LAN or WAN to the proper section and follow up until the problem is resolved. Moreover, some problems are redirected to the servers' section.
- Install computer peripherals for users.
- Generate reports to determine the reoccur of malfunctions, and set the proper solutions.
- Follow up with staff to ensure the quality of service and satisfaction is met.

## **TSA Computer Labs**

TSA offers nine PC labs for HSC educational purposes. Five are “Teaching Labs” and four “Students Labs”.

“Teaching Labs” are mainly used for lectures and exams. In Teaching Labs 1 to 4, there are 31 Pcs available in each lab along with LCD screens to display lectures time-tables. In Teaching Lab 5 there are 25 PCs. All Teaching labs are equipped with overhead projectors to be used by lecturers. Moreover, The Teaching Labs have a special File Management System, which enables lecturers and students to exchange files and handouts online (Please ask TSA staff for more information if needed).

On the other hand, “Students Labs” are available for students and they provide all the software packages required for educational purposes.

Moreover, there is the “Special Equipment Lab” which is available for staff and postgraduate students. This lab is equipped with 15 PCs and scanners (15 document scanners). All licensed software are directed to help staff and student to accomplish their research work.

The following software are installed in all PC labs:

- Windows enterprise (Operating System)
- Microsoft office 365 (Word, Excel, PowerPoint, Access)
- SPSS (Statistical Package)
- Endnote
- Adobe Acrobat Reader
- Java Software
- RealPlayer
- Adobe Acrobat Professional (Special Equipment Lab only).
- Adobe Photoshop Extended (Special Equipment Lab only).

## **Training**

TSA offers training courses to all staff and students within HSC. Training courses usually take place in the teaching labs. The courses offered throughout the year are free of charge to all staff and students.

Training courses available:

- Microsoft Windows OS.
- Microsoft Word (Word Processor).
- Microsoft PowerPoint (Presentation).
- Microsoft Excel (Spreadsheet and Charting).
- Microsoft SharePoint.
- Microsoft Outlook (E-mail and Collaboration).
- Microsoft Lync.
- SPSS (Statistical Package).
- Adobe Photoshop (Photo Design).

## **Poster Printing**

In-house poster printing services are available for academic staff and students to print large posters for events such as the Scientific Poster Day, internal and external conferences, and other academic-related occasions.

## **TV Displays for Events and Announcements**

There are three TV displays in the HSC new building and two in the FOM building. They are continuously displaying upcoming activities and events such as announcements for Conferences, seminars, and workshops.

## **Exams scoring**

TSA provides the service of MCQs exam marking using the Optical Mark Reader, which provides computerized scoring, and results printouts with analysis.

## **Network Support & Cabling**

TSA manages the computers network - and other peripheral devices such as printers and provides constant maintenance and improvement to ensure the best quality services are provided for staff and students to achieve their academic goals in the most efficient ways possible.

TSA offers in-house maintenance for network connections to integrate all technology machines in one domain providing accessibility to IT infrastructure within HSC and the university campuses.

CISCO switches and routers are the main interconnect components of the network within TSA. There are around 65 switches distributed within HSC and are mainly inter-connected by fiber optics network cables.

TSA provides full internet service to all staff and students throughout the HSC. The internet services are both wired and wireless internet connections.

The HSC network covers all six buildings within Jabriyah Campus (FOM, HSC extension building, dental clinics, RCF, Public health, and some parts of Mubarak Hospital).

## **HSC Auditorium**

- The auditorium includes 400 seats. The seminar room, located within the Auditorium, includes 60 seats.
- The Auditorium and seminar room are available for reservation for HSC Departments.
- The Auditorium has advanced Audio/Video systems to provide the best experience for audiences. A/V systems include video projectors, sound mixers, DVDs, and wireless microphones.
- Internet connection is available in the auditorium through wired and wireless LAN.
- The Auditorium is equipped with a special elevator to serve handicapped and disabled people.
- Two lobbies outside the auditorium to give room for guests and the audience to freely interact.
- The lunch area is available to serve as a buffet for the audience.

## **Operational Systems**

The team in the department of Operational Systems works vigorously to maintain and develop the IT infrastructure of the Health Sciences Centre (HSC).

TSA hosts servers and integrated systems at an on-site data center. The server farm consists of enterprise applications, web, database, and data-storage servers.

In addition, the OS team manages and offers a wide range of services such as in-house application development, adapting third-party applications, and Microsoft Office 365. These services include Microsoft Office Word, Excel, PowerPoint, SharePoint, OneDrive, Outlook, OneNote, Planner Power Apps, and more products that are accessible from anywhere allowing for a smoother collaboration process among the HSC users.

HSC official website (<http://www.hsc.edu.kw/>)

HSC website offers information related to the various HSC faculties and departments. It provides access to the HSC Office 356 to access email and other resources. It also provides searching tools to find contact details of staff and students within HSC. HSC website also includes important links to the online HSC library and E-Learning. Reserving classrooms and computer labs are also available online via the HSC website. Many resources for staff and students are also available.

There is also a staff login area where the staff can manage their own profile (edit update profile), items under their custody, contact TSA helpdesk by adding logs for their problems online and academic staff can create their own webpage.

## **E-Learning**

TSA provides E-Learning resources that allow the teachers to interact with students online. These resources allow a commonplace for students to go for many classroom resources provided by lecturers. Lecturers can post:

- **Label:** - Enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully it helps also to view announcements to students.
- **Assignments:** - Enables a teacher to communicate tasks, collect work and provide grades and feedback fast and online for students. Students can submit any digital content (files) for assignments also when reviewing assignments; teachers can leave feedback comments and upload files, such as marked-up student submissions, etc.
- **Book:** - Enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files, as well as text and, are useful for displaying lengthy passages of information, which can be broken down into sections.
- **File:** - Enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise, students will be prompted to download it.
- **Quiz:** - Enables a teacher to create quizzes comprising questions of various types, including multiple-choice, matching, short-answer, and numerical. The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set. Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the grade book. The teacher can choose when and if hints, feedback, and correct answers are shown to students.
- **Lessons:** - Enables a teacher to deliver content and/or practice activities in interesting and flexible ways. A teacher can use the lesson to create a linear set of content pages or instructional activities that offer a variety of paths or options for the learner. In either case, teachers can choose to increase engagement and ensure understanding by including a variety of questions, such as multiple-choice, matching, and short answer. Depending on the student's choice of answer and how the teacher develops the lesson, students may progress to the next page, be taken back to a previous page, or redirected down a different path entirely. A lesson may be graded, with the grade recorded in the grade book.
- **Choice:** - Enables a teacher to ask a single question and offer a selection of possible responses. Choice results may be published after students have

answered, after a certain date, or not at all. Results may be published with student names or anonymously.

- Survey: - provides several verified survey instruments that have been found useful in assessing and stimulating learning in online environments. A teacher can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.
- Self-Enrollment: - Enables a teacher to set a self-enrollment method with a key or without at all for students to enroll themselves in the course E-Learning. It contains a lot of others features that help the teacher to easy teach course and students for the easy to learning.

### **Application Development**

The Application Development Department's mission is to analyze, design, and provide the best available technologies of web-based applications and the latest versions of database engines with highly secured features.

The services include software development and design to support the growing needs of HSC with software implementations documentation, help materials, and user support and provide solutions to the existing applications.