

KIMS POLICY FOR ELECTIVES

Introduction

An elective is a placement undertaken by a Medical student as part of medical degree/training. This is a unique (optional) activity for students to experience healthcare provision and training apart from their parent institution in a place and field of specific interest, the student considers working in the future, or for a variety of other reasons. Electives are entirely self-arranged by the student organizing his/her placement, travels, and accommodation. KIMS encourages its students to opt for electives in the country and abroad. KIMS also accepts applications for electives from national medical students.

Procedures and Guidelines for the Electives in KIMS:

FOR EXTERNAL STUDENTS



1. Students need to apply to the Office of Student Affair (Elective), At least 4 weeks in advance specifying time frame of the electives (at least 8 weeks before for summer elective). Students in fourth year and fifth year of MBBS can be considered, Other cases may also be entertained at Principal discretion.
2. Only students who belong to an accredited WHO & PMC recognized institute with a minimum of two years of clinical exposure will be entertained. Preference will be given to students from the institute that has a reciprocal arrangement with KIMS.
3. KIMS will not be responsible for providing or arranging boarding facilities to elective students. Students would be responsible for their own food and medical coverage.
4. Students would indicate their choice of subjects and any alternatives on the application form amongst the clinicals rotations already completed.
5. The duration of each elective would be four or eight weeks.
6. Students will be evaluated on a standard evaluation form and a record kept in file at the college. A copy would be mailed to the parent's institution directly also.

7. Students on elective at KIMS would be required to wear a white coat and display the college ID card at all times to identify them as a "Visiting student". Without a card, the security personnel could challenge and stop from entering the premises, or any part of the premises.
8. Students will follow all the rules and regulations of KIMS specially the dress code.
9. Although every effort would be made to make the elective an enjoyable experience, KIMS would not be held liable for any mishap, experience and events that may directly or indirectly, physically or emotionally harm the "candidate" on or off the college or hospital premises during the course of the elective.
10. Change in dates and discipline will only be permissible if the vacancy is available.
11. Student has to report in Student Affairs Office on arrival and end of the elective.
12. External students will be entertained on first come first serve basis.
13. External students who seek elective training in fields of HR, IT and finance will be given a chance to get training in respective fields.
14. Similar rules and regulations will be applicable on all external students seeking training in IT, HR and finance.


FOR INTERNAL STUDENTS

If a student of KIMS wants to opt for electives in other national and international medical institutions, the following procedure will be followed:

1. He/she will only be allowed to join electives in summer break or when there are no classes of the batch. Electives will be not allowed during regular teaching sessions.
2. Student will submit written application to the Student Affairs Department 02 weeks before the start of electives.
3. Student Affairs Department will scrutinize the application and verify the following:
 - (a) Attendance is more than 75% in the current academic year.
 - (b) Academic record is satisfactory.
 - (c) All College dues are cleared.
4. Student Affairs Department will process the case and after approval from competent authority (Principal), will issue a letter of recommendation for elective.
5. KIMS will not be responsible for providing or arranging travels, boarding/ lodging facilities and medical coverage to the elective student.



6. Student will have to abide by the rules and regulations of the institution providing electives.
7. Student will have submit his/her elective evaluation report to Student Affairs Department on completion of elective clinical attachment duly signed and stamped by the host institute.

A handwritten signature in black ink, appearing to be 'HKS' followed by a long horizontal stroke.A handwritten signature in black ink, appearing to be 'John' followed by a long horizontal stroke.