



**2025**

# Student Handbook

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# A Message from the Dean of the School of Medicine

Welcome to New Anglia University!

As the Dean of the School of Medicine of New Anglia University, I am delighted to extend a warm greeting to all our students, school, staff, and visitors. Our university stands as a beacon of academic excellence, innovation, and community engagement in the heart of Anguilla.

At New Anglia University, we are committed to providing a transformative educational experience that prepares our students to excel in their chosen fields and contribute meaningfully to society. Whether you are pursuing studies in our esteemed Medical program or engaging in research and exploration across various disciplines, your journey at our institution is marked by opportunities for growth, discovery, and personal development.



Our university prides itself on its diverse and inclusive community. We embrace individuals from all walks of life and celebrate the richness of different cultures, perspectives, and backgrounds. Here, you will find a supportive environment that values collaboration, respect, and mutual understanding.

As you embark on your academic journey at New Anglia University, I encourage you to make the most of the resources and opportunities available to you. Engage with your professors, participate in student organizations, and take advantage of our state-of-the-art facilities and support services. Our dedicated School and staff are here to guide and mentor you every step of the way.

I invite you to immerse yourself in the vibrant campus life, explore the natural beauty of Anguilla, and forge lasting connections with fellow students and colleagues. Your time at New Anglia University is not just about earning a degree; it's about embracing a holistic educational experience that nurtures intellectual curiosity and fosters personal growth.

Together, let us continue to uphold the values of excellence, integrity, and compassion that define our university community. I am confident that your journey at New Anglia University will be rewarding and transformative, paving the way for a successful and fulfilling future.

Once again, welcome to New Anglia University. I look forward to witnessing your achievements and contributions as part of our dynamic academic community.

Best wishes for a successful academic year!

Warm regards,  
Prof. Jiri Dostal, MD



New Anglia  
University

## Mission

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The New Anglia University's mission is to establish a vibrant, research-driven, and innovative educational environment that promotes public health by disseminating knowledge and the latest scientific advancements to address global and regional challenges. Aims to cultivate highly skilled and competitive medical professionals who prioritize human health and well-being, demonstrating care and independence while adapting to a dynamic and evolving world.

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## Vision

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The University's vision is to establish an inclusive, forward-thinking, and cooperative environment that promotes student engagement and serves society on a national and international level. Emphasizing equal access and fairness, it is dedicated to providing diverse student-centered education and lifelong learning opportunities. Through collaboration with stakeholders in civil society, government, and industry, the University aims to disseminate knowledge and innovation within local and global communities. Committed to environmental sustainability, the University supports environmental education to foster understanding and collective action for its preservation. Furthermore, the University is dedicated to generating and sharing knowledge while preparing professionals to contribute to economic growth and sustainability.

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# Being a Student at New Anglia University

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Welcome to New Anglia University, where academic excellence meets a supportive community dedicated to your success. As a student at our prestigious institution, you are part of a diverse and inclusive community focused on preparing you for a rewarding future in healthcare.

## Our Commitment to Students

At New Anglia University, our students are our top priority. We are committed to providing you with the necessary tools and support to excel in both your academic and personal endeavors. Our services are designed to foster a supportive environment that promotes growth, learning, and well-being.

## Comprehensive Student Services

We offer a comprehensive range of student services tailored to meet your needs:

- **Academic Support:** Access resources including tutoring, study groups, and academic advising to enhance your learning experience and achieve your academic goals.
- **Applicant Support:** Receive guidance and assistance during the application process, ensuring a smooth transition into your desired program.
- **Counselling and Mental Health Support:** Confidential counselling services are available to support your mental health and well-being throughout your time at university.
- **Financial Guidance and Aid:** Explore financial assistance options and receive guidance on managing your finances while pursuing your education.
- **Career Support:** Benefit from career counselling, workshops, and networking opportunities to prepare for successful entry into the healthcare industry.

## Campus Life and Community

Embrace the vibrant campus life at New Anglia University. Engage with a diverse student body and participate in various extracurricular activities, clubs, and events that enrich your university experience.

## Our Diversity and Inclusivity

We take pride in our diverse student population, welcoming individuals from different backgrounds and cultures. New Anglia University celebrates diversity and fosters an inclusive environment where all students feel valued and respected.

## Join Us at New Anglia University

Discover the unique blend of academic excellence, student support, and vibrant campus life at New Anglia University. We invite you to embark on a transformative educational journey where you will unlock your potential and contribute to shaping the future of healthcare.

At New Anglia University, we are committed to empowering our students to thrive academically, personally, and professionally. Your success is our priority, and we look forward to supporting you throughout your time with us.

Welcome to New Anglia University—a place where knowledge meets opportunity, and every student can achieve their dreams.





# Learning Environment

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At New Anglia University, we are dedicated to cultivating a dynamic and supportive learning environment that fosters academic excellence and personal growth. Our commitment to providing a conducive atmosphere for learning is evident in the following principles and initiatives:

- **Facilities:** Our campus boasts modern facilities equipped with cutting-edge technology, including specialized laboratories, simulation centers, and lecture halls designed to enhance your learning experience in the field of healthcare.
- **Interactive Learning:** We promote interactive and engaging learning experiences through small class sizes, collaborative projects, and hands-on training. This approach encourages critical thinking, problem-solving skills, and effective communication.
- **Dedicated School:** Our School members are accomplished professionals and experts in their respective fields, committed to providing mentorship, guidance, and academic support to help you succeed.
- **Comprehensive Curriculum:** Our curriculum is carefully crafted to align with industry standards and emerging trends in healthcare. It integrates theoretical knowledge with practical applications to ensure you are well-prepared for the challenges of your future career.
- **Research Opportunities:** Students have access to research opportunities that allow them to explore innovative ideas and contribute to advancements in healthcare. Our university encourages curiosity and intellectual exploration through research projects and partnerships.
- **Support Services:** We offer a range of support services to assist students in their academic journey, including tutoring, academic advising, and access to library resources. These services are designed to help students thrive academically and reach their full potential.
- **Student Engagement:** We value student engagement and participation in academic and extracurricular activities. Students are encouraged to join clubs, student organizations, and events that promote personal development and enrich the overall university experience.
- **Inclusivity and Diversity:** New Anglia University celebrates diversity and fosters an inclusive environment where students from different backgrounds and cultures feel welcome and respected. We believe in the power of diverse perspectives to enrich learning and enhance understanding.
- **Continuous Improvement:** We are committed to continuous improvement and feedback-driven enhancements to our programs and services. Your input is valuable to us, and we strive to adapt and evolve based on student needs and industry demands.



# Studying in Anguilla

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Studying in Anguilla offers a unique and enriching experience for international students at New Anglia University. Situated in the heart of the Caribbean, Anguilla provides a stunning backdrop for academic pursuits and personal exploration. Below are key considerations and insights for students studying in Anguilla:

- **Cultural Diversity and Hospitality:** Anguilla is known for its warm hospitality and rich cultural heritage. As a student, you will have the opportunity to interact with locals and immerse yourself in a vibrant community that values diversity and inclusivity.
- **Natural Beauty and Outdoor Activities:** Anguilla boasts breathtaking landscapes, pristine beaches, and a variety of outdoor activities. Take breaks from your studies to explore the island's natural wonders, including snorkeling, hiking, and enjoying the serene beaches.
- **Climate:** Anguilla enjoys a tropical climate characterized by warm temperatures and refreshing sea breezes. Be prepared for sunny days and occasional rain showers, especially during the wet season from June to November.
- **Transportation:** Getting around Anguilla is convenient, with reliable transportation options including taxis, rental cars, and bicycles. The island is compact, making it easy to explore and navigate.
- **Local Cuisine:** Indulge in Anguilla's culinary delights, featuring fresh seafood, tropical fruits, and Caribbean-inspired dishes. Sample local favorites such as conch fritters, jerk chicken, and rum punch.
- **Healthcare Services:** Anguilla prioritizes healthcare and offers quality medical services to residents and visitors. As a student, you can access healthcare facilities for routine check-ups or emergencies.
- **Safety and Security:** Anguilla is considered a safe destination with low crime rates. However, it's always advisable to exercise caution and follow local guidelines for personal safety.
- **Cultural Events and Festivals:** Experience Anguilla's vibrant cultural scene by attending festivals, music events, and celebrations that showcase the island's traditions and heritage.
- **Internet and Communication:** Stay connected with family and friends using reliable internet services available throughout Anguilla. Mobile phone networks provide good coverage across the island.
- **Respect for Local Customs:** Embrace the local customs and traditions of Anguilla, including greeting others with a warm smile and showing respect for the local way of life.

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Studying in Anguilla offers a blend of academic excellence, cultural immersion, and natural beauty. Whether you're exploring the island's attractions or focusing on your studies at New Anglia University, you'll find Anguilla to be a welcoming and inspiring destination for international students. Prepare to embark on a transformative journey of learning, growth, and discovery in Anguilla. Embrace the opportunity to study abroad and make lasting memories in this idyllic Caribbean setting. Welcome to Anguilla - your gateway to a world-class education and unforgettable experiences.

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# Admission requirements

The academic year is split into three semesters: Spring (January to April), Summer (May to August), and Fall (September to December). Rolling admissions are available three times annually for the Fall, Spring, and Summer

New Anglia University wants students interested in becoming doctors to have a strong educational background in various subjects like humanities, natural sciences, and social sciences. The University encourages prospective applicants to pursue a minimum three-year undergraduate education with the minimum grade point average (GPA) of 3.0 (preferably a BSc degree) that encompasses a wide range of disciplines, including the humanities, natural sciences, and social sciences. Alongside these, it is required to fulfill specific premedical course requirements of 90 credits in Biology, Chemistry, Physics, Mathematics, Psychology and Sociology.

If you don't meet these requirements, the university offers a special program. Once you finish that, you can join the four-year MD program.

Here are the steps to apply:

1. **Start the Application:** Go to the university website and fill out the online form.
2. **Submit Documents:** Include your CV, academic qualifications, official transcripts, diplomas, personal statement about why you want to be a doctor, and recommendation letters.
3. **Tests:** Depending on where you're from and your background, you might need to take tests like the MCAT, NEET (for Indian citizens), or English proficiency tests like TOEFL or IELTS.
4. **Translations and Evaluations:** If your documents are in a language other than English, you need translations. Also, if you studied outside the US or Canada, your transcripts must be evaluated by a specific service.
5. **Evaluation Process:** The Admission Committee carefully looks at all applications, focusing on grades, test scores, activities, and personal qualities. They even conduct interviews to learn more about candidates.
6. **Interview:** If selected, you'll have an interview. They'll check how well you explain yourself, your language skills, volunteering experiences, career goals, and knowledge about medicine.
7. **Final Decision:** Based on all this, the committee decides who gets admitted. Sometimes, there might be a waitlist if there are more good applicants than available spots.
8. **Feedback:** If you don't get accepted, the committee provides feedback to help you improve for future applications.

Remember, New Anglia University desires a diverse group of students and considers various backgrounds when selecting candidates. This process is very competitive, so make sure to showcase your best qualities and achievements!



Here is the supporting documents list for the application:

- a). CV: Chronological listing of educational, employment and other experiences such as volunteering or clinical exposures dating back to high school.
- b). Educational Qualification showing Completion of at least 90 credit hours from a regionally accredited college or university.
- c). Official transcripts, for the foreign transcripts – additionally official evaluation of their credentials by authorized body shall be provided.
- d). Other diplomas and certificates: High school diploma, university degree certificates and other certificates since high school.
- e). Personal statement summarizing reasons for choosing a medical career and its specialization and describing personal attributes that qualify applicant to become a physician.
- f). Official Letters of Recommendation (LOR) from individuals who can evaluate past academic and/or professional achievements.
- g). Admission Tests:
  - a. The Medical University Admission Test (MCAT) is compulsory for U.S. citizens and permanent residents who are applying to the medical program, with a minimum score requirement of 15 (old Scoring) or 484 (new scoring). Canadian and International students are not obligated to submit MCAT scores.
  - b. Students, who are Indian Citizens or Overseas Citizens of India (Indian Students), must qualify the National Eligibility Entrance Test (NEET).
- h). Language Proficiency:
  - a. Applicants whose native language is not English, may be required to take TOEFL or IELTS or any other international standardized test of English language proficiency.
  - b. Applicants whose native language is not English, but they have received previous education in English, will not be required to take any English language proficiency test.

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If any of the required documents are in a foreign language, they must be accompanied by an English translation that has been notarized. Additionally, transcripts that detail coursework completed in institutions outside the United States or Canada need to be evaluated by an approved international credential evaluation service. It is also necessary for Letters of Recommendation to be in English.

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Once you apply:

- The Admissions Committee carefully reviews all applications. They look at your grades, tests, activities, and recommendations. They aim for candidates showing academic excellence, leadership, and community service.
- Shortlisted candidates have interviews focusing on various skills, including communication and motivation for medicine.
- The Committee considers diverse backgrounds while making admission decisions.

If there are more qualified students than available spots, they might create a waiting list. They also give feedback to unsuccessful applicants for their future improvement.

During the application evaluation, the following criteria are considered, with a maximum score of 10 points:

- a). Evidence of leadership (Max. point 2)
- b). Exposure to medically related environments (Max. point 2)
- c). Evidence of compassion and respect (Max. point 2)
- d). Interpersonal, group and teamworking skills (Max. point 2)
- e). Interests outside medicine and personal background. (Max. point 2)

In the transcript evaluation process, the following academic prerequisites are taken into account with a maximum number of 10 points:

- a). General biology (Max. Point 2)
- b). General chemistry or Inorganic chemistry (Max. point 2)
- c). Organic chemistry (Max. point 2)
- d). Physics (Max. point 1)
- e). Mathematics- calculus or statistics (Max. point 1)
- f). English (Max. point 2)

The selection process might consider additional factors on an individual basis:

- a). Completed and pending academic qualifications
- b). Academic context in which qualifications were obtained
- c). Applicant's expressed interest, commitment, and motivation for study
- d). Relevant work or non-academic experiences
- e). Academic and/or professional references
- f). Evaluation of portfolios or samples of written work (if required)
- g). Assessment of research proposals (if required)

The grading system for evaluation of all stages (Application, Academic Prerequisites, Interview) is:

- a). 9 and 10 **Excellent**
- b). 7 to 9 **Good**
- c). 4 to 7 **Satisfactory**
- d). 0 to 4 **Poor**

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All the students who applied during the admissions period are given a ranking by the Admission Committee. The top candidates, matching the number of available seats, are chosen from this ranking list. If you're selected by the Admission Committee, you'll receive an offer letter from the Admission Office, saying they accept you. The Admission Office will give you a detailed summary regarding tuition (including downpayment) and living expenses throughout your study program. If you receive the offer letter, you need to sign it and send it back to the university. This shows that you agree to the conditions and confirm that you're joining the university.

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# Transfer Credits

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University welcomes applicants who are currently enrolled in other medical school programs. The medical school from which the credits were obtained must be included in the World Directory of Medical Schools. These applicants must meet the specified entry requirements.

Students may transfer into the Basic Science depending on the transfer credits granted by the the Program Director. Transfer requests must be supported by original transcripts from the present medical school.

The university does not entertain transfer students' requests to the clinical phase of the program.

Acceptance of transfer credits from other schools is not guaranteed. The evaluation and acceptance of transfer credits are subject to the receiving institution's requirements and are determined by the Program Director during the evaluation process.

Applicants seeking a transfer must provide valid and compelling reasons for their transfer request and must be in good academic standing at their current medical school.

The Program Director will assess and decide which credits earned from the previous institution can be transferred to the program. All credits must have been transferred from a medical school that is listed in the World Directory of Medical Schools (WDOMS) and the credits:

- must be for courses that were passed at the medical school at which the course was taken.
- may only be transferred from one medical school to the medical school which awards the final degree.

If a student from another HEP is considering transferring to the University, they should:

- Check that they meet the entry criteria for the program they wish to transfer to.
- Contact the University Admission Office to express their interest in transferring and find out if there are spaces on the program they wish to join.

University evaluates each application individually, taking into account various factors. These include the applicant's academic track record, both past and predicted, as well as their demonstrated abilities, skills, interests, motivation, and potential.



# Information for Travelers to Anguilla

## Country profile:

**Language:** English is the official language.

**Population:** Approximately 15,000 inhabitants.

**Government:** Anguilla is a British Overseas Territory with a parliamentary representative democratic dependency.

**Transportation:** The primary modes of transportation include taxis, rental cars, and bicycles. There's no public transportation system; however, taxis are readily available.

**Geography:** Anguilla is a small island in the Caribbean, located east of Puerto Rico and the Virgin Islands. It features pristine white-sand beaches, coral reefs, and a flat terrain.

**Weather:** Anguilla enjoys a tropical climate with warm temperatures year-round. The dry season typically spans from December to April, while the wet season occurs from May to November.

**Time:** Anguilla operates on Atlantic Standard Time (AST). It does not observe Daylight Saving Time.

**Electricity:** The standard voltage is 110-120V, and the frequency is 60Hz. Type A and B electrical outlets are commonly used.

**Customs and Immigration:** Visitors must have a valid passport and may require a visa depending on their nationality. Visitors are expected to respect local customs and traditions, including modest attire in religious sites and public spaces.





## Immigration

### Visa

Students must check at <https://evisa.gov.ai/Countries> to determine if a visa is required to enter Anguilla. If it is required, then the following documents must be submitted. Those seeking a visa have the option to apply either online or in person. For online applications, they need to visit <https://evisa.gov.ai/Applications/Apply> and submit the required documents and payment, and then await processing. For in-person applications, individuals must visit an Anguillan embassy or consulate, present the necessary documents and payment, and then wait for processing. It's important to note that processing times and specific requirements may differ based on nationality and country of residence.

- a). **Completed Visa Application Form:** An application form filled out with accurate and up-to-date information.
- b). **Passport:** A valid passport with at least six months of validity beyond the intended period of stay in Anguilla.
- c). **Passport-size Photographs:** Recent passport-sized photographs meeting the specified requirements.
- d). **Letter of Acceptance:** An official letter of acceptance from University confirming enrollment in a specific course or program.
- e). **Proof of Sufficient Funds:** Documents demonstrating that a student possesses enough financial resources to cover tuition fees, living expenses, and other costs during stay.
- f). **Accommodation Details:** Information regarding accommodation arrangements while studying.
- g). **Health Insurance:** Proof of valid health insurance coverage for the duration of stay.
- h). **Travel Itinerary:** Details of intended travel dates to and from Anguilla.
- i). **Criminal Background Check:** A police clearance certificate or a criminal background check from students' home country.
- j). **Statement of Purpose (SOP):** A written statement explaining motivation for studying in New Anglia University and future career goals.
- k). **Proof of Ties to Home Country:** Documents showing strong ties to a student's home country, such as family, property, or employment, to demonstrate intention to return after completing the studies.

The Student Office and the Admission Office provide informational support to students during their visa application process.

### Student Permit

Upon arrival in Anguilla, students must provide the following documents as part of the application process for their student permit.

- **Completed Application Form:** A duly filled application form containing accurate and up-to-date information.
- **Receipt of Payment:** A proof of payment for the non-refundable application fee.
- **Notarized Copy of Visa:** An officially notarized copy of the visa must be submitted.
- **Passport-size Photographs:** Recent passport-sized photographs meeting the specified requirements (jpeg format).
- **Scanned Passport Page Picture:** A scanned colorful copy of the passport.
- **Health Certificate:** A health clearance certificate issued by a recognized health authority, demonstrating the applicant's fitness for travel and stay. The medical certificate must be obtained within six months prior to the date of application, with Doctor's signature/Institution's stamp affixed
- **Health Insurance:** Proof of valid health insurance coverage for the entire duration of the stay.



- **Proof of Sufficient Funds:** Documents demonstrating that a student possesses enough financial resources to cover tuition fees, living expenses, and other costs during stay (at least \$2,000 USD per month for a minimum of 6 months total - \$12,000 USD). Letter from Parent indicating that they will support the student financially while studying in Anguilla.
- **Criminal Background Check:** A police clearance certificate or a criminal background check from students' home country, provided for the five years prior to the application date.
- **Letter of Recommendations:** Two references from non-family members.
- **Letter of Acceptance:** An official letter of acceptance from University confirming enrollment in a specific course or program.

Applicants should take note of the following fees associated with the student permit process:

- **Application Fee:** A non-refundable application fee of US\$500.00 is required upon submission of the application.
- **Student Permit Issuance:** Upon approval of the student permit application, applicants are required to remit a non-refundable fee of US\$100.00 before the issuance of the Student Permit.
- **Permit Duration:** The granted period of the Student Permit does not exceed 3 years.

The Student Office offers informative assistance to students throughout their application process for student permits.



# Student Work Permit in Anguilla

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Students at New Anglia University who wish to engage in work related to their studies in Anguilla need to be aware of the regulations and requirements for obtaining a Student Work Permit. Below is a comprehensive guide to help navigate this process.

## Regulations

- **Unpaid Student Work:** Unpaid student work related to the course of study can be participated in by holders of a student permit without needing additional permission.
- **Paid Student Work:** To engage in paid student work, a Student Work Permit must be applied for. Work in a role connected to the studies is allowed by this permit, which must be applied for in the prescribed manner.
- **Permit Conditions:** Specific terms and conditions set by the Government will accompany the Student Work Permit, which will expire when the student permit expires.
- **Permit Expiration:** Upon the expiration of the student permit, or after three years from the issuance of the initial permit, students must leave Anguilla unless an extension of stay has been granted by the Chief Immigration Officer, in accordance with the Immigration Act and immigration policies.

## Fees

- **Application Fee:** \$270 (non-refundable)
- **Work Permit Issuance Fee:** \$1,345 (non-refundable)
- **Duplicate Issue Fee:** \$135 (non-refundable)

## Required Documents

To apply for a Student Work Permit, the following documents need to be provided to the Government:

- **Letter from the Dean:** Permission to engage in student work, along with the specified time frame, must be granted in this letter from the Dean of the institution.
- **Letter from the Proposed Employer:** The terms and conditions of the work, including details on the type, duration, and conditions, must be indicated in a letter from the proposed employer.

These documents are crucial for the application process and must be clear and detailed to ensure smooth processing. By following these guidelines, a Student Work Permit can be successfully applied for, allowing valuable work experience related to studies to be gained while in Anguilla.



# Student Services

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University offers you the following support:

- **Academic Support:** including tutoring, School advisors and mentors who guide students throughout their academic journey.
- **Counseling Services:** University life can be challenging and stressful, so counseling and mental health services are provided to help students cope with the pressures of their studies and personal life.
- **Health Services:** University works in collaboration with other medical facilities and specialists, providing students with referrals and coordinating health care when medical services are required.
- **Financial Aid:** direct financial aid and assistance in finding scholarships, and grants to help cover tuition and other educational expenses.
- **Support for Disabilities:** University is committed to providing equal opportunities for all students, including those with disabilities, including accessible facilities, note-taking services, extended exam time, or assistive technologies.
- **Career Services:** that assist students with job placements, internships, and residency programs after graduation.
- **Support for International Students:** immigration advice, cultural adjustment support, and language assistance.
- **Wellness Programs:** to promote overall well-being, wellness programs that encompass physical fitness, nutrition, and stress reduction activities are offered.
- **Peer Support Networks:** University encourages the development of peer support networks, where students can connect with each other to share experiences, study tips, and emotional support.
- **Applicant Support:** to make the application process as smooth as possible for potential students, ensuring they have the necessary information and assistance to make well-informed decisions about their education and future at the university.



# The Programs at New Anglia University

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## Premedical Program

The one-year, 90-credit Premedical Program is a condensed and intensive academic pathway that helps students fulfill the academic requirements necessary for admission into the medical program. This one-year premedical curriculum is rigorous and provides a solid academic foundation in the natural sciences, mathematics, and social sciences. It is designed to prepare students for the competitive admissions process of the Medical Program.

## Premedical Program Objectives

Program learning objectives are designed to equip premedical students with the knowledge, skills, and ethical foundation necessary for success in medical school and their future healthcare careers. They emphasize not only the acquisition of scientific knowledge but also the development of interpersonal skills, cultural competence, and ethical awareness, all of which are vital for aspiring healthcare professionals.

1. **Foundational Scientific Knowledge:** Develop a strong understanding of core scientific principles in biology, chemistry, physics, and mathematics, which serve as the basis for medical studies.
2. **Critical Thinking and Problem-Solving:** Cultivate critical thinking skills to analyze complex scientific and medical problems, enabling effective decision-making and diagnosis.
3. **Medical Terminology:** Acquire proficiency in medical terminology, facilitating effective communication and documentation in healthcare settings.
4. **Patient-Centered Communication:** Enhance communication skills to establish rapport with patients, demonstrate empathy, and convey medical information clearly.
5. **Ethical Awareness:** Explore ethical dilemmas in healthcare, fostering a deep understanding of patient rights, informed consent, and the physician's ethical responsibilities.
6. **Interdisciplinary Collaboration:** Promote teamwork and collaboration among future healthcare professionals, understanding the importance of a multidisciplinary approach in patient care.
7. **Cultural Competence:** Recognize the cultural diversity of patients and develop cultural competence to provide inclusive and respectful care.
8. **Health Disparities and Social Determinants:** Investigate health disparities and the impact of social determinants of health, aiming for equitable healthcare delivery.
9. **Time Management and Study Skills:** Hone time management and study techniques essential for the demanding nature of medical education.
10. **Professionalism and Ethics:** Embrace professional conduct and ethical behavior, adhering to the highest standards of integrity and responsibility.





## Premedical Program Structure

The Premedical Program is structured into three terms, each lasting 15 weeks.

Subject Name/Term	Credits
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### I Term

Biology	8
Chemistry	10
Physics	8
Algebra	4
<b>Total</b>	<b>30</b>

### II Term

Introduction to Biochemistry	8
Psychology	6
Introduction to Anatomy	12
Calculus	4
<b>Total</b>	<b>30</b>

### III Term

Medical Terminology	6
Introduction to Physiology	14
Introduction to Microbiology	6
Sociology	4
<b>Total</b>	<b>30</b>

I year

## Assessment

Four types of positive assessment:

- (A) Excellent** - 91-100 points of the evaluation;
- (B) Very good** - 81-90 points from maximum marks;
- (C) Good** - 71-80 points from maximum marks;
- (D) Satisfactory** - 61-70 points from maximum marks;

Two types of negative assessment:

- (FX) Did not pass** - 51-60 points from maximum marks, which means that a student needs harder work to pass and is granted one additional attempt with independent work;
- (F) Fail** - 50 points and less from maximum marks, which means the performance a student is not sufficient and he/she has to learn the subject from the beginning.

Only the students who were present during the mid-exam will be allowed to take the final exam.

The assessment of premedical students encompasses the formative assessment - maximum 30 points and summative assessment - maximum 70 points. The sum of both assessments is referred to as a Final Assessment (maximum 100 points). These assessments are designed to gauge students' understanding of the material, track their progress, and determine their readiness for more advanced coursework. The respective assessment methods are described below.



### Formative Assessment- Midterm Exam

The midterm exam in the Premedical Program is a critical evaluation that occurs at the midpoint of the academic term and carries a weight of 30 points.

Only the students who were present during the mid-exam will be allowed to take the final exam.

### Summative Assessment - Final Exam

The summative exam is a comprehensive assessment that takes place at the end of the training course and has a significant impact on the evaluation process and it is valued at a maximum of 70 points.

### Attendance

Attendance in this course is not subject to grading or employed as an evaluation criterion. Nevertheless, it is strongly advised that students regularly attend lectures and discussion sessions. Attending class serves to encourage students to interact with the course content, engage with their fellow students, and derive advantages from class discussions and activities. Actively participating in in-class discussions, group tasks, and assignments is a vital component of students' learning experience. The involvement of students can significantly enhance their comprehension of the subject matter. Although attendance is not obligatory, consistent engagement with the course content remains a fundamental requirement for achieving success.

If a student misses any activities due to a contagious airborne/droplet illness, like a flu or COVID, the student MUST obtain permission prior to returning to the University's activities.

## The Medical Program

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The medical program has been tailored to meet the specifications outlined in the Accreditation Commission on Colleges of Medicine (ACCM) standards, ensuring that the program provides the requisite depth and breadth of the basic and clinical education. This alignment with established standards reflects a commitment to delivering a comprehensive and high-quality educational experience for aspiring medical professionals.

New Anglia University utilized the guidelines from the World Federation for Medical Education (WFME) to create program competencies and shaped the learning outcomes and competencies of the program accordingly.

Except for senior electives, all courses are completed at the parent University and affiliated facilities.



## MD Program Objectives

MD Program competencies and their associated educational objectives:

1. **Patient Care** - Deliver patient-focused care that is characterized by compassion, appropriateness, and effectiveness in addressing health concerns and promoting well-being.
  - 1.1 Perform all essential medical, diagnostic, and surgical procedures relevant to the specific field of practice.
  - 1.2 Collect, document, and proficiently present crucial and accurate patient information through thorough history-taking, physical examinations, and utilizing electronic medical records for laboratory data, imaging, and other diagnostic tests.
  - 1.3 Organize and prioritize tasks to ensure the delivery of safe, effective, and efficient care.
  - 1.4 Interpret and effectively apply findings from laboratory data, imaging studies, and other necessary tests within the scope of the practice area.
  - 1.5 Formulate and implement patient management plans while developing effective teamwork skills as part of an interprofessional healthcare team.
2. **Knowledge for Practice** - Demonstrate comprehensive knowledge of established and advancing biomedical, clinical, epidemiological, and social-behavioral sciences, and their practical application in patient care.
  - 2.1 Demonstrate an investigative and analytical approach to clinical scenarios.
  - 2.2 Apply well-established and emerging biomedical scientific principles that are fundamental to healthcare for both individual patients and populations.
  - 2.3 Apply well-established and evolving clinical science principles in making diagnostic and therapeutic decisions, clinical problem-solving, and other aspects of evidence-based healthcare.
  - 2.4 Apply principles from epidemiological sciences to identify health issues, risk factors, treatment approaches, available resources, and disease prevention/health promotion strategies for patients and populations.
  - 2.5 Apply principles from social-behavioral sciences to patient care, including assessing the impact of psychosocial and cultural factors on health, disease, healthcare-seeking behavior, adherence to treatment, and attitudes towards care.
  - 2.6 Access, evaluate, and integrate evidence from up-to-date scientific studies to make informed decisions and exercise sound clinical judgment.
3. **Professionalism** - Show a strong dedication to fulfilling professional duties while upholding ethical principles and adhering to codes of conduct.
  - 3.1 Demonstrate compassion, integrity, sensitivity, and respect towards a diverse patient population, acknowledging individual differences in sex, gender identity, age, culture, race, religion, disabilities, and sexual orientation.
  - 3.2 Demonstrate respect for patient privacy and autonomy, prioritizing patient needs over personal interests.
  - 3.3 Demonstrate a steadfast commitment to ethical principles related to providing or withholding care, maintaining patient confidentiality, obtaining informed consent, maintaining appropriate professional boundaries, and conducting ethical business practices, including compliance with applicable laws, policies, and regulations.



**4. Interpersonal and Communication Skills** - Demonstrate interpersonal and communication skills that lead to effective information exchange and collaboration with patients, their families, and healthcare professionals.

- 4.1 Participate in educating patients, families, students, trainees, peers, and other healthcare professionals.
- 4.2 Communicate adeptly with patients, families, and the public, as appropriate, considering diverse socioeconomic and cultural backgrounds.
- 4.3 Maintain comprehensive, timely, and clear medical records.
- 4.4 Demonstrate sensitivity, honesty, and compassion during challenging conversations, including those related to death, end of life, adverse events, conveying bad news, disclosing errors, and addressing other sensitive topics.
- 4.5 Demonstrate insight and understanding regarding emotions and human responses to emotions, enabling effective management of interpersonal interactions.
- 4.6 Demonstrate basic relationship building skills, including appropriate tone, pace, eye contact, and posture, to convey care and concern while avoiding technical jargon.

**5. Discovery** - Demonstrate a strong desire for intellectual exploration, essential for both scientific discovery and personal growth, by actively engaging in research.

- 5.1 Engage in critical analysis of current literature within a particular field of study and develop novel research inquiries.
- 5.2 Create well-crafted research questions and hypotheses that exemplify high quality.
- 5.3 Utilize suitable research methods to address specific investigative questions.
- 5.4 Demonstrate an understanding and application of ethical principles in the conduct of scientific inquiry.
- 5.5 Communicate new knowledge acquired through scientific research with clarity and precision.

**6. Practice-Based Learning and Improvement** - Demonstrate the capacity to examine and assess one's patient care, integrate scientific evidence, and continually enhance patient outcomes through ongoing self-evaluation and lifelong learning.

- 6.1 Engage in constant self-reflection, actively seek feedback, and identify strengths, areas for improvement, and personal biases to enhance professional performance continually.
- 6.2 Establish personal development objectives by participating in educational activities aimed at addressing knowledge, skills, and attitude gaps and limitations.
- 6.3 Implement systematic changes to enhance performance and patient care, based on the insights gained from self-assessment and learning endeavors.

**7. Systems-Based Practice** - Demonstrate an understanding of the broader healthcare context and the capability to respond effectively to it, utilizing available resources to ensure optimal healthcare delivery.

- 7.1 Collaborate efficiently in diverse healthcare delivery settings and systems to facilitate coordinated patient care.
- 7.2 Integrate considerations of cost awareness and risk-benefit analysis into patient care decisions, both at the individual and population levels.
- 7.3 Advocate for high-quality, efficient, and safe patient care systems that prioritize the well-being of patients.
- 7.4 Participate in identifying and addressing system errors, implementing potential solutions using a systems-based and team-based approach, with the aim of enhancing overall healthcare effectiveness.



**8. Interprofessional Collaboration** - Demonstrate the ability to actively participate in an interprofessional team, ensuring the delivery of safe, effective, and patient- and population-centered care.

- 8.1 Engage in open and effective communication and collaboration with fellow health professionals, fostering an environment of mutual respect, dignity, diversity, ethical integrity, and trust in addressing diseases and serving communities.
- 8.2 Comprehend one's own role and the roles of other health professionals within interprofessional teams, aiming to provide patient- and population-centered care that is safe, timely, efficient, effective, and equitable.

**9. Personal and Professional Development** - Demonstrate the attributes necessary for continuous personal and professional development throughout one's life.

- 9.1 Demonstrate the utilization of resources and support systems to foster a dedication to both physical and emotional well-being, recognizing how it influences professional behavior, including integrity, patience, empathy, and the quality of patient care.
- 9.2 Effectively manage the equilibrium between personal and professional responsibilities, seeking assistance when needed.
- 9.3 Demonstrate ease with ambiguity in clinical healthcare settings and respond by utilizing suitable resources to address uncertainty.

**10. Diversity, Equity & Inclusion and Social Determinants of Health** - Demonstrate an understanding of how Diversity, Equity & Inclusion (DEI) and Social Determinants of Health (SDH) significantly impact healthcare delivery and access for diverse patient populations within the broader healthcare systems.

- 10.1 Demonstrate awareness and sensitivity to the influence of social determinants of health, acknowledging their far-reaching effects on health needs and disparities in access among various patient populations.
- 10.2 Acquire and utilize relevant information about individual patients, patient populations, or communities from which patients come, to enhance the quality of care provided.
- 10.3 Pay attention to patients' perspectives by inquiring about their social context and understanding of illness, recognizing the importance of their unique experiences.
- 10.4 Integrate knowledge of structural inequalities in healthcare access and outcomes, including an awareness of current and historical factors, to promote the well-being of both individual patients and communities.
- 10.5 Address patients respectfully, building rapport by using appropriate names and pronouns in communication.
- 10.6 Provide care with cultural humility, recognizing and appreciating the specific needs of diverse populations.



## MD Program Structure

The Medical Doctor Program follows a terms-based structure and comprises a total of 162 weeks of instruction. It is divided into two main phases: the Basic Sciences and the Clinical Sciences Programs.

The Medical Curriculum incorporates the fundamental principles of medicine and its underlying scientific concepts. These allow students to acquire skills of critical judgment and to use these principles and skills in solving problems of health and disease. The content is of sufficient breadth and depth to prepare a medical student for entry into clinical clerkships, residency program and contemporary medical practice.

Subject Name/Term		Credits
I year	I Term	
	Anatomy & Embryology	8
	Histology and Cell Biology	6
	Biochemistry	6
	Total	20
	II Term	
Medical Genetics	8	
Physiology	8	
Neuroscience	4	
Total	20	
III Term		
Research in Medicine	6	
Public Health	6	
Microbiology	8	
Total	20	
Subject Name/Term		Credits
III year	VII Term	
	Internal Medicine	12
	VIII Term	
	Surgery	12
	IX Term	
	Paediatrics	6
Obstetrics and Gynaecology	6	
Total	36	

Subject Name/Term		Credits
II year	IV Term	
	Medical Law and Ethics	6
	Behavioral Science	6
	Immunology	8
	Total	20
	V Term	
Pathology I	8	
Pharmacology I	6	
Patient Doctor Relationship & History Taking	6	
Total	20	
VI Term		
Pathology II	6	
Pharmacology II	6	
Physical Diagnosis	8	
Total	20	
Subject Name/Term		Credits
IV year	X Term	
	Psychiatry	6
	Family Medicine	6
	XI-XII Terms	
	Clinical Electives	24
	Total	36

## Basic Science Component

The Basic Sciences Program consists of six terms, 15-week trimesters a year affords students the opportunity to integrate and retain the knowledge presented.

The university permits students to enroll in a maximum of 22 credits per academic term. This credit limit allows students the flexibility to take courses from subsequent semes-



ters, provided that all necessary prerequisites are met. This flexibility enables students to advance their academic progress and manage their course load effectively.

Timeframes of the length of each term at the University:

- Autumn Term (First Trimester): September to December (15 teaching weeks)
- Spring Term (Second Trimester): January to April (15 teaching weeks)
- Summer Term (Third Trimester): April to June/July (15 teaching weeks)
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## Assessment

Each course will be assessed using a 100-point system. Midterm assessments (Formative Assessment) will contribute up to 30 points, while the final exam (Summative Assessment) will account for up to 70 points. Together, these assessments form the Final Assessment

for the course, totaling a maximum of 100 points.

The evaluation system includes four types of positive assessments:

- Excellent (A): 91-100 points
- Very good (B): 81-90 points
- Good (C): 71-80 points
- Satisfactory (D): 61-70 points

There are also two types of negative assessments:

- Did not pass (FX): 51-60 points, indicating the need for more effort to pass, with one additional attempt allowed.
- Fail (F): 50 points or less, indicating insufficient performance, requiring the student to retake the course.

Only students who are present during the midterm exam can take the final exam. The minimum score to pass the final exam is 60% of the maximum score. A student who scores between 51-60 points can retake the final exam, with the additional attempt scheduled no less than 10 days after the announcement of the final exam results.

## Formative Assessment

The School of Medicine conducts regular evaluations to monitor and support the development of professional attributes in medical students. This includes assessing their abilities in interpreting clinical and laboratory data, diagnostic imaging, and creating basic patient management plans. Additionally, problem-solving skills, professionalism, clinical reasoning, and communication abilities are evaluated.

Mid-course evaluations or interim examinations provide timely feedback on academic performance, allowing students to improve. Formative assessments, such as in-class quizzes, one-minute papers, concept mapping, interactive polling, small group discussions, mini-OSCE stations, online quizzes, team-based learning activities, mini-CEX, portfolio assessments, written assignments, and annotated multiple-choice questions, help students identify strengths and areas needing improvement. These assessments are integrated into the course structure and indicated in each course syllabus.

## Summative Assessment

At the end of each course, the School of Medicine evaluates students using various methods like Objective Structured Clinical Examinations (OSCEs), oral examinations, written tests, interactions with standardized patients, case reports, and narrative evaluations.

These assessments provide a comprehensive evaluation of the student's performance and their achievement of course objectives.

Summative assessments include discussions with students and written accounts of their performance. Observations from classrooms, laboratories, and clinical settings, especially from supervising clinicians during clerkships, are crucial components.







## Assessment and Examinations

In order to be eligible for core clinical clerkships, it is mandatory for all students to achieve a pass grade in all basic sciences classes and components, including the sixth Semester. Following the completion of the Fifth Semester, University conducts the NBME Comprehensive Basic Science Examination. Obtaining a pass grade on the CBSE is a requirement to meet the academic eligibility criteria for commencing Clinicals, without any exceptions.

Exam will assess the following Physician Tasks/Competencies:

System	Range
Medical Knowledge/Foundational Science Concepts	62%–68%
Patient Care: Diagnosis	21%–28%
Patient Care: Management	6%–8%
Communication, Interpersonal Skills, & Professionalism	1%–3%
Practice-based Learning	2%–4%

## Clinical Sciences Component

The Clinical Sciences Program is structured into two components: compulsory core and elective courses. Accredited hospitals, either assigned by the institution or chosen by the medical students themselves, host clerkships as per the regulations.

The Academic Year is divided into three terms, and it is mandatory for students to officially register for each term. Course registration occurs through the online portal, where students can easily view their registered courses and corresponding schedules, including information about course timings, locations, and instructors.

III year	Subject Name/Term	Credits
	<b>VII Term</b>	
	Internal Medicine	12
	<b>VIII Term</b>	
	Surgery	12
	<b>IX Term</b>	
	Paediatrics	6
	Obstetrics and Gynaecology	6
	<b>Total</b>	<b>36</b>

## Assessment and Examinations

Clinical clerkships (core and electives) are based on a 1-credit-per-week model, which includes 55 contact hours of clinical practice, with the total number of 72 credits granted across the two years of Clinical Sciences.

The academic eligibility criteria for graduation are:

- pass grade in all the clinical sciences internal exams.
- obtain a minimum score of 61% of the overall grade of the standardized achievement test NBME Comprehensive Clinical Science Examination (CCSE).



The CCSE is a general, integrated achievement test covering material typically learned during core clinical clerkships. The exam will assess the following Systems and Physician Tasks.

System	Range
General Principles, Including Normal Age-Related Findings and Care of the Well Patient	1%–5%
Immune System	1%–5%
Blood & Lymphoreticular System	5%–10%
Behavioral Health	5%–10%
Nervous System & Special Senses	5%–10%
Skin & Subcutaneous Tissue	1%–5%
Musculoskeletal System	5%–10%
Cardiovascular System	5%–10%
Respiratory System	5%–10%
Gastrointestinal System	5%–10%
Renal & Urinary System	1%–5%
Pregnancy, Childbirth, & the Puerperium	5%–10%
Female Reproductive System & Breast	5%–10%
Male Reproductive System	1%–5%
Endocrine System	5%–10%
Multisystem Processes & Disorders	5%–10%
Biostatistics, Epidemiology/Population Health, & Interpretation of the Medical Lit	1%–5%
Social Sciences, Incl. Medical Ethics, Professionalism, Systems-based Practice, & Patient Safety	10% 15%
Physical Task	Range
Diagnosis: Knowledge Pertaining to Diagnostic Studies, Diagnosis, & Patient Outcomes	40%–50%
Patient Care: Health Maintenance	10%–20%
Patient Care: Pharmacotherapy, Intervention, & Management	40%–50%

## Attendance

Students are expected to attend 100% of scheduled activities. The university provides students with the option to compensate for missed lectures, tutorials, and clinicals a maximum number of absences of up to 10% per subject. After each absence, an automated electronic notification is sent to the student, indicating the missed hours, asking to log into the Student's Portal and choose from the respective drop-down menu the reason of the absence (check Attendance Policy). If the missed hours surpass 10%, the electronic system automatically changes the student's status to inactive, resulting in the course being considered failed. In such instances, the student can request the creation of an individual study plan by submitting an application to the administration through the Student's Portal. The dean, in collaboration with the Student Evaluation and Promotion Committee, evaluates the application and reaches to a conclusion. The outcome of this decision is then conveyed to the student through electronic means.

If a student misses any activities due to a contagious airborne/droplet illness, like the flu or COVID, the student MUST obtain clearance prior to returning to University activities.

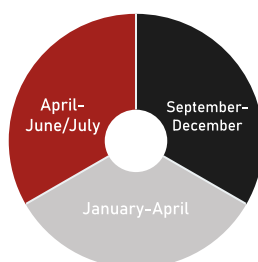


# Academic Information and Policies

## Academic Calendars

The University operates on a trimester system with the following timeframes for each term:

1. **Autumn Term (First Trimester):** September to December (15 teaching weeks)
2. **Spring Term (Second Trimester):** January to April (15 teaching weeks)
3. **Summer Term (Third Trimester):** April to June/July (15 teaching weeks)



## Leave of Absence

Students who are experiencing financial hardships, illness, or facing family or personal issues have the option to request a Leave of Absence for a term. However, it is important to note that the duration of the leave cannot exceed one academic year (three terms) throughout the student's entire medical studies with the University. Students can request a leave of absence through the Student Portal.

In extraordinary situations, an extension of this period may be considered after submission of a written request to the Dean at least one month prior to expiration of the current period of the approved Leave of Absence. This request will be considered by the Dean in conjunction with the Student Evaluation and Promotions Committee and together they will decide whether to approve or deny the request.

On re-entering the program, the student will be required to successfully complete all the courses from which they have withdrawn prior to registering for additional courses. Upon the return of any student who has taken a Leave of Absence, the Dean's Office reserves the right to impose certain conditions that in its discretion it deems appropriate.

Students who have not settled their tuition fees for the forthcoming term will be marked with the Leave of Absence status. Failure to pay tuition fees for three consecutive terms will result in a student dismissal case being initiated. The minimum leave time permitted is one term, or starting from the request - till the end of the current term and the maximum leave time permitted is one academic year (three terms).



# Attendance

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The University Attendance policy outlines important requirements for you:

- a). Be present at ALL mandatory attendance sessions and final exams. It is your responsibility to know the attendance expectations for each course.
- b). Attendance is also mandatory for any other activity announced as a requirement.
- c). If you need to be absent, request an excused absence at least two weeks in advance, and make sure to record the request in the Student's Portal.
- d). Ethical conduct is essential—signing in or submitting an attendance sheet/form on behalf of another student violates University Policies.
- e). You are only permitted to sign in or submit attendance records for yourself and no one else.
- f). Manage missed sessions responsibly; handle material and assignments, fulfill participation requirements, and actively contribute to group learning, even if you miss sessions. Remember, missing a session doesn't exempt you from meeting all academic requirements.
- g). Attend 100% of scheduled activities. You can compensate for missed lectures, tutorials, and clinicals, but the maximum allowable absences are 10% per subject. After each absence, an automated electronic notification will prompt you to log into the Student's Portal and provide the reason for your absence. If absences exceed 10%, the system will automatically change the course status to failed. You can request an individual study plan through the Student's Portal, subject to evaluation by the dean and Student Evaluation and Promotion Committee.
- h). In case of a contagious airborne/droplet illness (e.g., flu or COVID), obtain clearance before returning to University activities.
- i). Attendance is mandatory for all exams.

# Student Progress and Graduation

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## Evaluation Process

Upon the completion of each course, the Vice-Dean relevant to the course reviews your academic progress, identifying students whose academic or professional performance may necessitate potential committee action. The chair of the SEPC notifies you in writing if you meet the threshold criteria for potential committee action, outlining your rights and responsibilities. If facing potential adverse action, you are required to meet with a representative from the Student Office (either in person or by phone) to review due process and procedures.



SEPC meetings are scheduled within 5 to 10 business days after the SEPC Chair's notification. However, if the recommended action relates to a grade, professionalism citation, or any other SEPC action under appeal, the SEPC action may be postponed until the appeal process concludes.

The SEPC follows this process for evaluation:

- a). During each evaluation meeting, the SEPC examines students facing potential committee action regarding academic and non-academic matters, considering any additional information provided by you (in writing or in-person).
- b). You may submit additional documentation or information before the meeting or present it during the meeting when your record is discussed. Written responses must reach the Student Office at least two business days before the SEPC meeting. However, you may not be present during committee deliberations.
- c). You may have chosen individuals for support and counsel during the SEPC meeting, but they cannot actively participate. Alternatively, a School member not on the SEPC can serve as your advocate, present only while you are present but not partaking in committee discussions or decisions.
- d). Additional information may be requested from the Head of the Course/Clerkship Chair, School, or staff, and you will receive this information before the SEPC makes a decision.
- e). The SEPC may recommend improvement plans or longer-term remedial plans for students facing difficulties, or it may take disciplinary action, potentially leading to dismissal from the educational program.
- f). Special SEPC meetings may be convened in response to reports of unprofessional behavior or serious academic concerns received by the Vice-Deans. In such cases, the timeline for scheduling an SEPC meeting may be waived, especially if there are concerns about patient or student welfare. The SEPC may recommend improvement plans or take appropriate disciplinary action, including dismissal from the educational program.
- g). The committee chair informs you in writing about the committee's recommendations regarding adverse actions, providing you the opportunity to appeal if desired.
- h). The SEPC makes recommendations regarding your advancement, graduation, monitoring status, probation, dismissal, remediation, leaves of absence, and re-enrollment. The Dean has the final authority to determine the appropriate course of action.

The SEPC considers your comprehensive performance when making recommendations about promotion, graduation, and overall academic progress.

Decisions are based on various information, including grades, written evaluations, and both cognitive and non-cognitive data provided by School during different courses.

To be recommended for promotion and graduation, you must obtain a pass grade in every course and adhere to professionalism standards. Regular formative and summative assessments keep you informed about your academic progress.



## Advancement

If you receive positive assessment grades (A, B, C, D) for all basic courses or clerkships in a given year and meet the professionalism objectives, you are typically advanced to the next year of study or recommended for graduation.

For students with FX grades, a retake exam deadline will be provided.

If you receive one F grade, the committee reviews your case to determine appropriate follow-up or action, which may include no additional requirements. You might also be placed on monitoring or probationary status until required actions are completed.

For students with two or more F grades, the committee conducts a separate review to assess their suitability for continuing in the medical education program.

## Academic Difficulty

If you encounter academic challenges, the Program Director and the Vice-Dean will assess whether you should proceed with basic/clinical science courses, withdraw, or discontinue. In any scenario, a remediation plan will be developed.

If the determination is for you to discontinue your studies, you will be presented at the Student Promotion and Evaluation Committee and placed on Monitored Academic Status (MAS). If you already have MAS, you will be put on Academic Probation.

## Monitoring

Monitoring serves as a precautionary step, indicating that your progress doesn't align with expectations. It urges you to take suitable actions to address concerns, such as seeking help from the Student Office, consulting your Academic Counselor, and possibly reducing extracurricular activities. In specific cases, the SEPC may mandate the application of these measures. Students can enter either academic or non-academic monitoring status.

### Academic Monitoring

If you receive an F grade in a course or are required to repeat a course, you may be placed on academic monitoring. Generally, this monitoring status is lifted after achieving three consecutive pass grades. However, the SEPC holds the discretion to extend the monitoring period if deemed necessary. Throughout this duration, your performance is consistently evaluated by the SEPC. If any new deficiencies emerge during this time, the SEPC will take appropriate actions tailored to your individual needs.

### Non-academic Monitoring

Non-academic monitoring addresses concerns related to professionalism and behavioral standards. If you are placed on non-academic monitoring, you will stay under monitoring status until you receive five consecutive course grades with no additional concerns. Throughout this period, the SEPC consistently evaluates your performance. Should any new deficiencies arise during this time, the SEPC will take appropriate action tailored to your individual circumstances.

## Probation

If you exhibit significant academic or non-academic concerns, you may be placed on probation, serving as an alert that dismissal is a potential risk. Probation programs are established to address academic or professional issues, providing you with an opportunity to enhance your performance. Reasons for probation may include factors like failing grades, repeated academic deficiencies, unprofessional conduct, or ethical violations.



Academic probation comes into effect when a student, already on academic monitoring status, continues to accumulate deficiencies. Throughout the academic probation period, you may be subject to certain conditions or requirements, including:

- a). **Academic Improvement Plan:** Collaborating with Academic Counselors or School members to develop a personalized plan for academic enhancement.
- b). **Performance Reviews:** Regular assessments to monitor your academic progress during the probationary period.
- c). **Additional Support:** The School may offer additional academic support, such as tutoring, study skills workshops, or resources to enhance your learning.
- d). **Probationary Status Review:** At the end of the probationary period, your academic performance will be reevaluated to determine if you have successfully met the required standards. Depending on the outcome, you may be removed from academic probation or face further academic consequences.

Academic Probation aims to assist struggling students in identifying areas for improvement, providing necessary support and guidance for success in medical studies. The duration of probation and specific improvement requirements can vary based on the severity of concerns, ranging from a minimum of one term to a maximum of three terms.

Students on probation may need to meet academic benchmarks, participate in remedial programs, or undergo additional evaluations or counseling. Throughout the probationary period, you may receive additional support, counseling, or academic assistance from the School and may need to meet regularly with Academic Counselors or School members to monitor progress.

Successfully addressing identified issues can lead to the removal of probationary status, allowing you to continue your medical education without further impediments. However, failure to meet improvement conditions during the probationary period may result in more severe consequences, including dismissal from the medical program.

The decision to place a student on probation is made by the School Council in consultation with relevant School, administrators, and the Student Office.



## Graduation

In the fourth year, you undergo evaluation by the SEPC to assess your eligibility for graduation. During this assessment, the committee carefully evaluates your performance throughout the Basic Science years, your clinical performance during clerkships, and your demonstration of professionalism throughout the program. The committee also ensures the successful completion of all compulsory examinations and courses.

If you believe that the advancement and graduation recommendation provided by the SEPC does not align with the specified program policies or other requirements for continued enrollment or professionalism, you have the option to appeal the recommendation.

## Student Support

The university provides the following support for you:

- 1. Academic Support:** This includes tutoring, School advisors, and mentors who will guide you throughout your academic journey.
- 2. Counseling Services:** Recognizing that university life can be challenging and stressful, counseling and mental health services are available to help you cope with the pressures of your studies and personal life.
- 3. Employment Support Services:** The university offers support services to help students find paid job opportunities within their field of study.
- 4. Health Services:** The university collaborates with other medical facilities and specialists to offer you referrals and coordinate healthcare when you require medical services.
- 5. Financial Aid:** You can access direct financial aid and receive assistance in finding scholarships and grants to help cover tuition and other educational expenses.
- 6. Support for Disabilities:** The university is dedicated to providing equal opportunities for all students, including those with disabilities. This includes accessible facilities, note-taking services, extended exam time, and assistive technologies.
- 7. Career Services:** These services are designed to assist you with job placements, internships, and residency programs after graduation.
- 8. Support for International Students:** You will receive immigration advice, cultural adjustment support, and language assistance to help you navigate your time at the university.
- 9. Wellness Programs:** The university offers wellness programs that encompass physical fitness, nutrition, and stress reduction activities to promote your overall well-being.
- 10. Peer Support Networks:** You are encouraged to participate in the development of peer support networks, providing opportunities to connect with fellow students, share experiences, exchange study tips, and offer emotional support.
- 11. Applicant Support:** For potential students, the university ensures a smooth application process by providing the necessary information and assistance to help you make well-informed decisions about your education and future at the university.





## Individualized Study Plan

An Individualized Study Plan (ISP) is a customized academic roadmap tailored to address the specific needs and circumstances of each student. The university provides students with the opportunity to adhere to an ISP, with reviews conducted at the beginning of each term. The dean's office offers support to students for the development of their ISPs. Here are some common situations that might necessitate an ISP:

- Health Issues: Students with chronic illnesses, recovery from surgery, or other health conditions.
- Mental Health: Students dealing with anxiety, depression, or other mental health issues.
- Physical Disabilities: Those with mobility issues or other physical disabilities.
- Family Responsibilities: Students who need to care for children, sick family members, or have other significant family obligations.
- Work Commitments: Students who are working part-time or full-time jobs to self-sponsor their studies.
- Travel or Relocation: Students who frequently travel or relocate, such as athletes and performers.
- Military Service: Students in the military or with family in the military.
- Bullying or Social Anxiety: Students who face bullying or who have significant social anxiety.
- Pandemic or Epidemic Situations: Health crises like the COVID-19 pandemic.
- Temporary Situations: Temporary circumstances, such as family or personal crisis.

## Academic Support

You receive academic support through newcomer orientation, academic counseling, tutoring, and mentorship. A week before classes commence, the Student Office conducts orientation for all new students, familiarizing them with university services and student regulations.

As a medical student, you benefit from essential academic counseling provided by the university to ensure your success and guide you through your academic journey. The university assigns an academic counselor from its School to each group of students. You can conveniently schedule an appointment with your academic counselor online through the student's portal.

During your meeting with the Academic Counselor, you discuss your academic progress, concerns, and goals. The counselor listens to your questions and challenges, offering guidance and support. They review your academic records, including grades, course progress, and any previous counseling notes, to better understand your academic history and performance.

Working collaboratively, the Academic Counselor helps you set academic goals and creates a plan to achieve them. This may involve discussing your career aspirations, selecting elective courses, and planning for future terms. If you face academic challenges, the counselor assists in identifying root causes and provides strategies to overcome them, including study techniques, time management skills, and stress reduction strategies.

Academic counselors also support you in selecting appropriate courses based on your interests, career goals, and degree requirements. They assist with course registration and resolving scheduling conflicts. If you require specialized support, such as tutoring or mental health services, the academic counselor can refer you to the relevant campus resources.

Your academic counseling sessions are confidential, and information shared during these sessions remains private unless there are concerns related to your safety or well-being. The School involved in academic counseling has no role in making assessments or other academic decisions about respective students.

The university's Quality Assurance Office evaluates the quality and quantity of academic counseling services, and students' satisfaction with these services is reported semestrally to the Provost.





## Tutoring

As a medical student, tutors are individuals with expertise in the medical field appointed to offer you academic support and guidance at the university. Your tutoring can be facilitated by:

- a). School Members
- b). Teaching Assistants
- c). Senior Medical Students
- d). Medical Educators and Learning Specialists
- e). Peer Tutors

The goal of these tutors is to provide personalized support tailored to your learning style and needs. They may adjust their teaching methods and strategies to align with your preferences and pace of learning.

During your tutoring sessions, the tutor will collaborate closely with you to address specific academic challenges or questions. They may review course material, explain concepts, provide additional resources, and assist with problem-solving. Tutors can help you develop effective study strategies and time management skills to optimize your learning and performance.

For your exam preparation, tutors may go through practice questions with you and help you understand the rationale behind correct answers. They may track your progress throughout the sessions to assess improvements and identify areas that still need attention.

If you require additional support beyond what the tutor can provide, they may refer you to other academic support services or resources, such as academic counseling or subject-specific workshops. At the end of the tutoring sessions or on an ongoing basis, tutors may offer feedback, providing constructive criticism and positive reinforcement to enhance your learning experience.



## Mentoring

In your medical journey, mentoring holds a crucial role in your personal and professional growth. A mentor, someone more experienced and knowledgeable, is there to guide, support, and provide advice as you navigate your path in medicine.

Mentors, often individuals with substantial experience in the medical field, come from various backgrounds, including:

- a). **School Members:** Professors and lecturers in the University with extensive knowledge and experience in medical education and practice can serve as mentors.
- b). **Physicians and Medical Practitioners:** Experienced doctors, specialists, general practitioners, and researchers can guide medical students in clinical and research pursuits.
- c). **Resident Physicians:** Those undergoing postgraduate training can mentor students in the earlier stages of their medical education.
- d). **Fellows:** Medical professionals with specialized training beyond residency can offer mentorship, particularly in their areas of expertise.
- e). **Alumni:** Successful graduates who have established themselves in their medical careers may volunteer as mentors to support current students.
- f). **Medical Educators:** Dedicated mentors focusing on guiding students throughout their academic and professional journey.
- g). **Researchers:** Professionals engaged in cutting-edge medical research may mentor students interested in research opportunities.
- h). **Healthcare Administrators:** Leaders in healthcare can provide mentorship to students interested in health policy, administration, and management.
- i). **Clinicians in Community Settings:** Mentors working in community healthcare settings offer insights into patient care in various contexts.
- j). **Peer Mentors:** Senior medical students may mentor and support junior students through peer mentorship programs.

The University endeavors to expand its network of mentors, offering individuals with diverse medical backgrounds as mentors. Mentors share their experiences, challenges, and successes, providing valuable insights.

Mentorship relationships may be short-term with specific goals or extend over a more extended period to support you throughout your academic and professional journey.

Matches between mentors and mentees are based on shared interests, career goals, or specialties. Alternatively, you can seek out mentors independently, and relationships may develop more informally.

Upon matching or expressing interest, an introductory meeting allows both mentor and student to discuss expectations, goals, and the scope of the mentorship.

Constructive feedback from mentors helps identify areas for improvement, encouraging personal and professional development, and promoting self-awareness and confidence.

Regular meetings or interactions form the foundation of mentoring relationships, with the frequency and format determined by the preferences and availability of both mentor and student.

Together, mentors and students set specific, achievable goals covering academic development, career guidance, personal growth, and more.

Mentors open doors to professional networks, helping you make connections in your chosen field or specialty.

Built on mutual trust, mentoring relationships uphold confidentiality regarding any sensitive information shared by you.



## *Counseling and Mental Health Support*

It's crucial for you, as a medical student, to be aware of the mental health services available and to utilize these resources when needed. Prioritizing your mental well-being throughout your time at the University can positively impact your academic performance, overall health, and long-term success in the medical profession.

The University provides essential counseling and mental health services to support you in coping with the challenges of your studies, personal life, and overall well-being. These services aim to promote mental health, reduce stress, and create a supportive environment tailored to medical students.

Counseling encompasses a range of areas including academic stress, anxiety, depression, time management, and relationship concerns. If psychiatric services are required, the University facilitates access through partner institutions. Importantly, professionals providing medical/psychological services are not involved in the student's academic assessment process.

The Counseling Office may organize workshops, seminars, and group sessions covering topics such as stress management, mindfulness, resilience, and other mental health-related subjects. Periodic mental health screenings may be conducted to identify potential issues and guide students toward appropriate support.

The Counseling Office collaborates with the School and staff of the University to create a supportive environment and provides resources for identifying and assisting students in distress. The University actively supports and organizes mental health awareness campaigns and initiatives to reduce stigma and foster a culture of open discussion about mental health.

In terms of health services, the University collaborates with other medical facilities and specialists, offering students referrals and coordinating healthcare when medical services are required.

## *Support for Disabilities*

The University is dedicated to offering you equal opportunities and support if you have disabilities. This commitment involves creating an inclusive learning environment tailored to the unique needs of students with disabilities, ensuring you have an equal chance to excel in your medical education. The types of support available for medical students with disabilities include:

- a). Disability Services Officer
- b). Support in Accommodations
- c). Accessibility Services
- d). Accessible Course Materials
- e). Assistive Technologies
- f). Flexibility in Scheduling
- g). Teaching and learning methods are flexible and take student's individual necessities into consideration. If necessary, individual program is created and utilized in accordance with the interest and academic readiness of the student.
- h). Mental Health Support
- i). Training and Awareness

In the Student Office, there is a designated Disabilities Service Officer who acts as a central point of contact specifically for students with disabilities. This officer assesses individual needs, coordinates accommodations, and advocates for the rights of students with disabilities.

If you have a disability, you may be eligible for accommodations to support your learning and participation in educational activities. These accommodations can range from extended exam time and assistive technologies to note-taking assistance and accessible classroom facilities.



The University takes steps to ensure that campus facilities and resources are accessible to students with disabilities, providing features such as accessible parking, ramps, elevators, and restrooms throughout the campus.

The School and course instructors are encouraged to offer accessible course materials, like electronic texts and captioned videos, to accommodate students with visual or hearing impairments, whenever possible.

Moreover, the University provides access to assistive technologies, including screen readers, voice recognition software, and adaptive devices, to support students with different types of disabilities, where feasible.

Recognizing that students with disabilities may need flexibility in scheduling due to medical appointments or health-related needs, the Dean's office supports these students in developing individual study plans to accommodate their schedule when possible.

Importantly, the University acknowledges that disabilities can include mental health conditions and, therefore, offers mental health support services, counseling, and resources to help students effectively manage their mental health.

## Peer Support Networks

As a medical student, you can benefit greatly from peer support networks, which are valuable resources providing a sense of community, fostering learning, and offering emotional support throughout your medical education journey. These networks, often consisting of fellow medical students volunteering their time, play a significant role in creating a supportive and collaborative learning environment, contributing to your academic and emotional success during your medical education.

Here's how peer support networks can benefit you:

1. **Informal Learning:** You can learn from the experiences of your peers, sharing knowledge, study tips, and best practices related to coursework and exams.
2. **Emotional Support:** University life can be demanding and stressful. A peer support network offers a safe space for you to discuss challenges, express feelings, and receive encouragement from others who understand what you're going through.
3. **Social Connection:** Being part of a peer support network provides opportunities to socialize, make friends, and build meaningful relationships with your classmates.
4. **Mentorship Opportunities:** Senior medical students in these networks often act as mentors, offering guidance on academic, personal, and professional matters.
5. **Cultural and Diversity Awareness:** Peer support networks foster inclusivity, helping you embrace and appreciate the diversity within your cohort.
6. **Collaboration and Teamwork:** These networks encourage collaboration and teamwork, essential skills for future medical professionals in a healthcare setting.
7. **Stress Reduction:** Sharing experiences and coping strategies with peers can reduce stress levels and improve overall well-being.
8. **Exam Preparation:** Peer support networks may organize study groups and exam review sessions, helping you prepare effectively for assessments.
9. **Academic Resources:** Students often share academic resources like study notes, practice questions, and helpful textbooks.
10. **Sense of Belonging:** Joining a peer support network creates a sense of belonging and camaraderie, enhancing your overall university experience.
11. **Encouragement and Motivation:** Peers in the network can provide encouragement and motivation during challenging times, helping you stay focused and persevere.
12. **Professional Development:** Peer support networks can also serve as a platform to discuss career options, residency applications, and other professional development topics.

These networks can be formalized through university-organized initiatives or student-led organizations.



# Anti-discrimination Policy and Grievance Support

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## Anti-discrimination Policy

The University is committed to creating a campus community that embraces diversity and inclusivity and actively opposes all forms of discrimination. If you have complaints of discrimination, the University takes them seriously and ensures transparency, respect, fairness, and empathy throughout the resolution process. Regardless of factors like sex, marital status, veteran status, ancestry, pregnancy, physical appearance, economic situation, surname, place of residence, health condition, level of autonomy, disability, genetic traits, morals, sexual orientation, gender identity, age, political beliefs, involvement in union activities, ability to communicate in a language other than French, membership or non-membership in an ethnic group, nationality, race, religion, or having experienced, refused, or testified against hazing or sexual misconduct, every member of the community can expect to be treated with respect and provided with equal and equitable access to University resources and opportunities.

The University strongly opposes racism and discrimination in all forms and contexts. It is equally dedicated to creating an environment where all members of the University community feel safe and empowered to report incidents of discrimination. The University pledges to treat each individual involved in such incidents with dignity and respect. Furthermore, it is committed to offering supportive resources to those in need and conducting thorough and transparent investigations into any complaints received.

The University strictly prohibits any form of discriminatory conduct, including actions that single out individuals for unequal or unfavorable treatment based on factors such as sex, race, color, religion, national origin, age, disability, sexual orientation, or gender identity. This includes using inappropriate racial remarks or slurs, subjecting students or employees to humiliation due to their sexual orientation or gender identity, employing derogatory language targeting a student's disability or assuming their disability, and neglecting to provide reasonable accommodations for qualified individuals with disabilities or serious medical conditions.

## Grievance Support

Grievance support services are aimed at helping you address and resolve concerns, complaints, and issues that you may encounter during your academic journey. These services are designed to create a supportive and fair environment for you to voice grievances, identify problems, raise complaints, and seek solutions, ensuring a positive and supportive learning environment. Your concerns are taken seriously, and the goal is to address them appropriately.

If the Dean's Office is unable to resolve the issues you've raised, the matter is escalated to the Grievance Committee for further review. You can submit complaints to the Grievance Committee by filling out a designated form or directly addressing the committee.

The Grievance Committee is composed of representatives from the Legal Office, the Student Office, and the School. Your grievances are handled with the utmost confidentiality to ensure you feel comfortable expressing concerns without fear of repercussions.

The committee ensures that all grievances are treated impartially and fairly, without biases or favoritism, and aims to resolve them in a timely manner, providing updates to you throughout the process. After studying the case, the committee votes on whether mediation or advocacy is needed.



Mediation may be employed in less severe cases to resolve conflicts between students and staff members. Mediators designated by the committee facilitate discussions to find mutually agreeable resolutions. In more complex cases, you may be assigned an advocate or representative to help you navigate the grievance process and present your case effectively.

If you are dissatisfied with the initial resolution, you can utilize an appeal option where the Provost reviews the case and makes a final decision. Detailed records of grievances and their outcomes are kept, and summaries are delivered to respective chief officers of the University to identify patterns or areas that may need improvement.

## Wellness Programs

**W**ellness programs tailored for you, as an international medical student, are designed to enhance your physical, emotional, and mental well-being, offering support and resources to help you thrive during your studies abroad. These programs specifically address the unique challenges and needs of international students, including cultural adjustment, academic stress, and social integration.

Orientation sessions within wellness programs introduce you to campus life, academic expectations, and available support services. They also provide valuable guidance on cultural adjustment, language resources, and tips for navigating your new environment.

The university facilitates your access to fitness facilities, sports clubs, and recreational activities, encouraging you to stay physically active and maintain a healthy lifestyle. Wellness programs further organize workshops covering nutrition, stress management, sleep hygiene, and other topics to promote your overall well-being.

As part of health education efforts, the university conducts campaigns and awareness programs on various topics such as vaccinations, sexual health, and mental health, equipping you with essential health knowledge. Wellness programs may also provide resources and strategies to help you achieve a healthy work-life balance, manage your time effectively, and reduce burnout.

To address academic pressures, stress reduction activities, including yoga classes, mindfulness sessions, and relaxation workshops, are organized within wellness programs to support you in managing the challenges of your medical studies.





## Career Support

Career Services at the university offer you the necessary resources, guidance, and opportunities to make well-informed career decisions and succeed in your chosen medical specialties. The following career services are tailored to your specific needs and goals, ensuring that you receive the guidance and support needed to flourish in your medical career:

- a). **Career Counseling and Guidance:** Access professional career counselors who can provide personalized guidance on career paths, specialties, and residency programs. These counselors assist you in identifying your strengths, interests, and goals to make informed career choices.
- b). **Specialty Exploration:** Participate in workshops, seminars, and shadowing opportunities that allow you to explore different medical specialties and gain insights into various career options.
- c). **Residency Application Support:** Benefit from workshops and resources to navigate the residency application process, including guidance on preparing a competitive application, writing personal statements, and enhancing interviewing skills.
- d). **Networking Opportunities:** Engage in networking events, alumni connections, and mentorship programs to build professional relationships with practicing physicians and experts in your desired specialties.
- e). **Research and Academic Opportunities:** Take part in research projects and academic activities relevant to your career interests, enhancing your residency applications and future career prospects.
- f). **Career Fairs and Recruitment Events:** Attend career fairs and recruitment events where you can interact with representatives from various hospitals, healthcare systems, and organizations to explore potential job opportunities.
- g). **CV and Interview Workshops:** Receive training on creating effective curriculum vitae (CVs) and conducting successful interviews to boost your confidence during the job application process.
- h). **Alumni Support:** Engage with alumni who have succeeded in various medical specialties, sharing their experiences and insights with you, offering inspiration and practical advice.
- i). **Post-Graduation Support:** Continue to receive career support even after graduation as you navigate your early years as a medical professional.
- j). **Continuing Medical Education (CME) Opportunities:** Be encouraged and supported to pursue CME opportunities to stay current in your specialties and advance your career.
- k). **Career Development Workshops:** Attend workshops on leadership, communication skills, and professional development to equip you with the skills necessary for career advancement.

The specific mechanisms and bodies for the delivery of these career services are detailed in the Career Support Policy of the University. Top of Form



## Support for International Students

University provides comprehensive support for international medical students to help them adapt to the new academic and cultural (multicultural) environment. Recognizing the unique challenges faced by international students, University offers a range of services and resources to ensure their success and well-being.

- 1. Pre-arrival Information:** University publishes pre-arrival information and resources to help international medical students prepare for their journey, including visa application guidance, orientation materials, and information about housing options.
- 2. International Student Advisors:** Dedicated international student advisors in the Student office provide personalized support and advice to international medical students throughout their academic journey. They can assist with visa and immigration matters, cultural adjustment, and other issues related to studying abroad.
- 3. Orientation Programs** are organized specifically for international students upon their arrival to University. These programs introduce them to campus life, academic requirements, available resources, and cultural activities.
- 4. English Language Support:** For international students, who are non-native English speakers, university offers extracurricular language support programs to enhance English language proficiency necessary to deal with medical program requirements.
- 5. Academic Support Services** are available to all international students, as described in Articles 3 to 5 to help them excel in their studies.
- 6. Cultural and Social Activities:** University organizes cultural and social events to promote cultural diversity and foster an inclusive environment for all students, including international medical students. These activities help international students integrate with the campus community and build friendships with their peers in the multicultural student cohort.
- 7. Housing Assistance:** Student Office provides assistance in finding suitable and safe accommodation options for international medical students, either on-campus or in the local community.
- 8. Health and Medical Services:** are offered to international students, including access to healthcare facilities and health insurance information.
- 9. Career Services:** Student Office supports international medical students in finding internship opportunities, residency placements, and post-graduation job opportunities as described in Article 11.
- 10. International Student Clubs and Associations:** University supports its international students' initiatives to have international student clubs and associations where students from various countries can connect and share their experiences.
- 11. Financial Aid and Scholarships:** International students can benefit from University's financial aid packages and scholarships specifically designed for international students to help with tuition and living expenses.

## Financial Guidance and Financial Aid

As a prospective student, the University offers you a comprehensive overview of the projected financial expenses, encompassing tuition and personal living costs, needed to successfully complete the entire program of study. The CFO Office of the University provides counseling services to guide you on various options for financial aid and debt management, emphasizing your responsibility for repayment. The University's Scholarship and Financial Aid programs for medical students aim to alleviate the financial challenges associated with medical education. These programs offer direct financial assistance from the university, along with support in identifying scholarships, grants, and loans to cover tuition and other educational expenses. Several types of financial aid programs are available for medical students at the University:

- a). Scholarships
- b). Need-Based Grants
- c). Loans
- d). Work-Study Programs
- e). Service-Obligation Programs
- f). Alumni and Donor-funded Scholarships

In your pursuit of financial support, scholarships are available based on merit, rewarding exceptional academic achievements, leadership skills, or other outstanding qualities. These awards, covering either a portion or the entire cost of tuition and other expenses, do not require repayment. The total amount allocated for scholarships is outlined in the annual university budget, with rules and procedures detailed in the University Scholarship and Financial Aid Program.

Similarly, if you demonstrate financial need, you may be eligible for Need-Based Grants. Awarded based on your financial circumstances, these grants, evaluated by the CFO of the university, do not necessitate repayment. The total amount designated for need-based grants is included in the annual university budget, with awarding rules and procedures specified in the University Scholarship and Financial Aid Program.

To facilitate financial support, the university collaborates with banks and financial institutions to provide student loans with lower interest rates and flexible repayment options. The CFO of the University assists students in navigating the loan application process and understanding their repayment choices.

For those seeking part-time employment opportunities, work-study programs allow medical students to work on campus or in community service positions, earning money to offset educational expenses. The list and terms of work-study programs, along with student eligibility criteria, are published every term.

Service-obligation programs offer financial aid to students in exchange for a commitment to work in underserved areas or specific specialties post-graduation. Terms and quotas for candidates in service-obligation programs are outlined in the University Scholarship and Financial Aid Program.

Additionally, alumni and donor-funded scholarships provide merit-based financial support to students meeting specific criteria established by the university and respective donors.





# Code of Conduct

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New Anglia University is dedicated to offering a welcoming and collaborative atmosphere that fosters optimal education, clinical care, and research. Additionally, the University is fully committed to upholding the utmost ethical and professional standards. A primary focus is on promoting and sustaining exemplary behavior among all its members to create a healthy and secure learning environment and to better serve society. The University places great importance on values such as integrity, honesty, fairness, and respect for the rights of others, aiming to integrate these principles into all aspects of its teaching, research, clinical, and other endeavors.

## Standards of all members of the University

All members of the University, including students, teachers, academic, and non-academic staff, are required to be acquainted with and adhere to the University's policies concerning conduct.

Students, teachers, academic, and non-academic staff are expected to uphold the standards of professional conduct at all times. This expectation particularly applies when engaging in academic, research, clinical activities (including interactions with patients), or participating in extra-curricular sports and social events under the University's auspices, or when representing the University or its interests. The use of social media is also subject to these standards. For specific guidelines on professional conduct.

In clinical settings, where students, teachers, academic, and non-academic staff carry out work or training activities, they are also required to adhere to relevant policies and procedures governing conduct within those specific clinical settings.

Candidates seeking admission to any program within the University must acquaint themselves with this Code and ensure compliance throughout their application for admission and the admissions process.

## Students' professional conduct and academic evaluation

Your adherence to the established behavioral norms within our academic community is indispensable. It is incumbent upon each student to diligently uphold the standards of professional comportment delineated in the Code, ensuring their application in every facet of your engagement within our university.

The university accords utmost significance to the Code as a cornerstone document. Instances of deviations from these standards are subject to thorough examination and are approached with the highest degree of seriousness by the School and its leadership. The approach to addressing these instances is contingent upon the specific circumstances of each reported breach.

There exist specific channels through which concerns should be communicated:

- a). If an issue arises within the academic setting or involves students in healthcare education, it should be reported to the Dean's Office.
- b). Matters implicating both a student and a university staff member should be brought to the attention of the Dean's Office.
- c). Incidents involving university personnel warrant reporting to the Human Resource Office.
- d). Concerns regarding prospective members seeking admission should be directed to the Admission Office.

Every student within our academic community bears the responsibility of upholding the prescribed ethical standards as outlined in the Code. Demonstrating professionalism and dignified conduct in all interactions within our university is imperative.



## Honesty

As part of the University community, it is essential for all students to uphold honesty and integrity in their daily activities, whether engaged in learning, research, providing care, or administrative duties. This includes giving proper recognition to the contributions made by others.

When delivering care to patients and their families, it is paramount for every student to maintain the highest standards of honesty and adhere strictly to confidentiality and consent requirements outlined by relevant professional bodies.

Moreover, students must ethically engage with industry and other organizations. This involves transparently disclosing and appropriately managing any actual or perceived conflicts of interest. If there's a significant conflict, whether financial or otherwise, that could affect decision-making processes—such as when reviewing manuscripts, testing products, or participating in externally sponsored work—it must be disclosed to sponsors, academic institutions, journals, or funding agencies.

Trust is a fundamental aspect of our University's operations. All policies and procedures are built on the assumption of personal integrity. Hence, it's expected that every student maintains their integrity, thereby upholding the trust and confidence placed in them. Any instances of conflict of interest should be disclosed promptly and transparently.

## Respect of Others

To foster a positive and supportive atmosphere for work and learning, it's your responsibility, as a member of the University, to show respect and appreciation to your colleagues, fellow students, patients, their families, and everyone you encounter in your University role. Discrimination based on factors like age, race, religion, disability, or any protected characteristic is strictly prohibited.

You have a role in creating and maintaining an environment that supports learning, discovery, and professional behavior. As part of this community, you're expected to demonstrate personal composure and show consideration for others. This includes setting an example with your language, appearance, and behavior, ensuring it aligns with what's appropriate in academic or healthcare settings.

Whether you're communicating in writing, speaking, or on social media, it's important to always be respectful. Your communication should match the professionalism expected in face-to-face interactions.

If you're part of the School, it's crucial to establish proper boundaries with patients, students, teachers, and both academic and non-academic staff. This means avoiding unwanted romantic or sexual advances, respecting personal information, and honoring individual workspaces.

Maintaining professional relationships is vital. Romantic or sexual relationships with patients you're treating or teaching is strictly prohibited. Also, any coercive or exploitative relationships with colleagues, students, patients, or research participants are forbidden.

Everyone, including teaching staff, must follow the University's Code of Conduct regarding Romantic and Sexual Relationships with students.

In clinical care, treating patients, families, and healthcare or academic team members with unwavering respect and dignity is crucial. When giving feedback, whether verbal or written, it should be timely, constructive, and respectful.



## Confidentiality

As a student at the university, it's crucial to safeguard and respect the privacy and confidentiality of information concerning patients, as well as participants in research and educational activities. This means limiting discussions about patient health matters to suitable clinical or educational settings and sharing such details only with family caregivers authorized by patient consent. Taking appropriate steps to avoid privacy breaches, especially when communicating online or through social media, is essential for everyone. It's mandatory to follow data security rules in both academic and clinical settings. For example, never share login codes and avoid transmitting personal, especially patient, information over unsecured networks without consent from all involved parties. Adhering to privacy laws governing the collection, storage, and disclosure of personal information, including educational, health, research, and personnel records, is a must for all students. Specifically, accessing personal data stored in university or clinical files or computers should only occur with proper authorization. In research, accessing data should comply with research ethics policies, and in clinical duties, access must align with healthcare institution regulations and professional expectations. It's important to note that members can access patient information only if they have a current healthcare provider-patient relationship.

## Responsibility

You are responsible for your conduct and actions during your time at the University, including clerkships and other learning settings. Your behavior will be evaluated based on honesty, respect, and confidentiality as outlined in the Code of Conduct. As a responsible member, it's important to acknowledge your limits in situations that go beyond your experience. Consulting and seeking guidance from experienced colleagues is crucial. Additionally, accepting and positively responding to feedback about your performance demonstrates accountability.

Promoting responsible financial behavior is also expected throughout your studies.

The use of alcohol, cannabis, or any drugs, including prescriptions, should not affect your duties.

If you observe professional misconduct, report it to the right authorities without unfairly damaging the reputation of your peers or the academic community.

Punctuality, attendance, and active participation in workplace, academic, or clinical settings, including student placements, are essential. Meeting deadlines for assignments and submitting required documentation on time is required. If unable to meet a deadline, arrange an approved alternative in advance. Additionally, responsible use of social media is crucial. Avoid sharing confidential or inappropriate information about colleagues, patients, or the University community. Refrain from posting untrue, hurtful, or disrespectful content. When using devices provided by the University, adhere to their policies, including regarding personal use. Your personal devices shouldn't disrupt interactions or duties. In case of accusations of misconduct, a Conduct Review Board ensures a fair and impartial investigation.

All members of the University, particularly students, are expected to uphold the highest standards of integrity during examinations. This includes refraining from cheating, plagiarism, or any other form of dishonest behavior, such as using unauthorized materials or assistance during assessments. Students must comply with all examination rules and guidelines, ensuring fair and equitable evaluation for all participants. Violations of examination integrity may result in disciplinary action, including failure of the exam.



## Guidelines for Dismissal

**D**ismissal from the university means being officially and involuntarily removed from your enrollment and academic standing at the institution. It's a serious action taken if a student doesn't meet the academic, behavioral, or other requirements set by the university. As a student, it's vital to follow and stick to the Code of Conduct outlined in the policy while pursuing your studies.

There are various reasons why a student might face dismissal:

- **Academic Performance** - If you consistently struggle to maintain satisfactory academic performance, fail to meet minimum requirements, or face difficulties in passing required courses, it could lead to dismissal.
- **Academic Misconduct** - Actions like plagiarism or cheating in academics may result in dismissal, especially if they are severe or repeated.
- **Behavioral Issues** - Serious violations of the university's Code of Conduct, such as violence, harassment, requirements or if they fail to meet specific academic milestones, the University may initiate a review process.
- **or involvement in illegal activities**, may lead to dismissal.
- **Professional or Ethical Misconduct** - If your actions are deemed harmful to patients, yourself, or others in the university community, especially if it compromises patient or client safety, it could result in dismissal.
- **Violation of University Policies** - Disregarding university policies and regulations can also be grounds for dismissal.

It's crucial for students to be aware of these reasons and uphold the standards expected by the university to avoid facing dismissal.

## Dismissal Procedure

Procedure for Dismissal procedure involves the following:

**Academic Performance Review** - The University regularly monitors students' academic performance, including grades and evaluations from clinical rotations. If a student's academic performance falls below the minimum

**Academic Warning and Probation** - When a student's academic performance, behavior, or conduct raises concerns, the university may initiate a formal review process. Before dismissal, will be issued academic warnings or place students on academic probation. This serves as a formal notice to the student that their performance is unsatisfactory, and that improvement is required to continue in the program.

**Student Evaluation and Promotion Committee** - The School convene the Student Evaluation and Promotion Committee (SEPC) to assess the student's academic record and performance. The committee operates in accordance with the Student Evaluation and Promotion Committee Policy.

**Student Notification** - The student is typically notified in writing about the intention to consider dismissal and is provided with information on the grounds for dismissal, the appeal process (if applicable), and the opportunity to present their case.

**Dismissal Hearing** - The student has the right to a formal dismissal hearing before the Student Evaluation and Promotion Committee (SEPC). During the hearing, the student presents their case, provide explanations, and present any evidence in their defense.



**Appeal Process before Hearing** - An appeal process before the Dismissal Hearing allows students to appeal the grounds for dismissal and present their defense. The student should notify the Dean in writing within five (5) business days prior to the meeting of their intent to appeal.

**Final Decision** - A quorum necessary for action on a proposal to dismiss is defined as the presence of two-thirds of the voting membership of the Student Evaluation and Promotion Committee (SEPC). Affirmative votes by two-thirds of the members present are necessary for dismissal. Failure to achieve sufficient votes for dismissal does not preclude future consideration for dismissal if the Student Evaluation and Promotion Committee (SEPC) determines that additional information relevant to the original proposal is identified after the vote or new events or behaviors are identified which meet the criteria for consideration for dismissal. The final decision of the Committee will be transmitted in writing to the Dean and the student within three (3) business days following the close of the meeting.

**Notification of Dismissal** - The student is formally notified of the dismissal decision in writing. The notification typically includes information about the effective date of dismissal.

**Transcript and Record Notation** - A notation of the dismissal is included on the student's academic transcript or record.

The student has the right to appeal a decision made by the Student Evaluation and Promotion Committee (SEPC) to the Dean within ten (10) business days of receiving the Committee's written decision. If the Dean has a conflict of interest or is unable to hear the appeal, a designee appointed by the Dean will handle the appeal. Any conflicts of interest with the Dean can be identified by the Dean themselves or reviewed by the Provost upon the student's request during the appeal submission.

The appeal must clearly state the grounds for appeal and include relevant documentation supporting those grounds. Appeals can only be brought on the following grounds:

- Presentation of new evidence that was not available during the original review, which could have significantly impacted the decision.
- The decision is excessively disproportionate to the findings.
- The Student Evaluation and Promotion Committee (SEPC) deviated from the process outlined in the policy, and this deviation materially affected the decision.

While the student may have an advisor of their choice, they must communicate directly with the Dean and cannot involve legal representation in their response.

Upon receiving the appeal, the Dean or designee can uphold, reverse, ask the Student Evaluation and Promotion Committee (SEPC) to reconsider, or appoint an ad hoc appeals committee to review the appeal. The ad hoc appeals committee consists of School members not previously involved in the dismissal decision. The chairperson of the Student Evaluation and Promotion Committee (SEPC) will present their findings to the ad hoc appeals committee but will not participate as a voting member.

The ad hoc appeals committee will submit its recommendation in writing to the Dean or designee within ten (10) business days of the meeting. The Dean or designee will issue a final decision in writing to the student within four (4) weeks of receiving the appeal, except in cases of dismissal.

For dismissal cases, if the student remains dissatisfied with the outcome of their appeal to the Dean or designee there is no further appeal available.





# Refund

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## Refund Eligibility Criteria:

You are eligible for a refund under the following circumstances:

- a). **Withdrawal from Program:** If you decide to withdraw from the university within the initial 7 calendar days after the term begins, you qualify for a refund.
- b). **Leave of Absence:** The refund eligibility criteria also apply if you request a Leave of Absence.
- c). **Other Qualifying Events:** Other exceptional circumstances leading to refund eligibility will be individually assessed and are subject to the provisions. These circumstances may include medical emergencies (such as illness or injury) or other extenuating situations. For such cases, supporting documentation must be submitted. The Chief Financial Officer (CFO) will review this documentation in accordance with the recommendations from the Dean's office.

## Refund Eligibility Criteria

**W**ithdrawal from the education program - Only Basic Science students are eligible for a refund, equivalent to 75% of tuition fee paid for the term, if student decide to withdraw from the education program withing first 7 calendar days after the commencement of the term. First term students are not eligible for a refund, including the GBP 1,000 downpayment required upon acceptance. Clinical Sciences students are not eligible for a refund. The university reserves the right to deduct applicable transaction commissions, card processing fees, bank fees, and any other pertinent financial service costs from the refundable amount, if applicable.

## Non-Refundable Fees

**A**ll expenses (including prepayments towards expenses) incurred by the university to plan any activities outside the university campus such as clerkships, student accommodation etc. are considered non-refundable and will not be subject to reimbursement under any circumstances. First-term students are not eligible for a refund.

## Responsibilities

**University Responsibility:** The Student Office is responsible for disseminating information about the refund policy to students. This information includes eligibility criteria, refund schedules, and procedures for submitting refund requests and appeals.

**Student Responsibility:** It is the responsibility of the student to familiarize themselves with the refund policy and to adhere to the specified deadlines and requirements for refunds, including proper documentation and communication with the university.

## Refund Request Procedure

To initiate a refund request, you must submit a formal request for the refund of the tuition fees to the Student Office via the [Student's Portal](#). The request should include a brief explanation of the refund request. The request must be submitted before the end of the 7-day period to be eligible for a refund.

Refund requests based on the Exemptions Circumstances must be submitted with supporting evidence. The supporting documentation must be uploaded together with the request via the [Student's Portal](#).

Upon receiving a valid refund request, and approved by the CFO, the university will process the refund within 30 days. The refund will be issued using the same payment method as the original tuition fee payment.

## Appeal Process

If you wish to appeal a refund decision, you can submit an appeal request through the Student's Portal. Ensure that all appeals are submitted within 10 days of receiving the refund decision. The President will review and make decisions on appeals, consulting with the CFO and the Dean's Office.











## Contact Info

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