

# Student Session

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**Purpose:** This session is conducted with students for discussion regarding students' personal, academic, career and financial counseling system in the college, financial aid, health services, infection control education and counseling, student perspective of curriculum, teaching, and evaluation/grading; students' role and to assess perceived value of student input in academic planning, implementation, evaluation.

The session shall also review effectiveness of academic counseling, policies and procedures for student advancement and graduation and for disciplinary actions, review standards of conduct and policies for addressing student mistreatment, career guidance strategies, advanced and sub-specialty clerkships/clinical experiences and electives for rounding out clinical education of the students.

**Location:** College Committee Room

**College Participants:** At least 10 students, with representation of all five years of the program. No faculty or administration representation in the session. Equal representation of male and female students.

At least four current house officers.

**Surveyor(s):** Institutional Management Expert

## **Standards/Issues Addressed**

- Standard 1: Mission Statement (1.3 and 1.4)
- Standard 4: Curricular Organization (4.3s)
- Standard 6: Curricular Management (6.5)
- Standard 8: Students (8.1 to 8.12) and (8.1s to 8.3s)
- Standard 10: Program Evaluation and Continuous Renewal (10.5)
- Standard 12: Research and Scholarship (12.1 and 12.3) and (12.1s)

## **Documents/Materials Needed**

- Document outlining mission of the institution
- Minutes of meeting reflecting discussion on mission of institution, involving students
- College's policy on electives for students
- College's study guides/log books
- College's student financial support policy
- Meeting minutes of curriculum committee reflecting student participation
- College's grievance policy
- College's code of conduct
- Program evaluation results
- List of all current or previous (last 12 months) research projects

**What Will Occur:** The surveyor(s) would like to look at the quality and safety issues at the laboratory services.

## How to Evaluate

### Document Review

To evaluate standards relevant to students, review the list of documents given above in order to answer the questions below:

Student Session				
Q#	Evaluation Question	Compliance		
		Yes	No	Not Applicable
1.	Is there a college policy for students regarding electives (student-selected component)?			
2.	Is there a financial support policy / program available?			
3.	Does the policy have clearly defined criteria for scholarships / bursaries?			
4.	Does the criteria include 5% of students getting 25% waiver on fee?			
5.	Is there evidence of disbursement of financial support in line with the policy?			
6.	Does the students have access to counselling to address their psychological, academic and/ or career needs?			
7.	Is there a policy for access to academic and medical record of students?			
8.	Is there a policy for co-curricular opportunities for students?			
9.	Is there a policy for student feedback of the educational programs?			
10.	Is there a policy for fair and formal process for taking any action that affects the status of a student?			
11.	(If yes) Does the process include notice of impending action?			
12.	(If yes) Does the process include disclosure of evidence on which action would be based?			
13.	(If yes) Does the process include opportunity for the student to respond?			

14.	(If yes) Does the process include an appeal process?			
15.	Is there an evidence of implementation of the policy? (Review case of demotion or dismissal)			
16.	Is a code of conduct document developed and known to all students?			
17.	Is a transfer policy developed?			
18.	(If yes) Is the policy in line with the University or PM&DC regulations?			
19.	Is there a documented policy on forbidding students from partaking in any political activity?			
20.	Is there evidence of implementation of the policy? (Review preferably two transfer cases – out of the college and into the college)			
21.	Is there evidence of student participation in program evaluation? (Review meeting minutes or Institution Evaluation Committee report of university which includes the program under review – MBBS/ BDS)			

Based on the review, conduct a student interview session with the following list of questions answered. For a 'Yes', at least seven out of students should answer the question appropriately.

Student Interview Session				
Q#	Evaluation Question	Compliance		
		Yes	No	Not Applicable
1.	Are the students aware of the mission statement of the college or are able to retrieve it from appropriate document?			
2.	Are the students aware of the curricular outcomes of the college or are able to retrieve it from appropriate document?			
3.	Do the students understand the procedure for electives (student-selected components) and that it is in line with the college policy?			

4.	Are study guides or logbooks disseminated to the students?			
6.	Are students aware of the financial support program / policy?			
7.	Do the students participate in the educational committees of the college?			
8.	Do the students have opportunities, funding and technical support for co-curricular activities?			
9.	Do the students provide feedback on the education programs?			
10.	(If yes) Is the student feedback taken on a defined interval as per policy?			
12.	Do the students have access to health services?			
13.	Do the students have knowledge about the grievance process for situations that affect the status of the student?			
14.	Are the students aware of the code of conduct document?			
15.	Are the students aware of the exchange program (regional and international) of the college?			
16.	Are the students aware of the research advisory committee or equivalent?			
17.	Do the students have knowledge of the research opportunities available to them?			
18.	Do the students have knowledge of the infection prevention and control protocols?			
19.	Do the students have knowledge of the fire or emergency drills that were previously arranged in the college?			
20.	Are there adequate facilities in the hospital for house job?			