



كلية دبي الطبية للبنات  
DUBAI MEDICAL COLLEGE FOR GIRLS

# STUDENT HANDBOOK

## Academic Year 2023 / 2024



### Disclaimer:

All information in this handbook is accurate at the time of publishing. Dubai Medical College for Girls (DMCG) reserves the right to change any information without prior notice. However, all changes will be widely disseminated to all students and staff. Students and staff are responsible for adherence to the latest policies.





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### **Document Revision History:**

Version	Date of revision	Academic Year	Updated Information	Author/ Reviewer
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V 2.0	July 18	2018-2019	Updated Teaching plan. Updated Academic Calendar	Student Affairs Office
V 3.0	July 19	2019-2020	Converted catalog for University Organizational structure. Updated DMCG goals. Added Tuition Refund Policy. Updated Teaching plan. Updated Academic Calendar	Student Affairs Office
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V 5.0	July 21	2021-2022	Updated Teaching plan. Updated Academic Calendar	ADSA
V 6.0	July 22	2022-2023	Updated Organization Chart.	Ms. Dina
V 7.0	April 23	2022-2023	Updated as per MoE Compliance indicator	DSAA
V 8.0	August 23	2023-2024	Student Handbook AY 2023 - 2024	DSAA & ADAA



## Mission, Vision, and Goals

### DMCG Mission

“DMCG is committed to providing accredited health professions education at undergraduate and graduate level to students by providing a learning environment that fosters Islamic values and promotes high levels of student achievement, consistent with the highest standards of academic excellence in order serve the profession, scientific community and public.”

### DMCG Vision

“To serve the healthcare community by nurturing competent healthcare professionals while promoting a learning environment that fosters innovation, leadership, continued professional development and quality assurance, making DMCG one of the leading medical schools in the world.”

### DMCG Values

The spirit of giving and service excellence is a tradition at DMCG. Values embedded in the teaching profession, when combined with the altruism of the medical profession, foster the highest standards of ethics on campus.

Getting trained in an environment where doctors are able to better understand cultural diversity is important. Therefore, the college emphasizes course delivery embedded in ethics and values in its students, staff, and faculty. The professional oath is a reaffirmation of the values to be followed throughout student and professional life.

### **I do solemnly vow, in the name of Allah, the merciful, compassionate:**

- *That I will honor the Profession of Medicine, be just and generous to its members, and help sustain them in their service to humanity.*
- *That just as I have learned from those who preceded me, so will I instruct those who follow me in the science and the art of medicine.*
- *That I will recognize the limits of my knowledge and pursue lifelong learning to better care for the sick and to prevent illness.*
- *That I will seek the counsel of others when they are more expert as to fulfill my obligation to those who are entrusted to my care.*
- *That I will not withdraw from my patients in their time of need.*
- *That I will lead my life and practice my art with integrity and honor, using my power wisely.*
- *That whatsoever I shall see or hear of the lives of my patients that is not fitting to be spoken, I will keep in confidence.*
- *That I will maintain this sacred trust, holding myself far aloof from wrong, from corrupting, from the tempting of others to vice.*
- *Above all else, I will serve the highest interests of my patients through the practice of my science and my art.*
- *That I will be an advocate for patients in need and strive for justice in the care of sick.*

**I now turn my calling, promising to preserve its finest traditions, with the reward of a long experience in the joy of healing.**

**I make this vow freely and upon my honor.**

*Adapted from the Hippocratic Oath*



## **DMCG Goals**

### **Goal #1: Enhance Student Experience and Inspiring Culture of Success**

Ensure that students are provided an atmosphere which inspires students to be global citizens and enhance their social and entrepreneurial skills in keeping with Islamic values.

### **Goal #2: Be a Driver of Knowledge Economy**

Ensure that programs follow best practices and internationally accredited curriculum and assessment that emphasize on continuum of intellectual growth and personal development which will enable them to make a positive contribution to society.

### **Goal #3: Prioritize Research and Innovation**

To be a center for quality research, in clinical practice, biomedical, pharmaceutical sciences & life sciences and healthcare education & management. The research is driven by what could benefit mankind nationally and internationally and will target real life health and social problems that need evidence-based solutions.

### **Goal #4: Develop Human Capital**

Develop and sustain well-qualified faculty with high level of commitment for excellence in health professions education. Attract good quality national and expatriates to enroll and create a unique and excellent brand name identity.

### **Goal #5: Commitment for Need Based Service to Community**

Become an educational, economic, and cultural partner that contributes to the human and social capital needs of the region and beyond.

### **Goal #6: Enhance External Relationships and Engagement**

To work with partners to create a world-class regional innovation ecosystem to build a stronger and more constructive relationship with our local and regional community.



## Message from the Acting Dean

Dear Students,

Welcome back to your esteemed Dubai Medical College for Girls (DMCG).

Dubai Medical College for Girls is the first private college awarding a degree in medicine & surgery in the UAE. Thanks to the foresight of **Haj Saeed Lootah**, the college was established on Islamic principles to offer the girls in the UAE an opportunity to study medicine inside the UAE and avoid the troubles and risks of travelling abroad. Girls in the UAE were offered the chance to serve their country in the medical field and they grasped this opportunity.

Our college offers a distinguished modern medical educational program in an environment with Islamic spirit. Our teaching programs have continuously been evaluated and readjusted according to the recent advances in medical education.

The legacy of the support given to Dubai Medical College for Girls by late Chairman of the Board of trustees, Haj Saeed Bin Ahmed Lootah, may his soul rest in peace, has continued through The Saeed Ahmed Lootah Charity Foundation. In line with modern practice, Dubai Medical College for Girls embraces a system of self-learning activity, which represents the core of all recent educational philosophies. Integrated teaching programs were implemented for the pre-clinical phase which ensures a comprehensive understanding of the subjects and prepares the students for the clinical phase.

Starting from the beginning of this academic year, we are implementing a new curriculum 2+4 Doctor of Medicine (MD) program. The first two years will be dedicated to general education, succeeded by years of integrated biomedical sciences, and finally two years of clinical clerkship. The program is unique in allowing students who completed health science degrees to join the program in the third year.

Student activities have been given greater support which encourages establishing fraternity among the students and the community. The student union has been actively engaging in various activities including scientific, community, cultural, social, and sports.

We welcome all aspiring girls to join our college and benefit from our distinguished educational programs to serve the community.

I wish you all the best.

Professor, Yousif El Tayeb  
Acting Dean  
Dubai Medical College for Girls



## History of the College

More than 30 years ago, establishing a world-renowned medical education institution for girls in the UAE would seem like an impossible dream. Yet, on August 1, 1986, our founder Haj Saeed bin Ahmed Al Lootah accomplished that very goal and classes began at Dubai Medical College for Girls (DMCG) with Professor Dr. Zahira H. Abdin as the founding dean. His visionary dream had become a reality.

During these formative years, the College received substantial professional support and advice from the Leicester Medical School in the United Kingdom and the Cairo Medical School in Egypt. This international contribution combined with the faculty's extensive experience led to the creation of an intensive curriculum that would incorporate the best of the world's medical practices.

Since its inception, DMCG has been fortunate to receive help from the government of Dubai's Department of Health and Medical Services under its former Director H.E. Dr. Juma Khalfan Balhoul. The department's hospitals opened their doors and welcomed DMCG students for clinical training. Our continued drive for excellence demands seamless integration between clinical and pre-clinical phases. In 2004, a Memorandum of Understanding was signed by DHA and DMCG to secure this process.

What we now know, as an outstanding educational institution, is a product of the cooperative solidarity of a group of people who put their heart and soul into it. Three decades of academic distinction have made DMCG a truly dynamic center of higher education par excellence.

With over 1550 graduates practicing medicine across the world and a campus that includes professors and students from over 50 different countries, DMCG has earned a reputation as one of the best institutions for medical education and a beacon of academic excellence.





## IMPORTANT MILESTONES

- 1986** The first DMCG students begin classes.
- 1987** H.H. Sheikh Hamdan bin Rashid Al Maktoum, former Deputy Ruler of Dubai and Minister of Finance and Industry, Government of UAE, formally inaugurates the College.
- 1989** DMCG signs two agreements of scientific co-operation one with the University of Leicester, United Kingdom and one with the Cairo University of Egypt.
- 1991** Sheikh Mohammed bin Rashid Al-Maktoum, who was then Crown Prince of Dubai & UAE Minister of Defense, graces the first DMCG graduation ceremony.
- 1992** An evaluation team from Michigan State University, U.S.A., is sent to assess DMCG by the Ministry of Higher Education and Scientific Research of UAE. The team approves of DMCG and recommends that the College be granted accreditation.
- 1994** The Ministry of Higher Education and Scientific Research of UAE grants licensure to DMCG's Degree of Bachelor of Medicine and Bachelor of Surgery (MBBCh).
- 1995** The General Medical Council of Great Britain grants recognition to the MBBCh degree awarded by DMCG.
- 1996** DMCG receives accreditation from the Ministry for Higher Education and Scientific Research with the recommendation of Michigan State University's evaluating team.
- 2000** The World Health Organization lists DMCG in the March 2000 (7th) edition of the World Directory of Medical Schools as a recognized and accredited medical school.
- 2004** A Memorandum of Understanding is signed between the DHA and DMCG.
- 2004** The Sheikh Hamdan Award for distinguished contribution to medical science is awarded to Haj Saeed Bin Ahmed Al Lootah, for founding Dubai Medical College for Girls.
- 2005** The first Medical Education Symposium is conducted by DMCG.
- 2006** DMCG wins the Dubai Quality Appreciation Program (DQAP).
- 2008** DMCG signs agreement with AIIMS, New Delhi for summer training program
- 2009** DMCG makes UAE the first country to join the FAIMER network
- 2010** DMCG wins the DEWA award
- 2011** Silver jubilee celebrations are graced by H.H. Sheikh Mohammed bin Rashid Al-Maktoum, Vice President of UAE and Ruler of Dubai

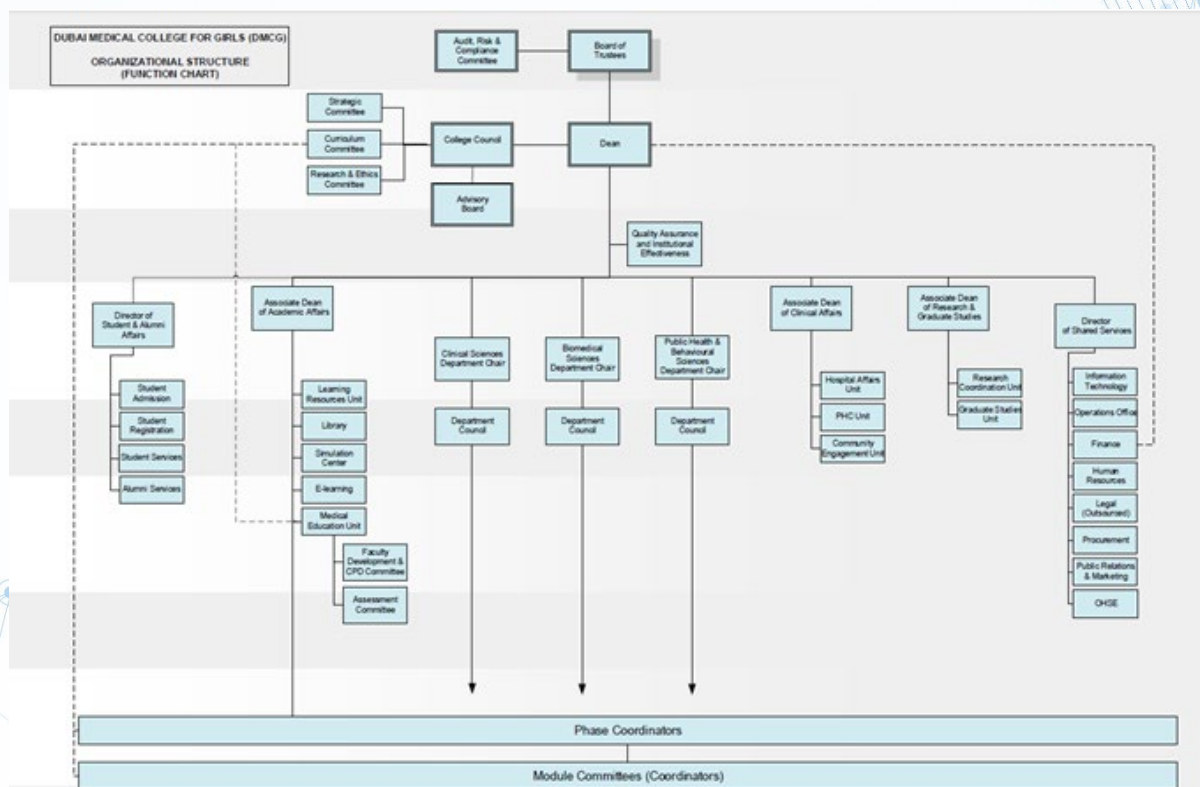




- 2011** DMCG wins World Education Asia award
- 2011** Haj Saeed Bin Ahmed Al Lootah wins 'Head of State Merit Award' from H.H. Shaikh Khalifa Bin Zayed Al Nahyan, President of the UAE on 40<sup>th</sup> National Day of UAE, for his role played in building the nation.
- 2011** DMCG participates in the WHO EMRO regional consultation for framing regional standards for medical Education.
- 2011** Dubai Medical College for Girls Wins World Education Congress Asia award - Best Educational Institute in Healthcare.
- 2012** DMCG wins the Dubai Quality Award (DQA) in recognition of its drive for excellence and it's the first Higher Education Institute to be awarded for its quality standards.
- 2012** Mohammed Bin Rashid Al Maktoum Business Award 2011 (MRM) - Best Performance in Service Category
- 2016** Haj Saeed Bin Ahmed Al Lootah wins as 'the Educational Personality of the Year' from Khalifa Award for Education



## DMCG Organizational Chart





## DMCG Academic Calendar Academic Year 2023-2024 (1445)

The Academic Calendar is updated to include the main semester events and holidays. It is also published on the college website.



كلية دبي الطبية للبنات  
DUBAI MEDICAL COLLEGE FOR GIRLS

### DMCG Academic Calendar Academic Year 2023-2024 (1445)

Event	Dates	Date /Hijri
Beginning of 1 <sup>st</sup> Semester 2023-2024 (All Batches)	21/08/2023	05/02/1445
Batch 37 Year 1 Introductory Week	21-25 /8/2023	05-09/02/1445
Start of Rotations Year 5, 4 (Batch 34, 35)	21/08/2023	05/02/1445
Beginning Week 1 Instruction Year 1 Batch 37	28/8/2023	12/2/1445
1 <sup>st</sup> Comprehensive Exam Year 3 (Batch 36)	24/09/2023	09/03/1445
First End of Senior Rotation Exam Year 4 (Batch 35)	12-15/10/2023	27-30/03/1445
S1 Mid-Course Exams Year 1 (Batch 37)	16-27/10/2023	01-12/04/1445
2nd Comprehensive Exam Year 3 (Batch 36)	30/10/2023	15/04/1445
Final Exams of Year 3 (Batch 36)	21-29/11/2023	07-17/05/1445
Second End of Senior Rotation Exam Year 4 (Batch 35)	7-9/12/2023	23-25/05/1445
Announcement of Results of Year 3 (Batch 36)	7/12/2023	23/05/1445
S1 End of Course Exams Year 1 (Batch 37)	11/12/2023 - 15/12/2023	27/05/1445 - 02/06/1445
Announcement of Results of Year 1 (Batch 37)	17/12/2023	04/06/1445
<b>Winter Vacation</b>	18/12/2023 01/01/2024	05/06/1445 19/06/1445
Beginning of Second Semester (All Batches)	02/01/2024	20/06/1445
Re-sit Exam Year 3 (Batch 36)	02/01/2024	20/06/1445
Simulation Week Year 3 (Batch 36)	02/01/2024	20/06/1445
Clinical Introductory Course Year 3 (Batch 36)	08/01/2024	26/06/1445
Final MBBCh Exam Week of Pediatric Year 4 (Batch 35)	08/01/2024	26/06/1445
Final MBBCh Exam Week of OBS/GYN Year 4 (Batch 35)	15/01/2024	03/07/1445
Beginning of Pediatrics and Obstetrics and Gynecology Junior Rotation Year 3 (Batch 36)	05/02/2024	24/07/1445
Beginning of Medicine, Surgery, PHC Rotation Year 4 (Batch 35)	05/02/2024	24/07/1445
IFOM - Basic Science Exam Year 3 (Batch 36)	14/02/2024	04/08/1445





S2 Mid-Course Exams for Year 1 (Batch 37)	19/02/2024 - 23/02/2024	09/08/1445 - 13/08/1445
IFOM - Clinical Sciences Exam Year 5 (Batch 34)	14/03/2024	04/09/1445
First End of Junior Rotation Exams Year 3 (Batch 36)	28-30/03/2024	18-20/09/1445
<b>Spring Vacation</b>	01/04/2024 - 08/04/2024	22/09/1445 - 29/09/1445
Final Exit Exams for (Med / Surg / PHC) Year 5 (Batch 34)	20/05/2024	12/11/1445
S2 End of Course - 2 Exams Year 1 (Batch 37)	05/05/2024	26/10/1445
Announcement of All Results	12/05/2024	04/11/1445
Re-sit Exam Year 1 (Batch 37)	03/06/2024	26/11/1445
Second End of Junior Rotation Exams Year 3 (Batch 36)	06-08/06/2024	29/11/1445 - 02/12/1445
<b>Summer Vacation Begins</b>	08/07/2024	02/01/1446

#### Official Holidays

Event	Date
Prophets Birthday*	Friday 29 <sup>th</sup> September 2023 (14/03/1445)
Martyr's Day	Friday 1 <sup>st</sup> December 2023 (17/05/1445)
UAE National Day (51)	Saturday and Sunday 2 <sup>nd</sup> - 3 <sup>rd</sup> December 2023 (18-19/05/1445)
New Year's Day	Monday, 1 <sup>st</sup> January 2024 (19/6/1445)
29 <sup>th</sup> Ramadan - Eid Al Fitr Holiday*	Monday 8 <sup>th</sup> April - Thursday 11 <sup>th</sup> April 2024 (29/09/1445) - (02/10/1445)
Arafah & Eid Al Adha Holiday *	Sunday 16 <sup>th</sup> Jun - Tuesday 18 <sup>th</sup> June 2024 (10-12/12/1445)
1445 Hijri New Year *	Monday 8 <sup>th</sup> July 2024 (2/1/1446)
* Dates of Islamic holidays are subject to change in accordance with the moon sighting and official announcement	
** Beginning of Academic Year 2023-2024 will be on: Monday 21 <sup>st</sup> August, 2023	

Prof. Yousif Eltayeb  
Acting Dean of DMCG

Prof. Samar Ahmed  
Associate Dean of Academic Affairs



## Students' Rights and Responsibilities

All students enrolled at DMCG have a right to student centered education, research, and services in an environment free from threat, harassment, and discrimination. They are responsible for ensuring that the institutional culture and their individual behavior reflect the college values and regulations. Students are expected to positively contribute to the institution by maintaining high standards of integrity and academic honesty.

### **Your Rights as Students'**

All students enrolled at DMCG shall have the following rights:

1. To obtain medical education according to a well-established educational program and in a suitable educational environment.
  - To attend theory and practical classes regularly and to participate in scientific discussions held in the class as directed by the faculty.
  - To participate in all student activities run by the Student Union.
  - To benefit from facilities offered by the college such as library, hostel, transportation, and others.
  - To get the college ID card issued annually from the college in order to prove that she is a student of DMCG.
  - To appear in all examinations and evaluations conducted according to the regulations of DMCG.
  - Attending an orientation upon joining DMCG and upon starting your clinical teaching.
2. To get the necessary health care in case of emergency and first aid. DMCG will provide transportation to and from a nearest Hospital emergency room. The college will not be responsible for the expenses of treatment.
3. Student Support in the form of student counseling, advising and mentorship is provided by the University including services for students of determination (SOD). DMCG is an inclusive community committed to providing SOD with their educational needs on campus. SOD must submit an official medical report of their diagnosis. The student consent is taken prior to sharing this information with their assigned academic advisor and the student counsellor to provide ongoing support and follow up throughout the students' years of study. Appropriate accommodation is provided on campus depending on the students' educational needs to support them in achieving their goals.
4. Students are entitled to respect in an educational environment which is free from threat, harassment, abuse or discrimination. DMCG is committed to safeguarding the wellbeing of its students and employees and other stakeholders who use its premises and services from the risk of being drawn into radicalization, terrorism, or extremism. In particular, young people can be drawn to extremism by being exposed to people, messages or literature that expose radical behavior. Institutions may be the target of hybrid threats through a mix of physical attacks, cyberattacks and disinformation campaigns attempting to radicalize the political narrative. DMCG emphasizes and promotes UAE values of tolerance and acceptance on campus through awareness campaigns. Students are encouraged to report cases of extremism, radicalism, or terrorism. The policies concerning students' code of conduct is applied when the institution values are not practiced and harm to others is made. Collaboration with external authorities takes place when needed.
5. They are entitled to clean, safe, and adequate facilities.
6. Procuring residence visa necessary for non-nationals on the sponsorship of the college, as per the UAE rules, provided that the visa fees shall be paid by the student.



7. Obtaining the following certificates/ testimonials:

- Enrollment Letter.
- Transcript.
- Certificate of the tuition fees payable by student.
- Certificate of good conduct. This shall only be given to students who have not been penalized for acts violating integrity and honor.
- Graduation certificate (degree) on completion of all the requirements of graduation and according to the rules and regulations in force.
- Clearance letter

8. Healthcare is provided in case of emergency, first aid and infection control. The college shall, however, not bear the expenses of all the treatment, except for transport from and to the place of treatment inside the city of Dubai.

9. Social care in the form of student counselling, advising and mentorship is provided by the college.

All the above-mentioned certificates shall be issued in accordance with templates and rules and regulations in vogue in the college and based on real facts about the student.

## Student's Responsibilities

Students are required to abide by the following:

- To work for the accomplishment of the objectives, policies, and procedures of the University.
- To ensure that her behavior reflects the University values.
- To strive for achieving the highest level of academic and professional knowledge, skills, and attitudes.
- To abide by the rules and regulations of the University.
- To be familiarized with the MBChB / MD /Master program requirements and seek advice when needed.
- To make a positive contribution to improving the performance of the University and its development by offering written suggestions and opinions to the University.
- Provide updated biodata (mobile number and personal email) to Student Affairs Office and colored scanned copies of passports, emirates ID and residency as applicable.
- Check and respond to university emails daily and consider it as the official means of communication with the University.
- Represent DMU in a professional manner on social media platforms. DMU will not be held responsible for any social media post on student personal social media account.
- To utilize the University's facilities and handle the properties like instruments, equipment etc., with utmost care and safety. In case of misuse, theft, or willful damage to the University's property, the student shall be called for disciplinary measures.
- To uphold the reputation of the University and always maintain the highest level of respect and integrity.
- To ensure that their actions are in accordance with general, Islamic, and academic honesty guidelines.
- To pay the fees regularly as required by DMU.



## Student Records:

Students have the right to get the following certificates from the University:

- Enrollment Letter
- Transcript
- Tuition Fee letter
- Certificate of Good conduct. This shall only be given to students who have not been penalized for acts violating integrity and honor.
- Graduation certificate upon completion of all program requirements
- Clearance letter

### Note:

All above letters and certificates will be issued to students free of cost as per DMU rules and according to the requirements of the student.

## Student Pledge:

All students resolve to abide by the following pledge on the first day of college.

***“I pledge to Allah and myself, to honour and uphold the values of DMCG:***

I will perform all duties under the conviction that Allah is overseeing all our actions. I will work hard for the pursuit of knowledge without expecting worldly gains.

I will respect those who teach me and in turn pass my knowledge on to my juniors.

I will maintain humility, patience, sincerity, and integrity in all my actions.

I will respect the value of time and maintain punctuality.

I will continuously seek to improve myself spiritually and professionally.

I will execute all actions for the well-being of my patients, regardless of their religion, position, or association. I will respect all patients' privacy at all times.

I will behave as a sister to all my colleagues.

I will continuously seek to become all that Allah wants me to be.”



## Code of Conduct

### General Guidelines

As part of their Islamic identity the students are expected to adhere to and demonstrate the following behaviors in alignment with DMCG values:

- Keenness to perform acts of worship at proper intervals.
- Pursuit of knowledge and fruitful work, without waiting for thanks from others, under the firm belief that Allah alone grants, gives reckons and rewards.
- Adhering to Islamic dress
- Doing one's duty under the conviction that Allah is overseeing all our actions.
- Realizing the value of time and observing punctuality in attending classes, laboratories, and clinical rotations.
- Exercising extreme devotion and patience in studies.
- Being honest to oneself as well as to others.
- Making positive contributions to academic discussions and extending cooperation to colleagues in all situations and circumstances.
- Maintaining tidiness of place and encouraging others to practice it.
- Demonstrate high standards of professional and social behavior whilst respecting the dignity of others.
- Practicing soul-searching in all of one's doings and at all times with a view to correcting the mistakes, if necessary.
- Observing humility and avoiding false pride.
- Respectful and appropriate use of campus facilities, buildings, resources, and services - including the cafeteria, library, and any other gathering space on campus. Protecting the campus environment via the appropriate disposal of litter, using energy responsibly and always following health and safety guidelines.
- Respectful interactions with faculty, staff, and students—Resolving conflict includes dialogue, understanding and patience. Students who are unsure of the appropriate steps to take in order to resolve an issue are encouraged to consult a DMCG Advisor.
- DMCG students are expected to act in alignment with the values of the institution by being positive and active members of their community through providing support to those in need, being collaborative, compassionate, inclusive and considerate to others, showing respect to all members of DMCG community including students and staff members and to have a positive role in maintaining DMCG as a safe and a welcoming environment to everyone.
- Being a responsible student - Showing up to class on time, being prepared, completing assignments, communicating with the instructor/professor, and taking part appropriately in class are all essential to being a responsible student on a college campus. Students must make every effort to be on time and to communicate with Student Affairs when they will be late or unable to attend.
- Smoking is prohibited on campus.



## Dress Code and Personal Hygiene

DMCG students, at all levels of education and training, are expected to maintain a proper professional image in their behavior and personal appearance at all times.

- All students should adhere to Islamic dress code rules and cover their heads with hijab. Note: Face cover or Abayas not mandatory.
- All students should abide by the established dress code when in college, or at the professional practice experience sites and ensure that the photo ID badge is always displayed for security reasons. White lab coats shall be worn by all students during practical laboratory classes and clinical sessions.
- Clothing shall not indecently expose parts of the body, be transparent, or display obscene or offensive pictures and slogans.
- The attire shall be clean and shall have proper fit and length.
- Students are expected to maintain a high level of personal hygiene.
- The following apparel is considered inappropriate:
  - Torn, ripped or frayed clothing.
  - Midriff or off-the-shoulder blouses, sweaters, or dresses.
  - Tight, sheer, or revealing clothes.
  - T-shirts (tight)
  - Shorts and cropped pants
  - Excessive tattooing on neck/arms/hands
  - Flashy colored clothes
  - Long nails are not allowed.
  - Sandals, open toed, and high heel shoes are not permitted.
  - Excessive jewelry, perfumes and make-up should be avoided.
  - Long skirts should not be flowing and should not trail.



## Specific Guidelines During Examinations:

- Each examination candidate must be prepared to produce, upon the request of the invigilator or examiner, her card for identification.
- Examination candidates are not permitted to ask questions of the examiners or invigilators, except in cases of errors or ambiguities in examination questions, illegible or missing material, or the like.
- No examination candidate shall be permitted to enter the examination room after the expiration of half an hour from the scheduled starting time, or to leave during the first half hour of the examination.
- Examination candidates must not destroy or damage any examination material, must hand in all examination papers, and must not take any examination material from the examination room without the permission of the examiner or invigilator.
- Notwithstanding the above, for any mode of examination that does not fall into the traditional, paper-based method, examination candidates shall adhere to any special rules for conduct as established and articulated by the examiner.
- Examination candidates must follow any additional examination rules or directions communicated by the examiner(s) or invigilator(s).

## Specific Guidelines for Clinical Setting

- The medical profession is a noble one where a doctor is expected to treat a patient. It requires a great amount of dedication and sacrifice on the part of the person who aspires to accept this career. The students of DMCG need to comply with the inherent nature of the field of health care, by altering some practices for the sake of the patients. All students are expected to show integrity of character, honesty, and dedication to their profession in all actions and words.
- Their dress and conduct should be formal, appropriate, and reflect professionalism during their contact with patients in order to gain respect from patients and society.
- Though students are strongly advised to follow the Islamic dress code, face covering is not permissible in hospital premises, such as wards and operating theatres, where students and doctors come in contact with patients. The rights of the patients, among others, include identification of the doctor or medical student, who wishes to communicate with them. The use of facial expressions of compassion, care and confidence will help to build trust in the patients being cared for. It constitutes an essential part of the communication skill (as part of the non - verbal aspect of communication) that is employed in gaining information from patients and in imparting advice and instructions to them.
- Students must understand that the patient is central to the medical profession, and their rights must always be upheld. In particular, permission needs to be obtained from a patient every time that there is a student / patient encounter and this needs to be carried out in a specified manner. The student should state her name, her position, and the reason for seeking information or examining the patient and must wait to obtain permission before she proceeds with the examination. If the patient refuses to give permission for any reason, then the student must accept the decision and not proceed any further.



- All students have to learn about diagnosis and management of both male and female patients during their education and internship. Medical care cannot be restricted to female patients during the period of study, and it may necessitate students to examine male patients as part of their clinical examination and treatment.
- The students may sometimes have to expose their hands or forearms as part of the sterilization process required for performing procedures under sterile precautions.
- The students are expected to keep all information that she may have access to during professional contact with the patient, confidential.
- The students must abide by the rules of the hospitals and cooperate with the faculty and other staff in upholding the reputation of the institution.

## Standards and Behaviour in Hospitals

### Accepted standards of behavior and conduct for physicians and students.

- Students must understand that when they are in hospitals and clinics, they must obey the rules and regulations that are pertinent to the location. They must learn what is expected from a professional person working with sick people and adopt the professional attitudes that underpin the behavior of a doctor in training.
- The following are some of the accepted declarations of the duties and responsibilities of physicians. Although they are intended primarily for physicians, they form part of the basis for training and should be learned and adhered to at all the stages of the medical student's life.

### The General Duties of Physicians towards the Sick

- A physician shall always bear in mind the obligation of preserving human life.
- A physician shall owe his patients complete loyalty and all the resources of his science. Whenever an examination or treatment is beyond the physician's capacity, he should summon another physician who has the necessary ability.
- A physician shall preserve absolute confidentiality on all he knows about his patient even after the patient has died.
- A physician shall give emergency care as a humanitarian duty unless he is sure that others are willing and able to give such care.

### Duties of physicians towards each other

- A physician shall behave towards his colleagues as he would have them behave towards him. A physician shall not entice patients from his colleagues.
- A physician shall observe the principles of the Declaration of Geneva, as approved by the World Medical Association.



## World Medical Association: International Code of Medical Ethics

### Duties of physicians in general:

- A physician shall always maintain the highest standards of professional conduct.
- A physician shall not permit motives of profit to influence the free and independent exercise of professional judgment on behalf of patients. A physician shall in all types of medical practice be dedicated to providing competent medical services full of technical and moral independence, with compassion and respect for human dignity.
- A physician shall deal honestly with patients and colleagues and strive to expose those physicians deficient in character or competence, or who engage in fraud or deception.
- A physician shall respect the rights of patients, colleagues and other health professionals and shall safeguard patient confidence.
- A physician shall act only in the patient's interest when medical care might have the effect of weakening the physical or mental condition of the patient.
- A physician should use great caution in divulging discoveries or new techniques or treatment through non-professional channels.
- A physician shall certify only that which he has personally verified.



## Student Misconduct and Disciplinary Measures

At DMCG, we continuously strive to resolve allegations of misconduct in a manner that is consistent with our core values of fairness, honesty, and integrity. Moreover, we acknowledge the importance of balancing the interest and respect of the individual student and the community at large, as well as protecting the integrity of the institution and its values.

To foster future leaders and responsible professional citizens, we promise to invest in their learning and character development.

**Misconduct** refers to non-academic or academic violations.

- Non-academic students' misconduct refers to behaviours that cause harm and negatively impact others and DMCG campus environment that includes but is not limited to threatening, violence, bullying, cyber bullying, damage of property, discrimination, fraud, dishonesty; or any other act that negatively affects the reputation of DMCG.

### Student Discipline Process

Students may be referred to the student disciplinary taskforce for a number of reasons, including continued disruptive behaviour, profanity, or other academic and non-academic violations that impede the teaching and learning process in the classroom or on campus and that negatively impact the community in any possible way.

Students will be notified of the referral and will be invited to meet with the disciplinary taskforce for further investigation. Students are entitled to due process, including a hearing and an appeal procedure. Students who have questions regarding the discipline process and regulations may contact student affairs and during the investigation, the student has the right to request for the student counsellor's presence for moral support.

Violation of the examination rules attempts of misleading conduct, disturbing behaviour or disruption of the examination will be reported to the Chair of the Assessment Committee.

### Disciplinary Policies

Any of the following disciplinary measures shall be imposed on the student if they violate the rules and regulations of DMCG: (The decision will be made as per the related taskforces depending on students' misconduct type and thorough investigations)

- Verbal warning and parent / guardian are notified
- Warning
- Ultimatum (final warning).
- Debarring from the exam
- Suspension of enrollment for one academic year.
- Dismissal from the College.

DMCG applies all disciplinary measures in response to misconduct hand in hand with corrective measures that aim to develop the character of students and foster their personal and professional development throughout their years of study ensuring they graduate and leave the college as responsible members of the community.



## Academic Honesty Guidelines

Students attending DMCG are awarded academic degrees in recognition of successful completion of course work in the study of medicine. Students are expected to earn their degree based on personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. This cannot be tolerated in the college community and will be punishable, according to the seriousness of the offense, in conformity with established rules and procedures.

- **Plagiarism** - Plagiarism is defined as "literary theft" and consists of the unattributed quotation of the exact words of a published text, or the unattributed borrowing of original ideas by paraphrase from a published text. Plagiarism also consists of passing off as one's own segments or the total of another person's work.
- **Cheating** - Cheating is defined as the unauthorized granting or receiving of aid during the prescribed period of a graded exercise.
- **Disruption of Academic Process** - Disruption of the academic process is defined as the act or words of a student or students in a classroom or teaching environment, which in the reasonable estimation of a faculty member, disturbs the smooth proceedings of the course. This also applies to online lectures.

## Plagiarism Policy

DMCG expects that all academic work submitted by students should be the result of their own reasoning, analysis, interpretation, and judgement. DMCG provides support to students in ensuring academic honesty is maintained. DMCG utilizes Turnitin software to uphold academic integrity and to ensure original work from students.

### Similarity acceptance percentage in Turnitin at DMCG:

For undergraduate students, the maximum accepted percentage for similarity in an assignment is up to 20% while for postgraduate students, the maximum accepted percentage for similarity in a document is up to 15%.

Requirements for specific documents:

- Research Paper - Less than 10%.
- Review Paper - Less than 20%.
- MSc Thesis – Less than 15 %
- Abstract and Results sections of the manuscript must be less than 5% (Faculty and instructors are requested to exclude references altogether in the software preferences for these sections.)

## Initiating an Academic Offence:

Reporting plagiarism cases is done by instructors. The investigation of the cases and recommending penalties should be facilitated by a disciplinary taskforce to be set up by the Associate Dean of Academic Affairs (ADAA) to guarantee fairness and transparency. The instructor and the head of department review the evidence and decide if the evidence may warrant an allegation. If minor, which is clearly described in the penalty policy below as A and B, it can be handled by the instructor. If the case warrants as a major allegation, it is reported to the Associate Dean of Academic Affairs who assigns the case to the disciplinary taskforce, to investigate and recommend penalties.

Within ten working days after the evidence is received the instructor invites the student to discuss the evidence with the instructor and the disciplinary taskforce and sets a deadline of no less than seven working days for the student's response to the invitation. Effort must be made to schedule the meeting as soon as possible. Meetings can be held via MS Teams or in person. After the meeting is held, the instructor considers the evidence and the student's response to determine whether the student committed an academic offense. Any such finding shall be made within seven working days after the meeting with the student unless the student consents in writing to an extension of this time.



If the student fails to respond to the meeting request, the instructor may determine whether the student committed an academic offense and, in consultation with the disciplinary taskforce, the penalty that should be imposed.

The disciplinary taskforce refers to the Associate Dean of Academic Affairs. Two people must be present in the meeting with the student to discuss the allegations. A student has the right to request the presence of the student counsellor with her during the meetings for moral support. The student will be required to respond to attend the Disciplinary Taskforce meeting and if they do not attend without a valid reason, it will be considered that they agree to committing the offence.

### **Determining the Penalty:**

- a) If it is determined that the student did not commit an academic offense, the instructor notifies the student in writing by email with a copy to Student Affairs and Assistant Dean of Academic Affairs.
- b) If it is determined that the student's action can be construed as an academic offense but is so slight or inconsequential that it does not warrant the minimum penalty of zero on the assignment, the instructor should not treat the action as an academic offense, but as an ordinary error that may earn the student a lower grade on the assignment. The instructor shall notify the student of such a decision.
- c) If it is determined that the student committed an academic offense, the Associate Dean of Academic Affairs asks the Disciplinary Taskforce to investigate. Student affairs will notify the student with the outcome of the investigation.

### **Notice of Penalty:**

If the penalty to be imposed is a zero on the assignment in the course, the instructor/disciplinary taskforce must notify the student of the finding of an offense and the penalty as soon as possible after it has been determined. Notice must be given in writing by email to the student after the report from disciplinary taskforce is final.

Email shall include:

- Student's name
- Student's ID
- Course and section number in which the offense occurred.
- Date and nature of offense
- Circumstances surrounding the offense.
- Penalty that is being imposed or recommended.
- Subsequent penalty should the student commit another academic offense.
- Student's right to appeal the finding or penalty within five working days to the Dean.



## **Appropriate Use of Information Technology, Resources and Systems:**

Computer and IT facilities are vital components of the academic environment. Each student using college computers or IPADs must be considerate of other users. The purpose of these facilities is the support of teaching and research by its authorized users.

Activities that damage or impede the work of other users are of particular concern. Such activities are discourteous and illegal.

The U.A.E has laws which hold that unauthorized use (including accessing another user's account) leading to offenses against intellectual property and/or computer users, is a felony. Besides civil penalties that can include imprisonment of up to fifteen years and fines, the college may impose administrative penalties and sanctions against those found to have violated the law.

College policies regarding the use/misuse of computers are explicit and any violation of these policies, including hate mail, is totally unacceptable and will be dealt with accordingly.

- Students should refrain from using college licensed software for any personal purposes.
- Students are responsible for reading and responding to their college emails as this is the official means of communication.
- Usernames and passwords should be kept confidential, and any suspected breach should be immediately reported to Student Affairs.
- Passwords should be at least 10 characters which consists of a mix of upper and lower case letters, numbers and special characters.
- Student account details are unique, and a student shall be held accountable for all actions performed with their assigned credentials.
- DMCG- Logon ID are the property of the college and may be revoked at any time.
- Once approved for access to institutional resources, students are to adhere to all information security policies when using their personal or college devices.
- Students shall be provided with access only to the services that they have been specifically authorized to use.
- Personal devices should not be left unattended.
- Students must observe copyrights and intellectual property rights, including software licensing. The transfer of electronic data files in violation of copyrights or intellectual property rights is prohibited.
- DMCG -licensed software may be installed on personal devices only if the license permits such installation.
- Students should refrain from sending inappropriate communication using their college emails or any other information technology resources. This includes any defamatory, harassing, obscene, threatening, fearful or interrupting to other users of DMCG IT resources.
- It is not allowed to broadcast or send out excessive emails that are unmeaningful or contain spam messages.
- The college reserves the right to access DMCG information technology resources, computers, networking systems, information, and data at any time if valid legal requirements necessitate this.



## **Student and Alumni Affairs**

The focus of Student Affairs is to provide timely registrar services whilst keeping student wellbeing and happiness in mind. This will be achieved through current and accurate admission, registration, and graduate services. Career guidance highlighting preparation for further medical education programs as well as personal counselling services will be available through specialized personnel. The voice of students will be heard and acted upon through the student elected Student Union and the Student representatives in governance.

DMCG is keen on providing students with a positive environment to enrich their student life experience. By timely support and service, we hope to enhance the relationship and increase satisfaction with all stakeholders.

### **Student Admission**

For details for each program Admission, transfer Admission, Recognition of prior learning please refer to DMU Catalog and DMU website. Annually Admission criteria and deadlines are reviewed and updated on DMU Website.

### **Tuition fees, Refund, Scholarship and Discount Policy**

- Tuition Fees for DMCG programs are published annually in the catalog and on the website.
- Tuition fees paid are in general non-refundable unless a valid reason is provided for cancellation of admission or enrollment.
- DMCG reserves the right to review and reassess the tuition fee rates annually. The fees may be subject to change after the approval of the DMCG Board of Trustees.
- A tuition fee schedule should be published annually prior to registration of new students.
- After enrollment, no change of tuition fees would be applied during the duration of the study for both undergraduate and graduate college programs. However, transport and Hostel fees are subject to change.
- Students who fail and repeat the year will pay the fees applied to the new batch/cohort they are joining.
- DMCG is keen to attract talented students and support their educational journey, as such we will offer Merit Scholarship and discounts to students as per criteria published. Students can also be enrolled at DMCG and receive external scholarships.

For further details on the tuition fees, refund policy, scholarship and discounts, please refer to the DMCG catalog.

### **Student Advising and Mentoring Services**

Advisor and Mentor support at DMCG is available to students across the years. During the orientation session at the beginning of each academic year, students are informed of the resources and availability of the support services at the college. Students are allotted per faculty member for academic advising and mentorship services. The faculty member serves to establish good rapport with the assigned student(s). Advisors and mentors are required to meet with their advisees / mentees at least three times per semester, extra sessions can be arranged if required. Advising notes are maintained for future reference.



Advising sessions can be one on one, or it can be a small group of students depending upon the nature of assistance that is required. The academic advisor / mentor will be your first point of contact in case of any academic query. As a role model, they will be able to clarify your concerns or refer you to the right personnel at the college or hospital if needed.

Areas of guidance will include MBBSCh/MD/Master Program requirements, learning needs and opportunities for career advancement.

Topics of discussion could include the following:

- Academics
- Attendance - absence and excuses
- Performance in exam and class assessments
- Program requirements
- University policies and procedures
- Further medical education

### **Advisee Role and Responsibilities**

Students are active responsible participants that contribute to the success of the advising process. Accordingly, to ensure an effective advising relationship, students are expected to:

1. Attend advising sessions. Advising sessions may be conducted via telephone, face to face, and online depending on the availability of faculty advisor / mentor and student. It's the student's responsibility to attend the advising meetings as booked on their schedule.
2. Connect with their advisor for individual meetings/ concerns as required.
3. Clarify personal values, abilities, interests, and goals.
4. Become familiar with all course and graduation requirements and adhere to institutional policies, procedures, and deadlines.
5. Prepare for each advising session and follow through on actions identified during each advising session.
6. Become familiar with and successfully utilize campus resources.

### **Faculty Advisor Roles & Responsibilities:**

The responsibilities of the Academic Advisor / Mentor include the following:

1. Help students define and develop realistic educational goals.
2. Assist students in planning a program consistent with their abilities and interests.
3. Monitor and evaluate students' educational progress.
4. Interpret and provide rationale for instructional policies, procedures, and requirements.
5. Designate and post hours available for individual advisory.
6. Advisor guides students on study skills, time management skills, and exam policies.
7. Advisor identifies students at risk of academic unsatisfactory performance.
8. Identify students who are facing mental health challenges and refer them to the Student Counsellor.

### **Student Counselling Services**

Student counselling aims to support DMCG students with psychological support throughout their study period, it aims to provide a safe climate of empathy, understanding, and unconditional acceptance. Counselling provides all students with an opportunity to share their thoughts and feelings in an accepting, non-judgmental environment throughout their personal journey of self-awareness and self-acceptance. The aim is to help all students improve their wellbeing, become more resilient and to cope with life's challenges effectively. All counselling-related information about students is kept strictly confidential and is not to be disclosed without the prior consent and approval of the student.





Only in cases of harm to oneself or others or if required by court order, information will be shared, and the student will be informed before any disclosure. Students are required to book an appointment with the counsellor as per their availability and schedule.

### **The Counsellor will assist with the following:**

- Raising mental health awareness between DMCG community members including warning signs for mental health challenges displayed by students and clarifying appropriate related communication channels for reporting/referrals and for getting support on campus.
- Providing students with individual counselling services, group counselling, and group guidance in topics that foster students' wellbeing and academic engagement.
- Referral of severe cases to psychiatry services off campus. In campus support continues for existing students.

### **Areas of counselling focus:**

- Psychological support & counselling
- Motivation
- Coping skills
- Stress management techniques
- Anger Management skills
- Emotional intelligence skills
- Problem solving and Decision-making skills
- Conflict resolution skills
- Study skills
- Resilience
- Hope
- Optimism
- Grit
- Communication skills
- Test anxiety
- Grievances of students
- Attendance - absences and excuses

## **Student Career Guidance**

The Career Guidance Officer at DMCG equips students with information to help meet their career development plans while they are students and post-graduation, to enhance their professional outlook, and navigating through meaningful career decisions.

Through networking events and sharing of alumni's experience, students will be able to assess the future practice of medicine and develop the skills required for their success.

Career Guidance Officer will assist with the following:

- Awareness and preparation for Internship and Residency opportunities
- Participation in physical and online networking events related to Health sector
- Social media branding such as LinkedIn
- Arranging Licensing exam preparation session
- Participation in conferences and symposiums
- Assist with applications for Electives, Selective and Observership opportunities.



## Confidentiality of Student Records

This policy applies to students presently enrolled at DMCG, former students, alumni and applicants seeking admission to the institution. This policy is designed to protect the privacy of parents and students with regards to access of records. Student records are defined as documents which contain information directly related to students. All student records are kept confidential. Student Affairs are the custodians of all student and graduate records. Students are responsible to immediately inform Student Affairs of any biodata changes or inaccuracies. Student Records may be reviewed or accessed only by the student, the parent / guardian and by staff of DMCG as per administrative role.

- DMCG may disclose routine information without prior written consent from the student. Such information includes only the following items: student's name, degree received, Batch number, year of study, awards received and participation in officially recognized activities and sports.
- The Dean has authority to release contact details (e.g., telephone number, email ID) for the purpose of communication of announcements or distribution of publications in the good interest of the college and the student. For this process the requester is required to provide in writing the purpose of why this information is required.
- A student has the right to request change or update her personal data. The same will be updated by Student Affairs personnel.
- DMCG may release information other than the routine ones upon written consent from the student. This consent must specify the information that is to be disclosed and provide the names and email addresses of the individuals or institutions to which disclosure is to be made.
- DMCG reserves the right to disclose student's records to the student's immediate family and to the private or public authority sponsoring the student.
- For purposes of protection, the original students' records are maintained in fire-resistant cabinets.

## Student Union and Student Clubs

The Director of Student Affairs, in coordination with the Student Union Supervisor, assists and guides in matters pertaining to the Student Union that are consistent with the mission and vision of the College. It is a student-run group that dedicates its time and resources to giving the whole student community of the College, fairness, opportunities, and a voice.

The students occupying posts are elected through a free and secret vote by the students. Also, the Director of Student Affairs and the Dean of the College have appointed two additional posts: The Treasurer and a Member. These two posts must be representable to all the students at DMCG. Under the Union, also runs the five established Student Clubs.

The following positions refer to one of the students that has been elected for the position by the students:

- Student Union President
- Student Union Vice President
- Student Union General Secretary
- Student Union Assistant General Secretary
- Student Union Events Coordinator
- Secretary of the Islamic Committee



- Secretary of the Arts and Media Committee
- Secretary of the Scientific Committee
- Secretary of the Sports Committee
- Secretary of the Volunteering Committee
- Secretary of the Sustainability Committee

The following positions are appointed by the Director of Student Affairs and the Dean upon recommendation from the Student Union Supervisor:

- Student Union Treasurer
- Student Union Appointed Member

## Student Clubs:

Student clubs are student-led groups that are run under the supervision of the Student Union. The Student Clubs currently running at DMCG are:

- Book Club.
- Debate Club.
- Happiness Club.
- Magazine Club.
- Take Care Club: An initiative between DMCG students and the PRERANA Organization.

All student activities listed on the Student Union Calendar are planned per semester. The calendar of events must be approved by the Student Union Supervisor and Director of Student Affairs. The conduction of the activities is supervised by the Student Union Supervisor. Faculty and staff are encouraged to participate in and support all Student Union and Club events. They can be approached by Student Union members to provide guidance, review presentations or chaperone students on internal or external events. The rest of the students are encouraged to take part and be members of the different Student Union Committees and Student Clubs.

## Functions of the Student Union are to:

- Provide College management with input.
- Provide input for review of the strategic plan of the College.
- Provide feedback regarding review of the mission and vision of the College.
- Provide feedback from students regarding areas of improvement.

## Coordination of student activities:

- To organize and arrange National events.
- To propose functions and special occasions that the students want to hold.
- To assist in the planning of the White Coat Ceremony and the Orientation for the new students in the College.
- To organize educational and recreational trips on an average of at least one in each term outside the Emirate of Dubai or inside Dubai.
- To arrange for year three students' dinner and the end-of-the year ceremony.

## Conduction of student activities

- To propose and hold Islamic, educational, scientific, cultural, sports and sustainability contests.
- E-newsletter once every semester in an academic year



- Talks on Health-related topics agreed by the Student Union
- Organizing art competitions
- To announce important highlights about the activities running in the College through various means of social media, primarily on the DMCG Instagram account and the DMCG Website.

### **Policies Governing Students Associations:**

The student union consists of members from the student community elected from all the student body.

The Elections are held regularly at the beginning of the second semester each year. The Student Union serves as the principal student programming organization at DMCG. It is responsible for providing a balanced program of social, Islamic, recreational, scientific, artistic, and cultural activities aiming to enrich the College experience of the students. The students are encouraged to participate and interact in activities with the aim of relieving study-related stress. The student union also helps to maintain close links between the College administration, staff, and the students, links which are essential for the efficient functioning of the College.

### **Student Union Elections Procedure:**

Student Union Elections are held at the beginning of the second semester in each academic year according to the rules and regulations set by the College administration.

#### **Following is the procedure for Elections:**

- The Director of Student and Alumni Affairs undertakes issuing the decision about the formation of a new Student Union.
- The Election process must commence within two weeks of the beginning of the second semester.
- The student union Supervisor prepares the announcement for opening the registration for the Student Union Elections. The announcement is approved by the Director of Student and Alumni Affairs and announced through student college emails.
- A registration form link is shared with the students through their college email, and it is kept open for one week.
- A student is allowed to run for one position only.
- All students are allowed to run for any of the eleven posts. It is preferable to have Y1 students run for the Vice President and the Assistant General Secretary posts.
- The posts of the Student Union could be occupied uncontested.
- Once the week is over, a list of candidates is prepared and announced to the students through the student college emails.
- Once announced, a list of the members of the Elections Organizing Team is prepared.

#### **Responsibilities of the Elections Organizing Team:**

- Ensure that candidates are following the rules for running the Elections.
- Review the campaign material before publishing on DMCG Instagram and share it by email to students.
- Control the campaign, virtual and/or on campus.
- Hold a (Meet and Greet) virtual/FTF meeting prior to the elections; to allow the students of different batches to socialize with the candidates.



## Planning the Ceremony:

- Planning the Ceremony: preparing the presentation, preparing, and emailing invitations. Students will be provided with the PowerPoint presentation template to use during the ceremony.
- Host the Elections Ceremony on the planned date, ensuring a free and fair Elections and that each candidate adheres to her given speech time (3 minutes).
- Write a report after the event, sign it, and submit it to the Student Union Supervisor and Director of Student and Alumni Affairs.
- The members of the team are prohibited from promoting any of the candidates or participating in any way that would be considered biased. Also, they are prohibited from voting.
- Should any issue arise, it must be reported to the Student Union Supervisor.
- The members must be of good conduct, abiding by the College rules, demonstrating professional behavior, teamwork, flexibility, and problem-solving characters. The list of members is approved by the Director of Student and Alumni Affairs and announced to the students through their college emails.
- After the announcement of the Elections Organizing Team, the candidates running for the Elections are allowed to run a one-week campaign after getting their campaigning material reviewed and approved by the Elections Organizing Team. The aim of the campaign is for the candidates to get the chance to introduce and promote themselves to the students of DMCG. The campaigning can be done on the DMCG Instagram account / online and/or on campus.
- Once the week is over, the Elections Ceremony Day must be planned and organized by the Elections Organizing Team under the supervision of the Student Union Supervisor.
- The voting in the ceremony is cast through MS Forms. All candidates are to give a three-minute speech before the voting is cast. The voting duration is 30 minutes.
- All students at DMCG have the right to vote except the members of the Elections Organizing Team.
- The candidates have the right to vote for all Student Union Posts except the one they are running for.
- The results of the Elections are announced after the end of the voting period.
- After the announcement of the results, a list of nominated students for the posts of Treasurer and Appointed Member, if needed, is prepared by the Student Union Supervisor, and the selection is done and approved by the Director of Student and Alumni Affairs and the Dean.
- The period of the elected Student Union and Student Clubs is only one calendar year (February-January).

## Appointment of the Student Club Chairpersons and secretaries:

Each of the five Student Clubs is chaired by a Chairperson and Secretary. These posts are appointed by the previous Chairperson and Secretary based on their activity and contribution to the respective Student Club during the previous academic year.

The two posts are occupied by non-Student Union members to give a greater chance to the rest of the students to take up leadership roles.

## Working rules for Student Union

- Once active, the General Secretary and the Assistant General Secretary of the Student Union are responsible for all documentation and record keeping of the Student Union Committees and Student Clubs on the Student Union One drive.
- The first meeting must address and discuss the Student Union Events Calendar and the fund needed for the planned events and the list is presented to the Director of Student and Alumni Affairs for approval.



- Thereafter, Student Union must meet at least once monthly upon the request of the Student Union President or the request of one third of the Union Members.
- During the meeting the duties of each member are discussed, tasks assigned are followed-up, and all suggestions, recommendations and decisions of the Union must be recorded in and made available as the Student Union Minutes of Meeting.
- In each meeting the members review the execution of the decisions taken in previous meetings.
- Whatsapp group is created to facilitate daily updates and information sharing between Student Union Supervisor, Director of Student and Alumni Affairs, Student Counsellor and Student union and club members.

### **Responsibilities of the Student Union and Student Clubs members:**

#### ***President***

- To direct the meetings of the Student Union
- To prepare the agenda of the Student Union meetings with the cooperation of the General Secretary and send out invitations for the members of the Student Union.
- To allocate the duties of the Union members and to call for meetings in collaboration with the General Secretary.
- To undertake the execution of the Student Union decisions in cooperation with the General Secretary.
- To undertake the payment of bills for expenditure in conducting Student Union activities from the approved fund in co-operation with the Treasurer.

#### ***Vice-President***

- To substitute for the President in her absence.
- To assist the President in her work.

#### ***General Secretary***

- To co-ordinate the activities of different Student Union Committees and Student Clubs.
- To implement the suggestions given by the students to activate the Student Union Committees and Student Clubs.
- To be responsible for execution of all the decisions of the Student Union.
- To organize and co-ordinate the activities between the DMCG and DPCG in collaboration with the Student Union of DPCG.
- To keep all the documents of the Student Union and be responsible for writing and distribution of the minutes of the Student Union meetings.

#### ***Assistant General Secretary of the Union***

- To officiate for the General Secretary in her absence.
- To assist the General Secretary in coordinating the various activities of the Student Union.
- To assist the General Secretary in collecting the suggestions of the students.



### ***Events Coordinator***

- Propose and organize functions and extracurricular activities the students want to undertake.
- To organize educational and recreational trips off campus.
- To organize the semester trip.
- To compose the Student Union Semester Events Calendar at the beginning of each semester and to ensure that it lies in accordance with the free hours allocated by the College Administration.

### ***Secretary of the Islamic Committee***

- Propose and hold Islamic competitions for the students (e.g., Quran recitation, Islamic quiz competition, Hadith competition, etc.).
- To propose and organize Islamic talks, and the annual Iftar buffet held during the month of Ramadan.

### ***Secretary of the Scientific Committee***

- To oversee all scientific activities conducted by the Student Union.
- To work in collaboration with DMCG departments on the Scientific Days.
- Assists all departments in events that they may want to conduct (e.g., departmental competitions).

### ***Secretary of the Arts & Media Committee***

- Assists students in pursuing their artistic abilities by holding art competitions and organizing various cultural performances competitions.
- Elects and supervises the student run Media Team, who is responsible for capturing the various events organized by the Student Union in the form of photographs and videos.
- Ensures that the College website as well as the College's social media, specifically Instagram account are updated regularly.
- Assists the Events Coordinator with event decorations.
- Responsible for informing students as well as the faculty regarding events held within the College through digital posters via email or Instagram.
- All student led social media posts are approved by Student Union supervisor and Director of Student and Alumni Affairs via what's app group before they are posted.

### ***Treasurer***

- Write up the budget proposals to request a specific budget for an event.
- Coordinate with the College administration about the funds required.
- To oversee all monetary duties of the Student Union.

### ***Appointed Member***

- Assists the Student Union by providing support in implementing the approved activities.
- The role remains dynamic and is usually decided by the Student Union President.

### ***Chairpersons and Secretaries of Student Clubs***

#### **Book Club**

- To encourage all members to increase knowledge by encouraging a habit of reading.
- To improve knowledge in fields like social, environmental, moral, and Islamic activities.
- To improve writing skills of students and organize literature related events in Arabic and English.



### Debate Club

- To encourage active participation of all members in debates (Intra-collegiate and Intercollegiate).
- To organize debate competitions regularly.

### Happiness Club

- To encourage the DMCG students, faculty, and staff to maintain a positive environment in the College.
- To organize activities that promote well-being and stress management.

### Magazine Club

- The Chairperson of the Club is the Chief Editor of the E-Newsletter. She will be assigning and directly supervising the Leader of the Writing Team and the Leader of the Designing Team.
- Publish an electronic E-Newsletter once per academic year under the supervision of the Student Union Supervisor and Director of Student and Alumni Affairs.
- Ensure that the content of the E-Newsletter includes updates and reviews of the events and activities held at DMCG during the academic year.
- Check that the content of the magazine is in accordance with the Islamic culture of DMCG and match with Goals and Objectives of DMCG.
- Get the approval of the content from the Director of Student and Alumni Affairs before publishing.
- Supervise the writing and designing teams.

### Take Care Club

- To conduct sessions, in which DMCG students are given the opportunity to work with differently abled individuals and their families through means of various games and activities.
- To enrich the students' social experience and nourish the humanistic characters in them.

## **Procedure for Events organized by the Student Union:**

All events planned and published through the Student Union Events Calendar are bound by the following regulations:

### **Event Proposal:**

Prior to each event, a detailed proposal must be submitted for approval at least 2 weeks ahead of the planned date of conduction.

The proposal for the event should be discussed in the Student Union meeting and must include:

- Aim of the event.
- Timings: day, date, time slot in the timetable, Student Activity hours required.
- Venue
- Target audience.
- Agenda

### **Approvals:**

- Booking the Round Hall, catering (Operation Manager).
- Safety (OSHE Officer).
- Timetable for Student Activity hours (Associate Dean of Academic Affairs and Director of Student and Alumni Affairs)
- Supervisor of the event if required. This can be a faculty member or staff.



Once finalized, the Event Proposal must be signed by:

- Author of the proposal
- Student Union President

Then the proposal will be reviewed by the Student Union Supervisor and the Director of Student and Alumni Affairs for the following:

- Relevance for medical students.
- Feasibility of the activity (time, place, transportation, ...etc.).
- Cost effectiveness.

Upon approval, the proposal must be signed by:

- Director of Student and Alumni Affairs

Copies of the signed Event Proposal must be shared with:

- Supervisor of Student Union
- Director of Student and Alumni Affairs

The supervisor of the event will support the union and guide them when needed.

Student Union Supervisor and Director of Student and Alumni Affairs need to be approached to facilitate any event or activities that requires Student Union or Club members collaboration with other departments.

Faculty and staff can be approached by Students Union members to support their events and activities. They can provide guidance, review presentations or chaperone students on internal or external events.

Post event feedback survey and reports must be documented and saved in the Student Union One Drive and made available upon request.

Invitations to the events must be sent at least three days ahead of the event.

Students should follow the rules of the College & abide by the Code of Conduct and the Dress Code of the College in all internal and external activities.

Student union will be responsible for breaking the above regulations.

### **Budget Proposal:**

Prior to each event, a budget proposal must be submitted for approval at least two weeks ahead of the planned date of conduction.

The Treasurer, Events Coordinator and the President must discuss the budget proposal and must include:

- Title of the event.
- Aim of the event.
- Estimated total budget, covering how many attendees.
- Breakdown of the budget.



Once finalized, the Budget Proposal must be signed by:

- Treasurer
- Student Union President

Then the budget proposal must be approved by the Director of Student and Alumni Affairs and the Dean.

A copy of the signed budget proposal must be filed with the Student Union and the original is submitted to Student Affairs for submission to Finance.

Petty Cash required for events will be provided by the Student Happiness Officer.

### **Managing the funds allocated for each student-run clubs and societies event:**

- The budget proposal approved and signed by the Dean is submitted to the Accounts Executive in charge of petty cash, based on the amount as follows:
- Amounts up to AED 1000 will be handled by the Treasurer in charge of petty cash.
- Amounts above AED 1000 will be handled by the Student Services Happiness Officer.
- The fund is received by the Student Service Happiness Officer who hands it over to the Treasurer of the Student Union or the President or the Student Union Supervisor
- The Treasurer is responsible for using the funds as planned.
- The Treasurer is responsible for maintaining and presenting receipts/invoices/bills with balance amounts to the Student Services Happiness Officer within two weeks after the event.
- The Treasurer will prepare a document listing all the receipts/invoices/bills to show how the funds were utilized, then sign the file, get the signature of the President, and revise the document with the Student Union Supervisor to obtain her signature.
- The Treasurer must submit the document with all receipts/invoices/bills to the Student Services Happiness Officer in charge of petty cash.
- The Student Services Happiness Officer in charge of petty cash must sign the receiving of the document and receipts/invoices/bills and give the Treasurer a copy of all documents for Student Union filing purposes.
- All transactions are signed by the distributor and receiver.



## **Regulations related to Student publications:**

All publications from the students are expected to be part of the activities of the Student Union. Any student who wants to publish or initiate a media activity has to get explicit permission from the Director of Student and Alumni Affairs. All student run media should refrain from using politics related material or any other material that may cause harm to the reputation of DMCG, or any person or entity. Under the scope of this regulation is the student led e-newsletters, and other external and internal media communications.

### **Publications by the Student Union**

Any publication in the media prepared and run by the student union is bound by the following regulations.

- Proposal should be discussed in the student union meeting.
- Contents should include input coming from most of the members.
- Proposal should be approved by the student union president.
- Proposal & content will be reviewed by the student Union supervisor and Director of Student and Alumni Affairs
- All activities conducted by the Student Union posted on DMCG Instagram and DMCG Website only after approval by the Director of Student and Alumni Affairs.
- All announcements by the Student Union must be approved and signed by the Supervisor of Student Union or Director of Student and Alumni Affairs before dissemination.
- Any email to be sent out through Student Union email address should be approved by Student Union Supervisor or Director of Student and Alumni Affairs or Student Counsellor.
- The E-Newsletter prepared once in an academic year by the Magazine Club must be made available on the DMCG website.

### **Social media led by Students:**

The Student Union has access to only uploading stories to the DMCG Instagram account, under the supervision of Student Union Supervisor in consultation with Director of Student and Alumni Affairs. The following guidelines are required:

- All stories need to be approved by the Student Union Supervisor and / or Director of Student and Alumni Affairs.
- All stories should respect all individual's privacy, consent should be granted before posting pictures or information and credit should be given for any shared content
- Any violation may result in disciplinary action

### **Student Union Publications:**

- All activities conducted by the Student Union posted on DMCG Instagram and DMCG Website only after approval by the Director of Student and Alumni Affairs.



- All announcements by the Student Union must be approved by the Supervisor of Student Union or Director of Student and Alumni Affairs before dissemination.
- The E-Newsletter prepared once in an academic year by the Magazine Club must be made available on the DMCG website.

## **Student Representation in Governance of DMCG**

The Student Union and the graduate and undergraduate class representatives are the primary means for student voice. Any student can bring any academic or non-academic issues affecting the student experience to the attention of the elected and selected student representatives.

The students who are appointed to be representatives will be informed of the duration of their post and their responsibilities by an email from Student Affairs.

The responsibilities are the following:

- Attend meetings as per calendar invites
- Introduce themselves and their roles to student body
- Collect feedback and suggestions from all students
- Conduct discussion with other students on points to be raised
- Summarize the feedback and prepare a prioritized list
- Present the prioritized list to Director of Student and Alumni Affairs, Student Counsellor or relevant committee.

Student members will attend relevant meetings of the college council, curriculum committee, and Strategic Committee. The students will have voting rights in the sections of the agenda which are designated for student participation, however this doesn't apply to College Council meetings.

The student representatives will work with the Director of Student and Alumni Affairs and Alumni and Student Counsellor to create initiative and proposals that benefit both the student body and the rest of the DMCG community.



## Policies

### Attendance Policy

Students are expected to attend at least 80% of scheduled classes or clinical rotations. Attendance will be taken using QR codes or by the faculty for each course or by the Adjunct faculty at the clinical sites. Reports will be generated every two weeks so as to notify the Academic Advisor of immediate follow-up of any absent student. Faculty and advisors are required to keep the DSAA informed if a student has a tendency to be late or absent.

Attendance will be recorded in the first five minutes after the start of the session. Absence from the clinical session may be compensated only if feasible to be offered by the clinical entities.

If any student is not able to attend the scheduled sessions, she is required to email the Student Affairs Office or clinical administrator immediately explaining the reason for absence. She should copy her advisor. She is required to fill in the Absence form on LMS. Documentation should be provided when applicable, for example attested sick leave. If no documentation or valid reason is provided, the student will be considered as unexcused.

Excused Absences: the student is responsible for providing documentation for the following reasons to be accepted as excused absence. It will not count in the percentage of absence, and due consideration will be taken if the student exceeds 20%

- Hospitalization or serious illness of the student or an immediate first-degree family member (attested medical report is required).
- Death of an immediate first-degree family member (Death Certificate is required).
- Accidents (Accident Report is required).
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Presenting at conferences or college related extracurricular activities if prior approval is granted.
- Attending further medical education exams or interviews
- Visa Interviews
- Maternity leave

Attendance policies will be applied in a fair and non-discriminatory manner. Students' privacy and confidentiality will be respected, and only authorized individuals will have access to student attendance records.

Assessment policy will apply if there is an absence from an exam.



If the student is absent from theoretical or practical lessons whether in one sequence or at different times during a particular semester, without an acceptable reason, the following actions will be taken:

- Any student who is absent in 5% of the teaching hours for any course or scheduled clinical session will be given the first warning by email. They are required to meet with their advisor for discussion.
- Any student who is absent in 10% of the teaching hours for any course or scheduled clinical session will be given a second warning by email. They need to meet the advisor and student counsellor.
- Any student who is absent in 15% of the teaching hours for any course or scheduled clinical session will be given a warning and parents / guardians will be notified.
- If the student is absent in 20% or more of the teaching hours for any course or scheduled clinical session, an attendance taskforce is formed to include the student counsellor, advisor, DSAA and one of the faculty members teaching the student. The taskforce reviews the student attendance and absence reasons to evaluate if the student needs to be withdrawn from the program or allowed to continue.

## Exit From Campus During College Hours

Students are expected to remain on campus during official college hours. They are responsible for their attendance and for informing their parents / guardians if they exit the campus during break or activity time. If any student has a valid excuse to leave campus, then she should approach the Student Affairs and her parents / guardian are contacted to seek approval for her to leave.

## Policy For Inability to Take the Exam

In the event of the student's inability to take the exam, the reason or excuse shall be brought to the notice of the Student Affairs and Assessment Unit within 24 hours of the scheduled examination.

- 1) No excuses for non-appearance at the exam shall be entertained except in the following cases:
  - The student having been admitted as an in-patient in a hospital, attested medical report is required.
  - In case of the death of one of the student's next of kin (first degree relative), not more than one week before the scheduled date of the exam.
- 2) Emergencies, such as the candidate has met with an accident that renders her unable to take the exam provided that she submits a formal report certified by the authorized authority.
- 3) If the excuse given by the student is accepted, she shall be allowed to take her exam in the subject concerned along with the re-sit exams on the following terms:
  - All parts of the exam shall have to be repeated
  - The student shall get the grades she scores in the re-sit exam



## Withdrawal Policy

The policy deals with DMCG students who leave through the processes of withdrawal, leave, dismissal, or discontinuation and who may subsequently seek reenrollment to the College.

### Withdrawal during the first year of medical school:

- If withdrawal is required by a student, a written request for withdrawal is submitted by the student and approved by the DSAA, ADAA and Dean of the College.
- If such a student wants reenrollment, an application for reenrollment is made in writing to Student Affairs.
- A student who withdraws in the first year of medical school for other than health reasons and wishes to return to the school must reapply through the regular first year admissions process as if she were a new applicant.
- If the student withdraws because of illness during the first year, she will be allowed to apply for reenrollment and she must submit a valid medical certificate. Permission to reapply does not guarantee reenrollment.

### Withdrawal subsequent to completion of the first year of medical school

- If withdrawal is required by a student, a request for withdrawal is submitted by the student and approved by the DSAA, ADAA and the Dean of the College after clearance from all required departments is completed.
- If such a student wants reenrollment, an application for reenrollment is made in writing to Student Affairs. This application must be accompanied by the relevant supporting documents, such as letters from the applicant's physician(s), employer(s), etc.
- Reenrollment may be offered to a student in good standing who has completed one or more years of medical school. Good standing designates any student not subject to probation or disqualification. Permission to reapply does not guarantee reenrollment. Each re-application will be considered on a case-by-case basis.
- The student will be informed in writing by the college at the time of the withdrawal whether she will be permitted to re-apply and under what circumstances.
- Any absence of more than 2 years will be considered as permanent withdrawal from college.



## Policy for Gap year

- Students may seek a leave of absence for a particular purpose, for a defined period of time and with the intention of returning to medical school. Returning from such an approved leave of absence requires a re-enrolment request.
- The Director of Student and Alumni Affairs may recommend a student who is enrolled in a formal degree program at another university an extended leave of absence. This requires approval from the ADAA, Dean and the College Council. The student must apply annually in writing for renewal of an extended leave of absence.

## Maternity Leave Policy

### 1. Maternity Attendance Suspension:

The student is encouraged to suspend her enrollment for the semester / rotation in which the baby is expected to be born. This maternity suspension for a semester / rotation to deliver a baby will not count as one attendance suspension which is allowed only once for each student during her time at the college.

### 2. Student Chooses Not to Utilize Maternity Attendance Suspension:

If the student chooses not to utilize a semester/rotation maternity attendance suspension but she chooses to deliver her baby and return to complete the semester/rotation, she must fulfill the attendance requirements of the college. She will have to meet the minimum requirement for attendance, which is 80 % of rotation / semester.

## Procedures for review of applications for reenrollment with Good Standing.

- 1) A student who has withdrawn, but subsequently wishes to return to college must apply for reenrollment in writing and submit the required information.
- 2) The Admission Taskforce will review each student's written application for readmission considering the entire record and including any required supporting documents. This Taskforce may recommend:
  - reenrollment without conditions.
  - reenrollment with conditions,
  - denial of reenrollment until further proof of readiness to return to school can be demonstrated; or
  - denial of reenrollment.
- 3) Final approval is given by the Dean.



## Dismissal from College and Detention from Final Exam

A student shall be dismissed from college in the following cases:

- If she is proved guilty of a major violation of the prevailing rules and regulations of the College provided that the offence is documentarily proved after giving her the right of defense.
- If she repeatedly fails, i.e., four times, in one subject or more.
- If the general average achieved by her in the final exam in the first academic year is below 30%.
- If the charge of cheating in the final exams is proved against her.

## Readmission of Dismissed Students

Readmission shall not be granted to a student expelled under the provisions given above.

## Debarring Students from Final Exams:

A student shall be debarred from the final exams in the following situations:

- If the charge of cheating or attempted cheating in the exam is proved against her
- Absence from theoretical lectures and practical periods, in keeping with the Attendance Policy

## Grievance Policy

Grievance policy at DMCG refers to providing a supportive environment for students and to be responsive to their concerns when they are raised. The college has processes and guidelines for students who believe that they have been treated inequitably. Students are encouraged to resolve the matter informally by talking with the person or group at whom the grievance is directed to resolve the issue. If no consensus is agreed upon then the student should file a formal grievance.

Student Affairs department is the primary custodian of the Grievance process and facilitates all grievance requests. They channel academic and non-academic grievances to a taskforce for investigation and recommendation within seven working days from date of receiving the request. These recommendations are shared with the college faculty council for final review and decision within three working days. Student affairs will notify the student by email of the final decision. If the student is not in agreement with the action taken, then the student can appeal to the Dean of DMCG within five working days.

The grievance procedure is described below:

- 1) To initiate the formal grievance procedure, the student must submit the grievance, in writing, online using the student voice form (link available on DMCG Website). They should attach any evidence using the same form.
- 2) The written grievance shall include:
  - a statement that the student wishes a review of the situation by a Grievance taskforce.
  - The identification of the person or group at whom the grievance is directed.
  - The specifics of the perceived inequitable treatment.
  - Evidence in support of the student's belief that she has been treated inequitably.
- 3) A grievance must be initiated no later than 10 working days from the time the student knew or could reasonably have been expected to have known of the circumstances giving rise to the grievance.



## Appeals Policy

Appeals policy at the DMCG fosters to implement a system for students to request a review of the decisions taken that concern students. To comply with the highest standards, students are encouraged to raise issues of dissatisfaction at an early stage, so that they can be dealt with effectively. Every student has a right to request an appeal within five working days of the occurrence of an incident, decision, or announcement of grades.

Any appeal should be addressed to the Dean of DMCG through the online Student voice form. DSAA will review the appeal and refer it with all previous documentation to the Dean. The ADAA is kept copied on the appeal request even if it is nonacademic.

The following should be included in the student's appeal request:

Precise grounds on which the appeal is based, for example, can include but not limited to:

- The college's policies were incorrectly applied.
- Proper grievance procedures were not followed; or
- Unfounded, arbitrary, or irrelevant assumptions of facts regarding the student's performance were made by the Grievance Taskforce
- Circumstances associated with the need to appeal.
- Arguments supporting the appeal.
- Description of proposed remedial actions to be taken by the student

The Dean will review all provided documentation and will forward his recommendation to the College Council for a final decision within three working days. Student affairs will notify the student by email of the final decision which is not open for another appeal.



## Facilities

### Teaching Facilities on the College Campus

The following facilities are available at the College:

- **Lecture Halls**

DMCG has 11 lecture halls which are duly equipped with state-of-the-art audio-visual aids and wireless network access. Six lecture halls in the DMCG building and five in LTC building including the lecture rooms inside Clinical Skill Lab 210, Simulation Center 202, and Exam Hall 208.

- **Laboratories**

We have the following laboratories for our students.

- **Biochemistry Laboratory:**

This facility is equipped with:

- a) Equipment for training on laboratory diagnostics such as balances, centrifuge machines, ovens, water baths, a pH meter, a thermal cycler, an electrophoresis, a UV camera, spectrophotometers and so forth.
- b) Reagents, chemicals, glassware, and pipettes are necessary for biochemical and molecular tests and experiments.

- **Histopathology Laboratory:**

This facility is equipped with Camera connected to microscope and screen for teaching, par-focal, illuminated, binocular microscopes for each student, binocular teaching microscopes and explanatory slides on various body systems for the study of diseases. Microtome has also been made available for the preparation of slides.

- **College Pathology Museum.**

This facility is equipped with gross specimens of different organs.

- **Anatomy Laboratory:**

This facility is equipped with cadavers preserved in formalin in addition to plastinated organs, plastinated sections, plastic models, human bones, skeletons, X-rays, CT scans & MRI's and interactive audiovisual aids.

- **Histology and Parasitology Laboratory:**

This is another laboratory which is equipped with screen connected to microscope for teaching, par-focal, illuminated, binocular microscopes for each student, accompanied by explanatory slide packages.



- **Physiology Laboratory:**

This facility is equipped with state-of-the-art teaching facilities like Power Lab software, a Bio Pack System, ECG apparatus, Stethoscopes, Haemocytometer, Respirometer, Sphygmomanometer, Oscillograph, Wester green tubes, Korr system, cardiac monitor, Life form with a speaker, Coagulometer, Snellen chart, Ishihara chart, and Kymographs, sports lab.

- **Pharmacology Laboratory**

This facility is equipped with power lab and PCCAL companion software. The lab is also equipped with an electrical pressure calibrator, a dbl tissue bath set, a mammalian heart perfusion isolator, and hot plates.

- **Microbiology Laboratory**

This facility is equipped with sterilization devices, incubators, ovens, centrifuges, microbe culturing plates, culturing media, light microscopes, explanatory slides and videos for practical sessions.

- **Research Laboratory**

This laboratory is well equipped to conduct tests like PCR, ELISA, and Western Blot.

## **Simulation Center**

The Simulation Center is currently a functional unit under the Academic Affairs Department, and an active learning resource of Dubai Medical University. The Center officially opened its doors in November 2022. Since then, the Center has offered a wide variety of simulation activities both internally and with external business partners. This state-of-the-art center is keen on training healthcare professionals in a simulated environment with a focus on enhancing patients' safety and quality of care.

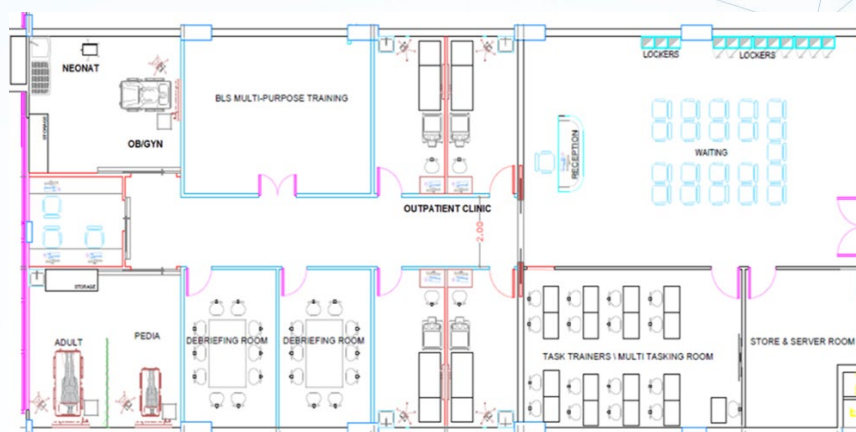
Currently, the simulation center has acquired 4 high-fidelity simulators and 17 task trainers. This inventory covers more than 10 specialties with a large range of basic/advanced clinical skills.

The DMU simulation center has the following members with different roles and responsibilities to ensure effective and efficient operation.

- **Director:** The Director is responsible for the overall management and operation of the simulation center. He oversees the daily operations of the center, manages budgets, and ensures that the center meets the needs of its stakeholders. He also provides leadership to the staff, sets goals and objectives, and develops policies and procedures.
- **Simulation Educator:** The Simulation Educator is responsible for developing and delivering simulation-based educational programs for healthcare professionals. She/he designs and develops scenarios that simulate real-life healthcare situations and provides training to healthcare providers using simulators and other equipment.
- **Simulation Technologist:** The Simulation Technologist is responsible for maintaining and operating simulation equipment and technology. He ensures that the equipment is in good working condition, troubleshoots any issues that arise, and assists with setting up simulations.



## THE FACILITY:



**Physical Location:** 2<sup>nd</sup> Floor Lootah Technical Center, Muhaisnah 1, Dubai, United, Arab Emirates.

**Mailing Address/Email Address:** Simulation Center, Lootah Technical Center, Muhaisnah 1, Dubai, UAE.  
[simulation@dmcg.edu](mailto:simulation@dmcg.edu)

**Hours of Operation:** DMU Sim Center normally operates from 7:30 AM to 3:30 PM, Monday through Friday. After-hours and weekend activities require preapproval by the DMU Simulation Center Director.

The Simulation Center is covering halls 202, 204 and 206 (OSCE Center). This stage of our Simulation Center consists of several clinical environments:

- **Reception Area:**

This area serves as an entrance for the students to register their attendance and receive the task that they're appointed to perform. Plus, it serves as hospital admission area to simulate patient registration, check-in, and waiting rooms in a clinical setting in a medical simulation scenario.

- **Task Training Room:**

Students use this space to enhance their psychomotor skills. This Lab combines theory with practice, allowing them to experience self-learning and helping them to improve their readiness for an actual clinical environment.

- **OB/GYN Room:**

Equipped with a high-fidelity birthing manikin and high-fidelity infant manikin; students are practicing different scenarios of OB/GYN and Neonatology care scenarios in this room.

- **ICU/Emergency Room:**

This room comprises both adult and pediatric multipurpose high-fidelity manikins. Students train and enhance their skills for ICU practice and emergency response.

- **Outpatient Room:**

Students receive Standardized Patients, as in a real clinic using this room. They learn the process of examining, assessing, and treating a patient. Students practice history taking, decision making and practice communication skills in this area.



### • Debriefing Room:

At the end of each simulation session, the instructors invite the students to reflect on their actions, decisions, and overall performance during the simulation. Participants receive feedback on their strategies, communication, problem-solving and other skills relevant to the simulation utilizing this room.

### • Control Room:

As a major component of any simulation center. This space provides the ability to monitor, record, and remotely control the simulation scenario, where facilitators and simulation technicians monitor and run each scenario.

### • OSCE Center & Surgical Simulation Training (Program Expansion):

Objective Structured Clinical Exams (OSCEs) provide a reliable and standardized method for assessing resident performance through direct observation which can focus on specific areas or skills. The main objective of an OSCE is to assess and evaluate the skills of medical students in applying evidence and appropriate treatment options in critical situations with a standardized patient.

The OSCE Lab will be equipped with hybrid and wearable simulators to accommodate standardized patients for various medical cases. This Lab will be fully monitored with the Audio-Visual system that was already installed in phase one; the only thing required is processing with AV system expansion. Moreover, phase 2 will also include the addition of AI-Based Medical education tools integrating Virtual patient simulator, Virtual Reality (VR) and Mixed Reality solutions which will open several research opportunities.

Post-graduate students will be offered the opportunity to practice their psychomotor skills and understand the concept of surgical procedures from the basics to the most complicated cases. In addition to that, laparoscopic procedures will play an important role at this level; students will practice on highly sophisticated virtual laparoscopic simulators with highly haptic feedback and increasing levels of difficulty. The laparoscopic practice will cover general laparoscopy, gynecology, arthroscopy, urology etc.

Dubai Medical College for Girls	
DMCG Building	LTC Building
Ground Floor	First Floor
Anatomy Laboratory (Block D)	LMS Laboratory
Histology Laboratory (Block D)	Central Research Laboratory
Pharmacology Laboratory (Block C)	
Microbiology Laboratory (Block C)	
Pathology Laboratory (Block B)	
Biochemistry Laboratory (Block B)	
Physiology Laboratory (Block A)	
First Floor	Second Floor
Lecture room A-101	Clinical Skill Lab (210)
Lecture room A-102	OSCE Center (206)
Lecture room A-103	Simulation Center 1 (202)
Lecture room B-101	Simulation Center 2 (204)
Lecture room C-101	DMU Library 207
Lecture room C-102	Lecture Room 209
	Lecture Room 205
	Lecture Room - Clinical Skill Lab 210
	Lecture Room - Exam Hall 208
	Lecture Room - Simulation Center 1 - 202



## **DMCG Library**

The DMCG Library or Learning Resource Centre (LRC) situated at LTC building, 207 is equipped with recommended textbooks, peer-reviewed journals, and the latest databases to satisfy the information needs of users as per the modern trends. The library collection is made up of both printed and electronic material, mostly keeping in mind the subject areas of pre-clinical medicine, clinical medicine, and pharmacy. There is the provision of computers with internet connection and Wi-Fi to access electronic resources and search the web.

The library contains individual study rooms, group study rooms, and a seating area with proper ventilation and lighting. The professionally qualified staff of the library make every effort to facilitate users and are responsible for library instruction, circulation, reference, and information services. Reprographic service is also provided by the library. The library always tries to widen its scope through Inter-Library Loan.

- Print Collection: 4,009 Titles with multiple copies total is: 5,631.
- Electronic Databases: 8
- Reading rooms for small group study: 3
- Cubicles for individual study: 6
- Number of seats: 82
- Number of computers: 30

### **Library opening hours:**

- Monday - Thursday 7.30am – 8.00pm
- Friday 7:30am- 12:00pm
- Saturday Sunday Closed
- The library will remain closed on public holidays.

### **Distance Learning / e-Learning resources:**

The library contains 8 renowned medical databases to boost the study needs of the students and faculty members. 4000+ e-books, 2500+ e-journals, thousands multimedia files include pictures, graphics, videos, calculators etc. are available for distance learning.

### **The Learning and Assessment Center**

This center is equipped with 80 computers and projection facilities, where online examinations are conducted.

### **Learning Management System (LMS)**

The college provides the students with the LMS (Learning management system) to facilitate digital learning/e-learning. The LMS is a software application for the administration, documentation, tracking, reporting and delivery of electronic educational course materials or other training programs.

You will be provided with a unique username and password which will allow you to login to the LMS system.

On the LMS system you can do the following:

- Read the updated news from the college or from a specific course.
- View, read and download course material, video recordings and presentations.





- Submit responses to assignments, upload thesis and research papers and use the anti-Plagiarism (Turnitin) software for originality checking.
- Take Quizzes, upload assignments.
- View Total Grades for specific subject exam or Final result.
- Raise your voice and speak your opinion or exchange comments on discussion forum general or specific to each course subject.
- Perform Subject / Module Survey and record the results on the LMS.
- View the course / general calendar and see all important events in your college and deadlines for different activities.
- Customize your account settings such as Profile; change password and upload your own Photo.
- Use General / Private Chat tool and internal email system to communicate with your instructor.
- When you need to know how to maximize the use of LMS you can go to the section of “@D2l friend of students” to find material, video, documents, and tutorials on how to use our LMS.



## **Digital / Virtual Instructional Technologies**

### **Training students for ICT skills**

DMCG shall provide training for faculty, staff and students involved with e-learning programs and courses in the operation of the e-learning platform. This is the responsibility of the e-learning unit and the IT of the college. Students are provided with a session on the use of LMS before classes begin.

The e-learning unit head and ADAA will undertake the effectiveness of digital learning / e-learning. DMCG will adhere to and ensure that all approved learning outcomes are covered for each Course and Program.

The learning outcomes of each course are mapped to the program outcomes. After completion of the courses, evaluation of the courses is done by QA and IE unit. This process had been established, to provide the continuous revision and updating of the curriculum to ensure that the curriculum meets the international accreditation standards and the Qualification Framework Emirates (QFE) of UAE.

The e-learning unit will promote an e-learning environment that enables collaborative interaction between its communities of users.

### **Students' entitlement to e-learning support and academic advising during distance learning/emergency off Campus teaching.**

- DMCG shall give assurance to the e-learning students about their entitlement to learning support, academic advising, and tutors.
- DMCG shall develop and maintain remedial information technology skills booster course files to develop and extend the IT skills students need to obtain their e-learning qualification, through additional courses in informatics.
- DMCG shall maintain up-to-date and approved policies and procedures governing students' entitlement to e-learning academic learning support and academic advising.
- The ADAA / shall maintain e-learning course information sheet that covers the requirements below using the template and will be uploaded on the LMS:
  1. Advantages and challenges to student's success using e-learning.
  2. Minimum hardware, software, and internet access speed requirements
  3. Expected contribution to online collaborative communities for discussion threads, sharing papers, articles and communicating with faculty.
  4. Operational procedures and training materials to enable students to access library and learning resources.
  5. Details of operational procedures enabling students to access support services including tutors, academic advising, and financial aid.



6. Details of the date, time, and location of any onsite face-to-face attendance requirements, such as tutorials, field trips or examinations. Students are provided orientation to LMS platform during their first year.
- LMS provides guidance for students posted on LMS through the portal: D2L Friend for Student
  - Students undertake two compulsory courses within the general education requirements (computer applications & information literacy) in their first year of study. For MD program students will complete the Technology in health and E health and 21st Century skills.
  - All policies applicable to face to face will also be implemented for distance learning. Student Affairs will facilitate online academic advising and counselling.

### Student Attendance for distance learning in case of Emergencies

- The guidelines for the student's attendance which are specified for face-to-face learning are applicable for distance learning. All students enrolled in the college are expected to attend all scheduled classes.
- The weekly timetable which is posted on the LMS will show the date, time, location and topic which will be covered by F2F and online teaching modalities and shows all requirements per week. Similarly, examination details will also be on the LMS.
- For students in clinical phase only lectures will be virtual. The clinical bedside learning and simulation learning will be F2F. 80% overall attendance is required to appear for the examination.
- If there is any valid reason excuse, please contact the Director of Student and Alumni Affairs to get official permission. Decisions will be made on a case-by-case basis after consultation and approval of Associate Dean of Academic Affairs.

### Regulation of Student Behavior

The guidelines and procedures for roles and responsibilities of students will be applicable for distance learning. As an additional guideline specifically for distance learning, DMCG will follow **Student Behavior Management e-learning 2020** as provided by the Ministry of Education, UAE. This shall be communicated with students, faculty, and staff.

#### Access to the learning material:

1. LMS Courses
2. Narrated PowerPoints
3. Textbook's list
2. Amboss
5. Up To Date Database
6. Aquifer



## Laboratory Safety Measures

- Each student enrolled in a microbiology laboratory at DMCG, serious attention must be given to following laboratory safety rules.
- No student will be allowed to work in a laboratory unless these regulations are followed.
- No student shall work alone in a laboratory area. Any practical work should be under the supervision of staff members.
- Do not remove any instrument or material from the laboratory without permission of the course instructor or lab supervisor.
- In a microbiology laboratory many experiments and procedures involve handling of living pathogenic microorganisms. These microorganisms may cause infection of attending personnel by contact, aerosol inhalation, ingestion, inoculation into eyes, or injection through the skin (by needle stick injury or broken glass).

**Therefore, it is of paramount importance to apply certain standard safety measures to protect yourself and the surrounding environment.**

- Good technique and the practice of personal hygiene are the most important ways of reducing contact with infectious material and preventing laboratory related infections.
- Avoid unnecessary talking and moving around. Not eating, drinking, chewing gum, smoking, or applying cosmetics in any part of the laboratory and not sitting on laboratory benches. Mouth pipetting and handling contact lenses are prohibited.
- Wearing closed shoes and not walking barefoot
- Wear a laboratory coat and any other protective clothes if necessary (such as gloves, masks, eye protection and face shields).
- Disinfect the laboratory areas at the beginning and end of daily work by wiping with 70% alcohol or 1% hypochlorite solution.
- Sterilize the inoculating needle in the Bunsen flame or in the micro-incinerator immediately before and after use.
- Safe transport of specimens: safety measures are needed to ensure specimens are transported safely with care. All specimens and cultures should be regarded as potentially infectious and should be placed in containers that prevent leakage during collection, handling, processing, storage, and transport.
- Safe use of syringes and needles. Disposable needles and syringes should be incinerated.
- Biological Safety Cabinets: Safety cabinets are intended to protect a laboratory worker from aerosols and air borne particles. It is particularly important for laboratory staff to follow safe working practices. Work should be conducted in biological safety cabinets when working with highly potentially infectious material e.g., those likely to contain TB, HIV, Hepatitis and Hemorrhagic fever viruses.
- Wash your hands with soap and water or alcohol gel frequently, especially before leaving the laboratory.



- Disposal of used material: All used syringes, needles, other sharps, and broken glass should be placed in a puncture-proof container until incinerated. Used slides and covers are placed in jars containing disinfectant (e.g., 2.5% Na hypochlorite). Used glassware e.g., culture tubes and plates are placed in stainless steel containers to be autoclaved before cleaning.
- In case of a laboratory accident, call the instructor. If any culture material is broken, spilled, or scattered on the floor, bench or elsewhere usually it is best to flood the area immediately with a disinfectant (e.g., 5-10% Na hypochlorite solution). Leave the material undistributed for 20-30 minutes; wipe it up and discard the waste.
- Fire extinguishers sited at accessible points. These need to be of the dry chemical type. Several buckets of sand and a fire blanket are also required.
- Decontamination of infectious material and disposal of laboratory waste: Decontamination means the making safe of infectious material or articles that have been in contact with infectious microorganisms prior to their disposal or cleaning and reuse. The methods used to decontaminate infectious material in laboratories include:
  - Autoclaving
  - Boiling
  - Use of chemical disinfectants.
- Incineration: it is destruction by burning and is a practical & effective method of disposing laboratory waste including decontaminated disposables and specimens in non-reusable containers e.g., feces
- Laboratory personnel should be vaccinated against, HBV. Other vaccines may be considered according to the field of work.



## Student Support Facilities

### Transportation

Daily transportation facilities are available for several destinations. Each weekend buses take students staying at the hostel back to their homes in other Emirates and bring them back to the College on the next working day. Cost of Transport for academic year 2023 - 2024 ranges from 3000 to 5000 AED according to destination.

### Student Lounge and Student Union Office

A comfortable resting area located around the round hall allows students to rest, relax and enjoy some indoor games during their break. A room is also assigned as a Student Union office.

#### Timings for Student Lounge:

- Monday - Thursday 7:30 am - 4:30 pm.
- Friday 7:30am - 12:30 pm
- Saturday & Sunday Closed

### Recreational Facilities

It is our desire to help students develop self-confidence and maintain a healthy lifestyle. Students can use the gymnasium in the hostel. It is equipped with various exercise machines and a table-tennis.

### Hostel Facilities

Hostel facilities include single and double occupancy rooms, a study room, a student lounge, a gymnasium, cooking facility with dining area, paid laundry area, and a mosque. Rooms are furnished with all basic amenities. The hostel facility is open for rent to all students and Interns. Cost of rooms for academic year 2023 - 2024 is as follows:

Single Room:	15,000 AED
Double Room:	12,000 AED
Deluxe Single Room:	18,000 AED

### Other Services

The College provides a study room, mosque, a cafeteria, and vending machines.

#### Timings for Student Study Room in DMCG building:

- Monday - Thursday 7:30 am – 4:30 pm.
- Friday 7:30am - 12:30 pm
- Saturday & Sunday Closed



## Programs Offered

Institution:	Dubai Medical for Girls, Dubai, UAE
Degree:	Bachelor of Medicine and Bachelor of Surgery (MBBCh)
Length & Mode:	5 academic years + 1 year internship, Full time
Academic Period:	Late August to Early July
Minimum Registration Period:	5 years
Maximum Registration Period:	9 years
Student: Faculty ratio	10:1
Associate Dean of Academic Affairs:	Prof. Samar Ahmed

Institution:	Dubai Medical for Girls, Dubai, UAE
Degree:	Doctor of Medicine (MD)
Length & Mode:	6 academic years, Full time
Academic Period:	Late August to Mid-July
Minimum Registration Period:	6 years
Maximum Registration Period:	9 years
Student: Faculty ratio	9.3:1
Associate Dean of Academic Affairs:	Prof. Samar Ahmed

## MBBCh Program Study Plan

	SEMESTER 1					SEMESTER 2						
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Y1	Anatomy(1101), Biochemistry(1102), Physiology(1111), Histology(1106), Comm.Medicine(1103), Islamic Fiqh and General education					EXAM	Anatomy(1201), Biochemistry(1202), Immunology(1204), Physiology(1111), Histology(1106), Comm.Medicine(1103), Islamic Fiqh & General education (includes 1 week spring break)					EXAM
Y2	General module		Molecular Biology	Alimentary system		EXAM	Cardiovascular System		Respiratory System	Renal System	Miscellaneous	EXAM
Y3	Endocrine & Reproductive		Nervous System		EXAM	IFOM 1	Clinical Introductory Course		Ped. gp A & C 8 wks		Gyne gp A&C 8 wks	
Y4	Ped. gp A & C 8 weeks		Gyne gp A&C 8weeks			EXAM			Gyne gp B&D 8 weeks		Ped. gp B&D 8wks	
Y5	Surgery A/E gp1		Gen. Medicine gp2		IFOM	Gen. Medicine gp1		PHC gp2		EXAM		INTERNSHIP
	Gen. Medicine gp3					Surgery A/E gp3						

The time of starting may change slightly (upto 7 days) from year to year based on the dates of holidays announced by Ministry of Education, UAE.

**Ped** Pediatrics

**Gyne** Obstetrics and Gynecology

**Gen. Med** Internal Medicine & Specialities

**PHC** Primary Healthcare (out of 18 weeks, 2 weeks will be moved to internal medicine, and 2 weeks to surgery dept.)

Each module of second year includes Anatomy, Histology, Physiology, Microbiology, Parasitology, Pathology, Pharmacology & Community medicine



## MD Program Study Plan

Year	Semester	Course Name	Course Code	Credit Hours	No. of Weeks	Domain	Maximum percentage of online teaching
Phase One							
Year One	First Semester	21 <sup>st</sup> Century Skills	21CS101	4	CC	GE	10
		Introduction to Human Biology	IHB102	6	CC	BMS	20
		English for Medical Sciences	EMS103	3	CC	GE	20
		UAE Society	UES104	3	CC	GE	30
		Semester Credit Hours & Weeks		16	16		
	Second Semester	Women and Health	WAH105	4	CC	PH	20
		Principles of Psychology and Sociology	PPS106	4	CC	PH	20
		Islamic Studies	ILS107	3	CC	GE	30
		Technology in Health and E Health	THE108	5	CC	CR	30
		Semester Credit Hours & Weeks		16	16		
Year Two	First Semester	Arabic Studies	ARA201	3	CC	GE	20
		Biochemistry	BIO202	6	9	BMS	10
		Molecular Biology and Genetics	MBG203	5	7	BMS	10
		Creativity, Innovation and Entrepreneurship	CIE204	3	CC	GE	10
		Semester Credit Hours & Weeks		17	16		
	Second Semester	Medical Physics	MPH205	3	CC	BMS	10
		Evolution of Medicine	EOM206	3	CC	CR	30
		Islamic Fiqh in Medicine	IFM207	3	CC	CR	30
		Environmental sustainability	ENS208	3	CC	GE	30
		Professionalism and Ethics	PAE209	2	CC	CR	10
		Communication Skills for Interprofessional Practice	CIP210	3	CC	CR	10
		Semester Credit Hours & Weeks		17	16		
Phase Two (Integrated)							
Year Three	First Semester	Human Body Structure & Function	HSF301	5	6	BMS	20
		Nutrition and Metabolism	NAM302	4	CC	BMS	20
		Principles of Health and Disease	PHD303	5	5	BMS	20





		Haemopoietic and Immune System	HIS304	4	5	BMS	20		
		Semester Credit Hours & Weeks		18	16				
	Second Semester	Public Health & Health Promotion	PHP305	3	CC	PH	20		
		Musculoskeletal and Integumentary System	MIS306	7	8	BMS	20		
		Cardiopulmonary System	CPS307	6	8	BMS	20		
		Research and Knowledge Translation - I	RKT308	2	CC	RB	20		
		Semester Credit Hours & Weeks		18	16				
		Year Four	First Semester	Gastro-Intestinal System	GIS401	6	6	BMS	20
				Head and Neck	HAN402	4	5	BMS	20
Endocrine System	ENS403			4	5	BMS	20		
Biostatistics	BIS404			2	CC	RB	20		
Epidemiology and Prevention of Non-Communicable Diseases	EPN405			2	CC	PH	20		
Semester Credit Hours & Weeks				18	16				
Second Semester	Urinary System			UNS406	4	5	BMS	20	
	Genital and Reproductive System		GPS407	4	4	BMS	20		
	Nervous System		NES408	6	7	BMS	20		
	Research and Knowledge Translation - II		RKT409	2	CC	RB	20		
	Occupational and Industrial Health		OIH410	2	CC	PH	20		
	Semester Credit Hours & Weeks			18	16				
	Research Summer Elective		RSE411	0	4				
IFOM Basic Sciences									
Phase Three (Clerkship)									
Year Five	First Semester	Family Medicine and Geriatrics	FMG501	10	10	CS	10		
		Emergency Medicine	EMM502	5	5	CS	10		
		Psychiatry and Mental Health	PMH503	5	5	CS	10		
		Patient Safety and Quality of Healthcare	PQH504	2	CC	CR	20		
		Semester Credit Hours & Weeks		22	20				
	Second Semester	Internal Medicine Clerkship	IMC505	10	10	CS	10		
		Medical Specialties Clerkships	MSC506	10	10	CS	10		
		Healthcare Leadership and Economics	HLE507	2	CC	CR	10		



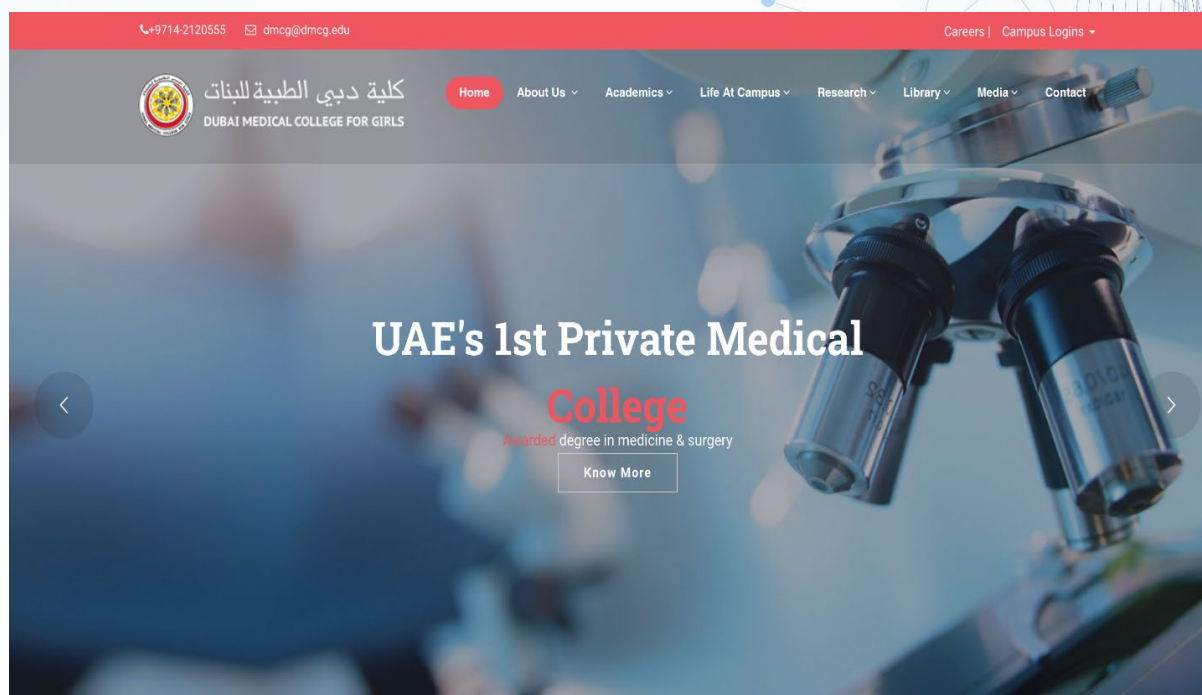


BAI MEDICAL COLLEGE FOR GIRLS							
			22		20		
		Clinical Summer Elective	CSE508	0	4		
Year Six	First Semester	Obstetrics, Gynecology and Women's Health	OGW601	10	10	CS	10
		Pediatrics and Child Health	PCH602	10	10	CS	10
		Evidence-Based Medicine and Practice	EBM603	2	CC	RB	20
		Semester Credit Hours & Weeks	22		20		
	Second Semester	General Surgery Clerkship	GSC604	10	10	CS	10
		Surgical Specialties Clerkships	SSC605	10	10	CS	10
		Global and International Health	GIH606	2	CC	CR	10
Semester Credit Hours & Weeks		22		20			
Total Credit Hours				226			
IFOM Clinical Sciences							

\*CC for Continuous Course "Longitudinal"



## Dubai Medical College Website and Contact Information



### **Dubai Medical College Address:**

Dubai Medical College for Girls,  
P.O. Box: 20170, Dubai  
Al Muhaisnah 1, Al Mizhar,  
Dubai - United Arab Emirates  
Tel: +971 4 212 0555 / 264 6465  
Website Address: [www.dmccg.edu](http://www.dmccg.edu)  
Location of DMCG Campus: Given on the website.

### **Important e-mails**

- DMCG Email: [dmccg@dmccg.edu](mailto:dmccg@dmccg.edu)
- Dean's Office: [deanoffice@dmccg.edu](mailto:deanoffice@dmccg.edu)
- Admission DMCG: [admission@dmccg.edu](mailto:admission@dmccg.edu)
- Academic Affairs DMCG: [academicaffairs@dmccg.edu](mailto:academicaffairs@dmccg.edu)
- Student Affairs: [studentaffairs@dmccg.edu](mailto:studentaffairs@dmccg.edu)
- Career Guidance: [careerguidance@dmccg.edu](mailto:careerguidance@dmccg.edu)
- Alumni DMCG: [alumni@dmccg.edu](mailto:alumni@dmccg.edu)
- Student Counsellor: [counsellor@dmccg.edu](mailto:counsellor@dmccg.edu)
- Student Union: [studentunion@dmccg.edu](mailto:studentunion@dmccg.edu)
- Accounts: [accounts@dmccg.edu](mailto:accounts@dmccg.edu)
- Simulation: [simulation@dmccg.edu](mailto:simulation@dmccg.edu)
- IT Support DMCG: [itsupport@dmccg.edu](mailto:itsupport@dmccg.edu)