

UNIVERSITY OF HEALTH AND ALLIED SCIENCES
School of Medicine



STUDENT HANDBOOK

DECEMBER 2019

Table of Contents

1	SECTION 1: INTRODUCTION	3
1.1	VISION	3
1.2	MISSION	3
1.3	STRUCTURE OF THE SCHOOL OF MEDICINE	3
2	SECTION 2: BACHELOR OF MEDICINE, BACHELOR OF SURGERY (MBCHB)	5
2.1	PROGRAMME OVERVIEW	5
2.2	ADMISSION REQUIREMENTS	5
2.3	DURATION OF PROGRAMME	6
2.4	COMPONENTS OF THE PROGRAMME	7
2.5	STUDENT'S PROGRESSION	9
2.6	CODING AND NUMBERING OF MODULES	9
2.7	MINIMUM AND MAXIMUM WORKLOAD PER SEMESTER	10
2.8	MODE OF DELIVERY	10
2.9	ASSESSMENTS AND EXAMINATIONS	10
2.10	ELIGIBILITY FOR THE BACHELOR'S DEGREE	16
2.11	INTERNSHIP	17
2.12	PROGRAMME STRUCTURE	18
3	SECTION 3: BACHELOR OF PHYSICIAN ASSISTANTSHIP (CLINICAL)	24
3.1	PROGRAMME OVERVIEW	24
3.2	PROGRAMME OBJECTIVES	24
3.3	ADMISSION REQUIREMENTS	25
3.4	DURATION OF PROGRAMME	26
3.5	COMPONENTS OF THE PROGRAMME	27
3.6	STUDENT'S PROGRESSION	29
3.7	CODING AND NUMBERING OF COURSES	29
3.8	MINIMUM AND MAXIMUM WORK-LOAD PER SEMESTER	30
3.9	MODE OF DELIVERY	30
3.10	ASSESSMENT AND EXAMINATIONS	30
3.11	ELIGIBILITY FOR THE BACHELOR'S DEGREE	32
3.12	PROGRAMME STRUCTURE	34
4	SECTION 4: GENERAL REGULATIONS	38
4.1	STUDENT SECURITY, HEALTH AND WELFARE	38
4.2	INTERRUPTION OF STUDY PROGRAMME	38
4.3	MODULE/ COURSE CREDITS	39
4.4	GRADING SYSTEM	39
4.5	ELIGIBILITY FOR EXAMINATIONS	41
4.6	REGISTRATION FOR EXAMINATIONS	41
4.7	SUPPLEMENTARY EXAMINATIONS	42
4.8	STUDENT IN GOOD STANDING	43
4.9	PASSING AND WITHDRAWAL	43
4.10	REGULATION FOR WITHDRAWAL	43
4.11	DEFERMENT OF EXAMINATION	43
4.12	EXAMINERS BOARD	44
4.13	DECLARATION OF RESULTS	45
4.14	CONFIRMATION OF AWARD OF DEGREE	45
4.15	PRESENTATION OF AWARD	45
4.16	CANCELLATION OF AWARD	45
4.17	TRANSCRIPT OF ACADEMIC RECORD	46
4.18	EMPLOYMENT	46

1 SECTION 1: INTRODUCTION

The School of Medicine, one of the six schools of the University of Health and Allied Sciences, was established in 2012. It is committed to the education and training of highly qualified medical professionals who will be recognized by their excellence, integrity and innovation in the service and care they provide. The School currently runs two programmes: Bachelor of Medicine, Bachelor of Surgery (MBChB), and Bachelor of Physician Assistantship (Clinical).

1.1 Vision

The School of Medicine is dedicated to providing innovative leadership in modern medical education, research, health improvement and patient-focused care, and to the training of professionals serving in communities with competence and compassion.

1.2 Mission

Our mission is to produce competent and compassionate medical professionals with effective leadership skills and a focus on community service and research.

1.3 Structure of the School of Medicine

The school consists of the following departments:

1. Department of Basic Medical Sciences (Physiology, Human Anatomy and Medical Biochemistry)
2. Department of Pharmacology
3. Department of Pathology (Chemical Pathology, Haematology, Anatomical Pathology)
4. Department of Microbiology and Immunology
5. Department of Medical Imaging
6. Department of Obstetrics and Gynaecology
7. Department of Paediatrics and Child Health
8. Department of Internal Medicine and Therapeutics
9. Department of Surgery
10. Department of Eye, Ear, Nose and Throat
11. Department of Anaesthesia and Critical Care

12. Department of Community Medicine

13. Department of Psychological Medicine and Mental Health

2 SECTION 2: BACHELOR OF MEDICINE, BACHELOR OF SURGERY (MBChB)

2.1 Programme Overview

The Bachelor of Medicine, Bachelor of Surgery (MBChB) Programme covers a period of six years. The first three years is the preclinical phase of training which involves exposing students to the Basic Sciences. The second three years is devoted to clinical training based on the clerkship system using the Ho Teaching Hospital and other designated hospitals. During this phase of the training, students rotate in groups through the clinical departments including Internal Medicine, Surgery, Paediatrics, Obstetrics and Gynaecology, Community Medicine and the specialties (Eye, Ear, Nose and Throat). In addition, students gain exposure to other clinical specialties such as Cardiothoracic Surgery, Neurosurgery, Paediatric Surgery, Dermatology, Oncology, Palliative care, Psychiatry and Forensic Pathology.

2.2 Admission Requirements

2.2.1 Ghanaians with Local Educational Credentials

- a Applicants must have obtained three (3) credits (at least Grade A1-C6 in WASSCE and A-D in SSSCE) in the following core subjects:
 - i Mathematics
 - ii English
 - iii Integrated Science
- b In addition, applicants must have obtained three (3) credits (A1-C6 in WASSCE and A-D in SSSCE) in the following elective subjects:
 - i Chemistry
 - ii Physics
 - iii Biology
 - iv Elective Mathematics
- c In addition, there will be a selection interview for admission and entrance examination into the programme.
- d Progression to the clinical component of the MBChB programme requires satisfactory completion of the three-year preclinical component with passes in all subjects.

2.2.2 International Applicants and Ghanaians with External Educational

Credentials acceptable for admission include the following:

- a Senior Secondary School Certificates (WASSCE/SSSCE)
- b International Baccalaureate (IB)
- c GCE (Cambridge) – ‘O’ and ‘A’ Levels
- d IGCSE (Cambridge) – ‘O’ and ‘A’ Levels
- e American High School Grade – Grades 12 & 13 examinations
- f Other external qualifications which have equivalences to the WASSCE/SSSCE and the GCE (A Levels)
- g Equivalences to WASSCE/SSSCE in all cases shall be determined by the National Accreditation Board.

2.2.3 General Entry Requirements for Other Educational Credentials

- a IGCSE/IB – To be admitted to the Programme, IGCSE/IB holders must possess at least Grades A*/A-C in English, Mathematics and Biology at the Standard (SL/'O' Level), in addition to three Higher Level (HL-A to C)/'A' Level (A to D)/IB2 (A-C) grades in Chemistry, Physics, Biology and Mathematics.
- b GCE (Cambridge)
- c American High School Grade

2.2.4 Applicants Holding First Degrees

The programme does not currently accept applicants holding first degrees into its programmes mid-stream. All applicants enter at level 100 if they satisfy the entry requirements stated above.

2.3 Duration of Programme

2.3.1 Academic Year

The Academic Session shall comprise two semesters in the preclinical phase and full academic year in the clinical phase.

2.3.2 Structure of Semester/Year

- a Levels 100, 200 and 300 (Preclinical Programme)/ Semester.
 - i 16-20 weeks of Teaching
 - ii 1 week of Revision
 - iii 2 weeks of Examinations

- b Levels 400, 500 and 600 (Clinical Programme)/ Year
 - i 40-44 weeks of Teaching/Clinical Training
 - ii 1 week of Revision
 - iii 2 weeks of Examinations
- The minimum period for completing the entire programme shall be a minimum of 12 semesters and the maximum period shall be 24 semesters.
- A student who is unable to complete his/her programme within the maximum period allowed shall lose all credits accumulated, and his/her studentship cancelled. Such a student may, however, be allowed to re-apply for admission into the University.
- The minimum and maximum periods are calculated from the date of first registration.

2.4 Components of the Programme

The academic programmes of the University of Health and Allied Sciences are organized into a semester system, and instruction takes the form of courses evaluated in terms of credits. Units of courses are examinable at the end of every semester and, if passed, a student shall earn credit(s) for the Units. The courses are coded and arranged in progressive order of difficulty, or in levels of academic progression where lower-level courses are requisites for higher-level courses.

2.4.1 Required (Core) Courses

These are further grouped into University, School and Departmental required courses.

2.4.1.1 University Required Courses

To provide a broad education to all its students, the University will have General Study Courses for all undergraduate students. These are aimed at providing opportunities for the students to be exposed to a broad learning experience including interrelationships in information and applications. The courses will provide foundations for logic, analytical thinking, communications, writing, topical issues and controversies, African and contemporary Ghanaian issues. It is proposed that all students meet the requirements for the 'General Education Programmes' within the first two years. All students entering the clinical phase of the MBChB programme

ideally will have passed all the University Required Courses beforehand with a grade D or higher. University Required Courses will be taught by the School of Basic and Biomedical Sciences, and will have letter course codes UHAS and SBBS. The following courses are the University required courses:

- i Quantitative Literacy
- ii Academic and Communicative Skills I and II
- iii Information Literacy
- iv Introduction to Ghanaian and African Studies
- v Chemistry
- vi Physics
- vii Biology
- viii Community Entry and Organization

University Required Courses shall count towards the calculation of FGPA. They must be taken and passed with a grade 'D' or better.

2.4.1.2 School Required Courses

These courses are designed to provide a broad range of learning experiences and knowledge across programmes offered by the School of Medicine. They comprise mainly the minimum basic scientific and other bodies of knowledge and skills required of any student who has passed through the School.

2.4.1.3 Departmental Required Courses

These are the courses required to complete the professional component of the programme.

2.4.2 Elective Course(s)

The elective courses have been provided for the medical programme at the end of year 5 with 4 weeks duration. In the situation where a student wishes to undertake an elective course for personal development or other reason, permission shall be sought from the Dean of the School by the student. The student shall be credited with the course credit units but these shall not count towards the final grade point average (FGPA).

2.4.3 Inter-Semester Vocational Training

There shall be a 4-6-week vocational training at the end of levels 200 and 300. Credits obtained shall count towards graduation and determination of the final grade point average (FGPA). However, during the clinical years, the emphasis will be on clinical training. This will take place predominantly in the Teaching Hospital, but in addition, some community-based training will take place in affiliated district hospitals, which have adequate numbers of suitably trained specialists in post.

2.4.4 Research Component

A Clinical Research Project will be carried out by all students during year six as per the attached programme outline

2.5 Student's Progression

- 1 Progression to the clinical phase of the MBChB programme will depend on passing the following:
 - a University Required Courses
 - b School Required Courses
 - c Departmental Required Courses
- 2 For interruption of study programme and module see section 4

2.6 Coding and Numbering of Modules

- a All modules shall have letter and number codes beginning with four letters signifying the Department or subject, followed by a three-digit number in one of the following ranges:

Level 100	Modules	100 – 199
Level 200	“	200 – 299
Level 300	“	300 – 399
Level 400	“	400 – 499
Level 500	“	500 – 599
Level 600	“	600 – 699

- b The third digit in the number code shall be:
 - i Zero (0) for a module that is offered in both semesters
 - ii Odd (1, 3, 5, 7 or 9) for a module offered in the first semester

- iii Even (2, 4, 6 or 8) for a module offered in the second semester

2.7 Minimum and Maximum Workload per Semester

A student shall be required to carry a minimum workload of 18 credits and a maximum of 23 credits per semester.

2.8 Mode of Delivery

There will be a mixture of Didactic Lectures, Problem Based Learning (PBL) and Team Based Learning (TBL). Emphasis will be placed on TBL and PBL. The teaching modalities that will be utilised will emphasize active student participation via small group discussions, tutorials, computer-based educational and research tools, and self-directed learning. There will be practical sessions for the modules (physiology practical, anatomy dissection, etc.).

2.9 Assessments and Examinations

2.9.1 Semester Examinations

- i. Each course, with the exception of a project work/long essay/clinical/practical, shall normally be completed in one semester.
- ii. A final (end-of-semester) examination shall normally be required as a part of every course. An examination schedule showing time and place of examination for each course shall be published each semester.
- iii. Continuous assessment shall normally be required as part of every course during the semester or semesters in which the course is run. There shall be a minimum of 4 assessments in a semester for all courses.
- iv. For all courses, continuous assessment shall comprise 40% and the end-of-semester examination 60% of the total course mark. The pass mark shall be 50% of the total score.
- v. All practical courses in Level 100 shall be assessed entirely by continuous assessments
- vi. No exemption shall be granted from any part of Levels 100-600 courses and examinations.
- vii. Prior to sitting for the final MBChB examinations, all students shall present a bound thesis in partial fulfilment for the award of the MBChB degree

2.9.2 Written Examination

These may take the form of a combination of the following:

- a. Written essays lasting not more than 30 minutes per question
- b. Short essays lasting not more than 15 minutes per question
- c. Multiple-choice questions, the format of which shall be determined on a module-by-module basis by the School/Department.
- d. Objective Structured Practical Examinations (OSPE)
- e. Objective Structured Clinical Examinations (OSCE)

2.9.3 Practical/Clinical Examination Requirements

- a. Marks obtained during a practical assessment for Levels 100, 200 and 300 practical courses shall be final.
- b. There will be theory exams and OSPE as practical examination at the end of some courses/modules.
- c. All clinical and practical courses after Level 100 shall be assessed by a combination of continuous assessments, which shall contribute 40% to the final course mark, and an end-of-semester examination, which shall contribute 60% to the final course mark.
- d. Candidates are required to pass theory and practical/clinical examinations, which will include an oral component at all levels. Candidates shall obtain a minimum mark of 50% of the total score in order to pass.
- e. A student who fails to obtain at least 50% of total clinical mark shall be deemed to have failed the course.

2.9.4 Vocational Training Assessment

- a. This module shall be assessed using logbooks with specified knowledge, skills and attitudes to be attained by students and written-portfolios.
- b. Students may be required to submit special reports on specific assignments/projects.
- c. On-site assessments and an oral examination at the end of the module may be undertaken.

2.9.5 Clinical Training Assessment

- a. Prior to entering clinical training, students would have had some clinical exposure during vocational training and as part of their preclinical work.

- b. Clinical training shall be assessed using logbooks with specified knowledge, skills and attitudes to be attained by students and written-portfolios.
- c. Students may be required to submit special reports on specific assignments/projects. OSCEs and oral examinations may be undertaken at the end of courses.

2.9.6 Final Examinations

2.9.6.1 Pre-clinical

These may take the form of a combination of written essays, short essays lasting, multiple-choice questions. The format of the exam and the duration shall be determined on a module-by-module basis by the School/Department.

2.9.6.2 Final Parts Ia, Ib and II Examinations in Clinical Disciplines

1. These examinations are designed to ascertain that the student has reached the intermediate objectives of the discipline and the institutional objectives of the School.
2. The pass mark is 50%
3. A student shall pass the clinical examination component of the examinations in the clinical subjects in order to succeed in that subject.

The Examinations shall comprise:

- Theory - Written papers to test knowledge, factual recall, interpretation of data and the solution of problems.
- Practical/Clinical Examination.
- Oral Examination.

The **Part Ia Final MBChB Examination** shall consist of the following Special Subjects: Ophthalmology, ENT, Forensic Medicine, Dermatology and Emergency Medicine. This exam will take place in year five, immediately after finishing the complete rotation of all these courses. It will include:

Theory: Written Exam of each of these courses at the end of the particular rotation.

Paper I is a 2 hour papers that comprise multiple choice questions, single best response questions.

Paper II: Written Long essays (3 hours-Between 5 and 6 questions case scenario)

Practical: The clinical component takes the format of an objective structured clinical examination (OSCE) that comprises stations in Ophthalmology, ENT, Forensic Medicine, Dermatology and Emergency Medicine, at each station, the student may be asked to examine or question patients or may be questioned about any clinical material or diagnostic test at the table.

Candidates must obtain passes in each component to pass the overall examination:

The **Part Ib Final MBChB Examination** will take place at the end of year five and shall consist of the following:

Paediatrics

Theory: Paper I is a 3 hour papers that comprise multiple choice questions, single best response questions.

Paper II: Written Long essays (3 hours-Between 5 and 6 questions case scenario)

Practical: The clinical component takes the format of an objective structured clinical examination (OSCE) that comprises stations in paediatrics, community paediatrics, child psychiatry and community health. At each station, the student may be asked to examine or question patients or may be questioned about any clinical material or diagnostic test at the table.

Candidates must obtain passes in each component to pass the overall examination

Obstetrics & Gynaecology

Theory: Paper I is a 3 hour papers that comprise multiple choice questions, single best response questions.

Paper II: Witten Long essays (3 hours-Between 5 and 6 questions case scenario)

Practical The clinical component takes the format of an objective structured clinical examination (OSCE) that comprises stations that include a variety of clinical cases, clinical pictures and surgical instruments. At each station, the student may be asked to examine or question patients or may be questioned about any clinical material, diagnostic test or surgical instruments at the table.

Candidates must obtain passes in each component to pass the overall examination.

The **Part II Final MBChB Examination** will take place at the end of year six and shall consist of the following:

Medicine

Theory: Paper I is a 3 hour papers that comprise multiple choice questions, single best response questions.

Paper II: Witten Long essays (3 hours-Between 5 and 6 questions case scenario).

Practical: The clinical component takes the format of an objective structured clinical examination (OSCE) that comprises stations in medicine, psychiatry and community health. At each station, the student may be asked to examine or question patients or may be questioned about any clinical material or diagnostic test at the table.

Candidates must obtain passes in each component to pass the overall examination

Surgery

Theory: Paper I is a 3 hour papers that comprise multiple choice questions, single best response questions.

Paper II: Witten Long essays (3 hours-Between 5 and 6 questions case scenario)

Practical: The clinical component takes the format of an objective structured clinical examination (OSCE) that comprises stations that include a variety of clinical cases, clinical pictures and surgical instruments. At each station, the

student may be asked to examine or question patients or may be questioned about any clinical material, diagnostic test or surgical instruments at the table.

Candidates must obtain passes in each component to pass the overall examination

Community health and family medicine

Theory: Paper I is a 3 hour papers that comprise multiple choice questions, single best response questions.

Paper II: Witten Long essays (3 hours-Between 5 and 6 questions case scenario).

Practical: The clinical component takes the format of an objective structured clinical examination (OSCE) that comprises stations in medicine, psychiatry and community health. At each station, the student may be asked to examine or question patients or may be questioned about any clinical material or diagnostic test at the table.

Candidates must obtain passes in each component to pass the overall examination.

With the approval of the Academic Board, the subjects taken in the **Part Ia, Part Ib and Part II** Examinations may be varied.

2.9.7 Re-sit Examination

- a. Students who have failed and are repeating any of the final MBChB examinations will be required to complete a period of prescribed remedial clinical work prior to the repeat examination.
- b. In general, prescribed remedial clerkships will be 6 months duration in each subject that the student is repeating.
- c. Students who do not satisfactorily complete the prescribed remedial clerkships will not be allowed to sit the repeat examination.

2.9.8 External Examiners

External examiners shall be required for Levels 200 - 600 examinations. All external examiners shall be required to submit a written report on all aspects of the examination in which they examined.

2.9.9 Duration of Examination

Time allotted to examination papers shall be as follows:

1	Credit Course	1 hour
2	Credit Course	2 hours
3 or 4	Credit Course	2 to 3 hours

2.9.10 Supplementary examinations, Student in good standing, Passing and Withdrawal, Regulations for Progression, Regulation for Withdrawal, Deferment of examination, Examiners Board, Declaration of results (see section 4)

2.10 Eligibility for the Bachelor's Degree

A Bachelor's Degree (MBChB) shall be awarded to a candidate who has been properly admitted to the University, has followed the approved courses of study over the prescribed period and has satisfied the conditions.

- a. University Requirements
 - i. Evidence of regular enrollment
 - ii. Discharge of all obligations owed to the University
 - iii. A pass in all University required courses
 - iv. Satisfactory performance in the appropriate University Examinations
- b. Faculty/Department Requirement
 - i. Satisfactory discharge of such requirements as may be prescribed for the degree.

2.10.1 Requirements for Graduation

A candidate shall be deemed to have:

- a. Satisfied all University and School requirements;
- b. Obtained passes in all courses and subjects;
- c. Accumulated all the credits for all core courses prescribed at Levels 100, 200, 300, 400, 500 and 600
- d. Credit required for graduation: 245 credits

2.10.2 Classification of Bachelor's Degree

- a. All end-of-semester examination results from Level 100, including University and School required courses and prescribed electives, shall be taken into account in the computation of the Final Grade Point Average (FGPA).
 - b. The GPAs from Levels 100 to 300 shall have equal weighting.
 - c. In determining the FGPA, only pass grades shall be used.
 - d. The degree in medicine is a professional qualification and shall not be classified. However, a student who obtains an FGPA between 3.75 and 4.0 shall be awarded Distinction and a student who obtains between 3.25-3.74 shall be awarded Credit. The award shall appear on the certificate of award of degree.
- **Confirmation of award of degree, Presentation of award, Cancellation of award and transcript of academic record** (see section 4).

2.11 Internship

Upon the successful attainment of the MBChB degree, graduates are required to complete an internship programme consisting of clinical rotations for a period of 24 months to acquire full registration by the Ghana Medical and Dental Council. Interns rotate through 6 monthly disciplines in Paediatrics, Surgery, Obstetrics and Gynaecology, and Internal Medicine at various approved hospitals throughout Ghana.

2.12 Programme Structure

Year One, Semester One

Course Code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
UHAS 105	Information Literacy	1	0	1
UHAS 107	Academic & Communicative Skills I	2	0	2
UHAS 110	Quantitative Literacy	2	0	2
SBBS 111	Chemistry	2	0	2
SBBS 117	Biology	2	0	2
SBBS 112	Physics	2	0	2
SMBM 103	Introduction to Psychology & Behavioural Science	3	0	3
SMBM 105	Health Law and Medical Ethics	2	0	2
SMBM 107	French for Medical Professionals I	2	0	2
Total				18

Year One, Semester Two

Course Code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
UHAS 104	Community Entry and Organization	1	0	1
UHAS 116	Academic & Communicative Skills II	2	0	2
UHAS 122	Introduction to Ghanaian & African Studies	2	0	2
SMBM 102	Introduction to the Human Body	4	1	5
SMBM 104	Introduction to Health Care and Professional Practice	4	1	5
SMBM 108	French for Medical Professionals II	2	0	2
Total				17

Vacation Term, Year One

Course Code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
SMBM 200	Vocational Training in Basic Nursing	1	3	4

Year Two, Semester One

Course Code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
SMBM 201	Cell Biology and Genetics	4	1	5
SMBM 203	Immunology and Infections	4	1	5
SMBM 205	Membranes and Receptors	4	1	5
SMBM 207	Health Population and Disease	3	2	5
TOTAL				20

Year Two, Semester Two

Course Code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
SMBM 202	Processes and Mechanisms of Disease	3	2	5
SMBM 204	Nutrition and Metabolism in Health and Disease	4	1	5
SMBM 214	Research Methods for Health Professionals	2	1	3
SMBM 216	Musculo-skeletal System in Health and Disease	3	2	5
SMBM 218	Integumentary System in Health and Disease	3	1	4
Total				22

Vacation Term, Year Two

Course Code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
SMBM 300	Vocational Training in Medical Practice I	1	3	4

Year Three, Semester One

Course Code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
SMBM 301	Respiratory System in Health and Disease	3	1	4
SMBM 303	Cardiovascular System in Health and Disease	3	2	5
SMBM 305	Renal System and Body Fluids in Health and Disease	2	2	4
SMBM 309	Gastro-intestinal and Hepato-biliary System in Health and Disease	3	1	4
SMBM 302	Reproductive and Fetal Medicine	3	2	5
TOTAL				22

Year Three, Semester Two

Course Code	Course Title	Credit (Theory)	Credits (Practical)	Credits (Total)
SMBM 304	Neuroscience	3	2	5
SMBM 307	Endocrine System in Health and Disease	3	2	5
SMBM 308	Imagenology in Health and Disease	1	1	2
SMBM 312	Haematopoietic and Lympho-reticular System in Health and Disease	3	2	5
SMBM 314	Psychology and Behavioral Science	3	1	4
TOTAL				21

Vacation Term, Year Three

Course Code	Module Title	Credit (Theory)	Credits (Practical)	Credits (Total)
SMBM 400	Vocational Training in Medical Practice II	1	3	4

Year Four, Semester One

Year Four, Semester Two

Course code	Rotation Title	Credits (Theory)	Credits (Practical)	Credits
SMBM 401	Clinical methods	2	2	4
SMBM 403	Junior Clerkship in Internal Medicine	3	5	8
SMBM 405	Junior Clerkship in General Surgery	3	5	8
SMBM 407	Junior Clerkship in Community Health & Family Medicine	3	5	8
SMBM 409	Psychiatry Clerkship	2	2	4
SMBM 411	Trauma & Orthopaedics	2	2	4
TOTAL				36

Year Five, Semester One

Course Code	Rotation Title	Credits (Theory)	Credits (Practical)	Credits
SMBM 501	Ophthalmology	1	1	2
SMBM 503	Ear, Nose and Throat Disorders	1	1	2
SMBM 505	Dermatology	1	1	2
SMBM 507	Forensic Medicine	1	1	2
SMBM 509	Junior Clerkship in Paediatrics	2	5	7
SMBM 511	Junior Clerkship in Obstetrics & Gynaecology	2	5	7
TOTAL				22

Year Five, Semester Two

Course Code	Rotation Title	Credits (Theory)	Credits (Practical)	Credits
SMBM 512	Senior Clerkship in Obstetrics & Gynaecology	3	5	8
SMBM 514	Senior Clerkship in Paediatrics	3	5	8
SMBM 516	Special Clerkships	2	2	4
TOTAL				20

Year Six, Semester One

Year Six, Semester Two

Course code	Course Title	Credits (Theory)	Credits (Practical)	Credits
SMBM 610	Senior Clerkship in Internal Medicine	3	5	8
SMBM 620	Senior Clerkship in General Surgery	3	5	8
SMBM 630	Senior Clerkship in Family Medicine/Community Health	3	5	8
SMBM 640	Clinical Project	1	5	6
SMBM 518	Electives	2	2	4
TOTAL				34

3 SECTION 3: BACHELOR OF PHYSICIAN ASSISTANTSHIP (CLINICAL)

3.1 Programme Overview

This programme is suited for the student who has an interest in Medicine and a desire to care for the sick. The Physician Assistant (PA) is a health care professional who practices Medicine with physician supervision. The PA provides a broad range of medical diagnostic, therapeutic, and health promotion and disease prevention services. PAs are qualified by graduation from the PA educational programme and certification by the Ghana Medical and Dental Council to exercise a level of autonomy in the performance of clinical responsibilities within Ghana's health care delivery system. The PA will work in primary care and specialty care roles in both rural and urban settings. As they are first or second assistants in major surgery, and provide pre- and post-operative care, they will be well versed in surgical skills. They will also have a role to play in preventive Medicine, as well as in educational, research, and administrative activities.

The Bachelor of Physician Assistantship programme covers a period of four years. The first two years is dedicated to preparing the student in cover foundational sciences and introduction to the profession. The third and fourth years focus on the professional training. The final year will be predominantly clinical clerkships. Students will do clerkships in the major-medical disciplines; Internal Medicine, Surgery and its allied fields, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Emergency Medicine, Family Medicine and Primary Care. These clerkships will be done in primary, secondary and tertiary health facilities, under the supervision of specialists in the health institutions. The acquisition of surgical skills in both Surgery and Obstetrics will be particularly emphasized, in addition to the elements of the course.

There are vocational training periods during the long vacations, during which the student will learn and develop practical skills. Each student will undertake a research project in an area of Clinical Medicine, either curative or preventive. The dissertation based on this will be assessed as a requirement for graduation.

3.2 Programme Objectives

We aim to prepare individuals through this programme to assist the primary health care team with all medical and patient care responsibilities within the health care

system, especially for rural and underserved populations. At the end of their training the physician assistants will be able to:

- i. Demonstrate the knowledge and skills necessary to evaluate and manage primary care problems.
- ii. Communicate effectively and work collaboratively with other members of the health care team.
- iii. Create partnerships with their patients to promote health, prevent disease and positively impact the management of chronic conditions.
- iv. Demonstrate awareness and sensitivity to social, legal and ethical issues.
- v. Show understanding of the complexity of the health care system and contribute to positive transformation of health care in Ghana.
- vi. Relate and respond sensitively to patients and the communities in which they live.
- vii. Express the desire and potential to grow personally, socially and professionally.
- viii. Enthusiastically pursue lifelong learning.
- ix. Contribute to and enrich the PA profession, to make it a sought-after profession in Ghana.

3.3 Admission Requirements

- a. Applicants must have obtained three (3) credits (at least Grade A1-C 6 in WASSCE and A-D in SSSCE) in the following core subjects:
 - i. Mathematics
 - ii. English
 - iii. Integrated Science
- b. In addition, applicants must have obtained three (3) credits (A1-C6 in WASSCE and A-D in SSSCE) in the following elective subjects:
 - i. Chemistry
 - ii. Physics
 - iii. Biology
 - iv. Elective Mathematics
- c. In addition, there will be a selection interview for admission into the programme.

International applicants and Ghanaians with External Educational Credentials

Credentials Acceptable for Admission include the following:

- i. Senior Secondary School Certificates (WASSCE/SSSCE)
- ii. International Baccalaureate (IB)
- iii. GCE (Cambridge) – ‘O’ and ‘A’ Levels
- iv. IGCSE (Cambridge) – ‘O’ and ‘A’ Levels
- v. American High School Grade – Grades 12 & 13 examinations
- vi. Other external qualifications which have equivalences to the WASSCE/SSSCE and the GCE (A Levels)
- vii. **Equivalences to WASSCE/SSSCE in all cases shall be determined by the National Accreditation Board.**

General Entry Requirements for other Educational Credentials

- i. IGCSE/IB – To be admitted to the Programme, IGCSE/IB holders must possess at least Grades A*/A-C in English, Mathematics and Biology at the Standard (SL/'O' Level), in addition to three Higher Level (HL-A to C)/'A' Level (A to d)/IB2 (A-C) grades in Chemistry, Physics, Biology and Mathematics.
- ii. GCE (Cambridge)
- iii. American High School Grade

Applicants holding first degrees

The programme does not currently accept applicants holding first degrees into its programmes mid-stream. All applicants enter at level 100 if they satisfy the entry requirements stated above.

3.4 Duration of Programme

- a. The minimum period for completing the Bachelor's degree programmes shall be 8 semesters and the maximum period shall be 12 semesters.
- b. A student who is unable to complete his/her programme within the maximum period allowed shall lose all credits accumulated, and his/her studentship cancelled. Such a student may, however, be allowed to re-apply for admission into the University.

- c. The minimum and maximum periods are calculated from the date of first registration.

3.4.1 Academic Year

The Academic Session shall comprise two semesters.

3.4.2 Structure of Semester

A semester shall be structured as follows:

- a. Levels 100 and 200 (Pre-professional Programme)
 - i. 15 weeks of Teaching
 - ii. 1 week of Revision
 - iii. 2 weeks of Examinations
- b. Levels 300 and 400 (Professional Programme)
 - i. 15 weeks of Teaching
 - ii. 1 week of Revision
 - iii. 2 weeks of Examinations

3.5 Components of the Programme

The academic programmes of the University of Health and Allied Sciences are organized into a semester system, and instruction takes the form of courses evaluated in terms of credits. Units of courses are examinable at the end of every semester and, if passed, a student shall earn credits for the Units. The courses are coded and arranged in progressive order of difficulty, or in levels of academic progression where lower level courses are requisites for higher-level courses.

3.5.1 Required (Core) Courses

These are grouped into general University, School and Departmental required courses.

3.5.1.1 University Required Courses

- i. To provide a broad education to all its students, the University will have General Study Courses for all undergraduate students. These are aimed at providing opportunities for the students to be exposed to a broad learning experience including interrelationships in information and applications. The courses will provide foundations for logic, analytical thinking, communications,

writing, topical issues and controversies, African and contemporary Ghanaian issues.

- ii. It is proposed that all students meet the requirements for the 'General Education Programmes' within the first two years. For all students, the University required courses for graduation will be defined.
- iii. University Required Courses will be taught in the School of Basic and Biomedical Sciences, and will have a letter course code SBBS. The following courses are the University required courses:
 - i. Quantitative Literacy
 - ii. Academic and Communicative Skills I and II
 - iii. Information Literacy
 - iv. Introduction to Ghanaian and African Studies
 - v. Chemistry
 - vi. Physics
 - vii. Biology
 - viii. Community Entry and Organization

Please note that University Required Courses shall count towards calculation of FGPA. They must be taken and passed with a grade 'D' or better.

3.5.1.2 School Required Courses

These courses are designed to provide a broad range of learning experiences and knowledge across programmes offered by the School of Medicine. They comprise mainly the minimum basic scientific and other body of knowledge and skills required of any student who has passed through the School.

3.5.1.3 Departmental Required Courses

These are courses required to complete the professional component of the programme.

3.5.2 Elective Courses

No elective courses have been provided for in the Physician Assistant (Clinical) programme as all courses are required. In the situation where a student wishes to undertake an elective course for personal development or any other reason, permission shall be sort from the Dean of the School by the student. The student

shall be credited with the course credit units but these shall not count towards the final grade point average (FGPA).

3.5.3 Inter-Semester Vocational Training

Practical training will be an integral part of the entire programme during each long vacation. This will be offered as vocational training. The vocational training shall be a 4-6-week, whole day inter-semester clinical training and community work with a different theme each year (year 1-practical nursing skills, year 2-physician assistant practice including history taking, physical examination & patient management, year 3-surgical skills & interpretation of laboratory & radiological tests). Credits obtained shall count towards graduation and determination of the final grade point average (FGPA).

In addition, there will be a focus on clerkships during year 4 with students rotating through all the clinical disciplines.

3.5.4 Research component

A Clinical Research Project will be carried out by all students during year four as per the programme outline.

3.5.5 Clinical Skill Training

This will be competency based. Clinical skills will be taught and assessed continuously during vocational training and clinical clerkships in various departments.

3.6 Student's Progression

Progression to the clinical phase of programme will depend on passing the following:

- i. University Required Courses
- ii. School Required Courses
- iii. Departmental required courses

3.7 Coding and Numbering of Courses

- a. All courses shall have letter and number codes beginning with four letters signifying the department or subject, followed by a three-digit number in one of the following ranges:

Level 100 Courses 100 – 199

Level 200	“	200 – 299
Level 300	“	300 – 399
Level 400	“	400 – 499

- b. The third digit in the number code shall be:
- Zero (0) for a course that is offered in both semesters
 - Odd (1,3,5,7 or 9) for a course offered in the first semester
 - Even (2,4,6 or 8) for a course offered in the second semester.

3.8 Minimum and Maximum Work-Load per Semester

A student shall be required to carry a minimum workload of **18** credits per semester and a maximum of 21 credits.

3.9 Mode of Delivery

There will be a mixture of didactic lectures, Problem Based Learning (PBL) and Team Based Learning (TBL). Emphasis will be placed on TBL and PBL. The teaching modalities that will be utilised will emphasize active student participation via small group discussions, tutorials, computer-based educational and research tools, and self-directed learning. There will be practical sessions for the modules (physiology practical, anatomy dissection, etc.).

3.10 Assessment and Examinations

3.10.1 Semester Examinations

- Each course, with the exception of a project work/long essay/clinical/practical, shall normally be completed in one semester.
- A final (end-of-semester) examination shall normally be required as a part of every course. An examination schedule showing time and place of examination for each course shall be published each semester.
- Continuous assessment shall normally be required as part of every course during the semester or semesters in which the course is run. There shall be at least four (4) assessment examinations in a semester for theory courses and three (3) assessment examinations in a semester for clinical/practical courses.
- In all theory courses, continuous assessment shall comprise 40% and the end-of-semester examination 60% of the total course mark.

- e. All practical courses in Level 100 shall be assessed entirely by continuous assessments, that is, marks obtained from practical workbooks.
- f. All clinical and practical courses after Level 100 shall be assessed by a combination of continuous assessments, which shall contribute 40% to the final course mark, and an end-of-semester examination, which shall contribute 60% to the final course mark.
- g. No exemption shall be granted from any part of Levels 100 to 400 courses and examinations.

3.10.2 Written Examinations

These may take the form of a combination of the following:

- a. Written essays lasting not more than 30 minutes per question
- b. Short essays lasting not more than 15 minutes per question
- c. Multiple choice questions, the format of which shall be determined on a course by course basis by the School/Department.

3.10.3 Practical/Clinical Examination Requirements

- a. Candidates are required to pass practical/clinical examinations, which may include an oral component, at levels 300 and 400.
- b. Candidates shall obtain a minimum mark of 50% in order to pass.
- c. Levels 100 and 200 practical courses shall be assessed by continuous assessment.

3.10.4 Projects

- a. All candidates shall be required to undertake a research project work based on relevant problems. Each student shall be required to write a proposal for the project which will be assessed before commencing work on it.
- b. All candidates shall be required to undertake an oral defence of their project work. A minimum of 50% (grade D) shall be required to pass.
- c. A pass in the oral defence of the project shall be required for graduation

3.10.5 External Examiners

External examiners shall be required for Levels 300 and 400 clinical/practical examinations.

All external examiners shall be required to submit a written report on all aspects of the examination in which they examined.

3.10.6 Duration of Examination

Time allotted to examination papers shall be as follows:

1 – Credit Course	-	1 hour
2 – Credit Course	-	2 hours
3 or 4 – Credit Course	-	2 to 3 hours

3.10.7 Supplementary examinations, Student in good standing, Regulations for Passing, Regulations for Progression, Regulation for Withdrawal, Deferment of examination (see section 4)

3.11 Eligibility for the Bachelor's Degree

A Bachelor's Degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University, has followed the approved courses of study over the prescribed period and has satisfied the under listed conditions.

- a. University Requirements
 - i. Evidence of regular enrolment
 - ii. Discharge of all obligations owed to the University
 - iii. A pass in all University Required Courses
 - iv. Satisfactory performance in the appropriate University Examinations
- b. School /Department Requirement
Satisfactory discharge of such requirements as may be prescribed for the degree.

3.11.1 Requirements for Graduation

A candidate shall be deemed to have:

- a. Satisfied all General University and School requirements;
- b. Obtained passes in all courses and subjects;
- c. Accumulated all the credits for all core courses prescribed at Levels 100, 200, 300 and 400.
- d. Credits required for graduation: 163 credits

3.11.2 Classification of Bachelor's Degree

- a. All end-of-semester examination results from Level 100, including University and School required courses and prescribed electives, shall be taken into account in the computation of the Final Grade Point Average (FGPA).
 - b. The GPAs from Levels 100 to 400 shall have equal weighting.
 - c. In determining the FGPA, only pass grades shall be used.
 - d. The degree in physician assistantship is a professional qualification and shall not be classified. However, a student who obtains an FGPA between 3.75 and 4.0 shall be awarded Distinction and a student who obtains between 3.25-3.74 shall be awarded Credit. The award shall appear on the certificate of award of degree.
- **Confirmation of award of degree, Presentation of award, Cancellation of award, Transcript of academic record** (see section 4)

3.12 Programme Structure

Year One: Semester One				
Course Code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
UHAS 110	Quantitative Literacy	2	0	2
UHAS 105	Information Literacy	1	0	1
UHAS 107	Academic and Communicative Skills I	2	0	2
SBBS 111	Chemistry	2	0	2
SBBS 117	Biology	2	0	2
SBBS 112	Physics	2	0	2
SMPA 101	Introductory Microbiology	2	0	2
SMBM 105	Health Law and Medical Ethics	2	0	2
SMPA 109	Introduction to Clinical Psychology	2	0	3
	Total			18
Year One: Semester Two				
Course Code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
SMPA 112	Clinical Anatomy for Physician Assistants I	3	1	4
SMPA 114	Medical Physiology for Physician Assistants I	3	1	4
SMPA 102	Introduction to the Physician Assistant Profession	4	0	4
SMPA 104	Basic Nursing for Physician Assistants	3	0	3
UHAS 116	Academic and Communicative Skills II	2	0	2
UHAS 122	Introduction to Ghanaian and African Studies	2	0	2
	Total			19
Year One: Long Vacation Term Year 1 (6 weeks)				
Course Code	Course Title	Credits		
SMPA 200	Vocational Training I: Basic Nursing Skills practical	3		

Year Two: Semester One				
Course Code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
SMPA 223	Clinical Practice for Physician Assistants	3	0	3
UHAS 203	Medical Sociology	3	0	2
SMPA 219	Human Genetics & Immunology for PAs	3	0	3
SMPA 201	Introduction to Clinical Epidemiology	2	0	2
SMPA 213	Clinical Anatomy for Physician Assistants II	3	1	4
SMPA 215	Medical Physiology for Physician Assistants II	3	1	3
SMPA 217	General Biochemistry for Physician Assistants	3	0	3
	Total			20
Year Two: Semester Two				
Code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
SMPA 232	Clinical Nutrition for Physician Assistants	2	0	2
SMBM 214	Research Methods for Health Professionals	3	0	3
SMPA 236	Microbiology for Physician Assistants	3	1	3
SMPA 218	Haematology, Chemical Pathology & Clinical Laboratory Practice	3	0	3
SMPA 246	Clinical Psychology (Behaviour counselling and communication skills)	2	0	2
SMPA 244	Pharmacology & Therapeutics for PAs I	3	0	3
SMPA 242	General Pathology for Physician Assistants	3	1	3
	Total			19
Year Two: Long Vacation Term Year 2 (6 weeks)				
Course Code	Course Title	Credits		
SMPA 300	Vocational Training II: Physician Assistant Practice: History Taking, Physical Examination & Basic Clinical Management	3		

Year Three: Semester One				
Course Code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
SMPA 321	Pharmacology and Therapeutics for PAs II	3	0	3
SMPA 319	Radiology & other Investigative techniques	2	0	2
SMPA 323	Internal Medicine	7	0	7
SMPA 315	Principles of Health Care Administration and Management	3	0	3
SMPA 303	Systemic Pathology	3	0	3
SMPA 307	Introduction to Community Health	3	0	3
	Total			21
Year Three: Semester Two				
Course code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
SMPA 306	Obstetrics/Gynaecology	4	0	4
SMPA 308	Paediatrics	3	0	3
SMPA 312	Community Paediatrics	2	0	2
SMPA 314	Psychiatry	2	0	2
SMPA 316	Family Medicine and Primary care	3	0	3
SMPA 326	Surgery	6	0	6
	Total			20
Year Three: Long vacation Term year 3 (6 weeks)				
Course Code	Course Title	Credits		
SMPA 400	Vocational Training III: Surgical Skills & Interpretation of Laboratory & Radiological investigations	3		

Year Four: Semester One				
Course code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
SMPA 407	Internal Medicine Clerkship	4	2	6
SMPA 409	General Surgery Clerkship	4	2	6
SMPA 413	Psychiatry Clerkship	2	1	3
SMPA 410	Clinical Research Project	0	3	3
	Total			18
Year Four: Semester Two				
Course code	Course Title	Credits (Theory)	Credits (Practical)	Credits (Total)
SMPA 410	Clinical Research Project	0	3	3
SMPA 402	Obstetrics/Gynaecology Clerkship	6	2	8
SMPA 412	Paediatrics Clerkship	3	2	5
SMPA 416	Primary Care and Family Medicine Clerkship	2	1	3
	Total			19

4 SECTION 4: GENERAL REGULATIONS

(Guidelines in section applies to both Medicine and Physician Assistantship Programmes)

4.1 Student Security, Health and Welfare

- a. University wide policies apply to all students in School of Medicine (*please see general student handbook for details*).

4.2 Interruption of Study Programme

- a. A student in good standing may interrupt his/her study programme for two (2) continuous semesters only, so that the maximum period allowable for the completion of the programme is not exceeded.
- b. A student who wishes to interrupt his/her course of study shall apply in writing to the Registrar through the Dean of the School, at least **four** weeks before the commencement of the semester, stating reasons why he/she wants to interrupt his/her study programme. The decision of the Dean shall then be communicated to the Registrar who shall communicate same to the applicant before he/she temporarily leaves the University.
- c. With the express written permission of the Vice Chancellor, a student may be permitted to interrupt his/her studies by two additional semesters, but not exceeding four (4) semesters overall.
- d. A student who interrupts his/her studies without permission beyond the allowed four (4) continuous semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the University.
- e. Where the grounds for interruption of studies is medical, the Director of University Health Services shall be required to advise the Registrar on the propriety and length of the period of interruption. The Registrar shall cause the Director of University Health Services to investigate any medical report reaching his office from any health delivery facility outside the University Hospital and advise the Dean accordingly.

- f. Any student who does not go through the approved procedures before interrupting his/her studies shall be deemed to have abandoned his/her studentship. Subsequently, the Registrar shall cause the name of such a student to be removed from the student roll.

4.3 Module/ Course Credits

One (1) course credit per week for a semester shall be defined as follows:

- a. One-hour lecture or
- b. One-hour tutorial, or
- c. One practical or clinical session of two to three hours, or
- d. Six hours of fieldwork

4.4 Grading System

Student performance in a course shall be graded as follows:

Grade	Numerical Marks %	Grade Point	Interpretation
A	80 – 100	4.0	Distinction
B+	75 – 79	3.5	Credit
B	70 – 74	3.0	Good
C+	65 – 69	2.5	Fairly Good
C	60 – 64	2.0	Average
D+	55 – 59	1.5	Below Average
D	50 – 54	1.0	Marginal Pass
E	45 – 49	0.5	Unsatisfactory
F	0 – 44	0	Fail
X		0	Fail
Z		0	Disqualification
I		0	Incomplete
Y		0	Continuing

4.4.1 Grade Point (GP)

Each Grade is assigned an equivalent grade point as indicated above. The number of grade points earned by a student, for each course completed, is computed as the product of the number of credits for the course and the grade point equivalent to the letter grade obtained in that course.

4.4.2 Cumulative Grade Point Average (CGPA)

The student's cumulative grade point average is calculated by dividing the total number of grade points obtained, up to any specified time, by the total number for credits of **all core** courses and prescribed electives for which the student has registered up to that time.

4.4.3 Final Grade Point Average (FGPA)

The FGPA is the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

4.4.4 Definition of Grades

- a. Pass Grades: Grades A to D constitute Pass Grades in a course.
- b. Failure Grades: Grade E, F, X, Z constitute Failure grades in a course
- c. Continuing: Grade Y (denoting Continuing) shall be awarded at the end of a semester to any student who is taking a course that continues into the next semester.

4.4.5 Audit

A grade AUDI shall be awarded for attendance at lectures where no examination is taken, or where an examination is taken but no mark can be returned, for good reasons. The grade AUDI is not taken into account in the calculation of the FGPA.

4.4.6 Non-Completion of Course

- a. A grade I (denoting Incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.
- b. A grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as unsatisfactory.

4.4.7 Disqualification

- a. A grade Z denotes disqualification from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination, be it in a Principal subject, an Ancillary or any other paper.

- b. A candidate awarded a grade Z may be debarred from taking a University Examination for a stated period, or indefinitely, or may be expelled from the University.
- c. A grade Z may be awarded only by the Board of Examiners.

4.5 Eligibility for Examinations

- a. A student is expected to attend all lectures, tutorials, seminars and practical/clinical and other activities prescribed and undertake all other assignments as approved by the University in addition to those prescribed for the courses in the programme for which he/she has registered. Attendance at a minimum of 75% of all prescribed activities is required to be eligible to take examinations in that particular course.
- b. The School shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfil the requirements for any course shall not be allowed to take the examination for that course.
- c. In any case, a student who is absent for a cumulative period of 21 days from all lectures, tutorials, practical and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit the end-semester- examination. In the case of School or Departmental course, the student shall be deemed to have withdrawn from the entire programme.
- d. A student who does not fulfil the requirements for any course shall not be allowed to sit the examination for that course.
- e. Students will only be eligible to appear for examinations if they have been financially cleared by the university
- f. Any student who writes an examination for which he/she is not registered will not be credited for the course.

4.6 Registration for Examinations

- a. Registration for a University Examination shall require endorsement of the Registration Form by the Head of Department to the effect that the candidate has pursued satisfactorily the approved course(s) of study in each subject being offered over the prescribed period, and has attended at least 75% of lectures, tutorials, practicals and other activities prescribed for course(s) of

study in the subject. A candidate's registration shall not be valid unless it is so endorsed.

- b. Endorsement shall be withheld if a candidate is deemed not to have followed satisfactorily the approved course of study. In any event of the withholding of an endorsement, the Head of Department shall request the confirmation by the Board of the Medical School.

4.7 Supplementary Examinations

- a. A student who fails to obtain a minimum mark of 50% or grade point average of 1.0 in any course fails that course and shall be required by the Examiners' Board to re-write the examination in the failed course at a Supplementary Examination to be held in the Long Vacation.
- b. A student who fails any part (theory or practical) of a course that has both theory and practical components shall be required by the Examiners' Board to re-write all parts of the examination (that is both practical and theory components).
- c. Supplementary Examinations shall not include continuous assessment marks.
- d. A student who fails to obtain the requisite pass in a core course after the Supplementary Examinations shall be asked to repeat the academic year.
- e. If a student repeats a course and passes its examination, he/she shall be awarded the full grade earned on that occasion. The student's transcript will show the number of occasions the candidate took the examination for that particular course and the grades earned on all such occasions.
- f. A student shall be allowed to re-sit a failed course only upon payment of the appropriate fee.
- g. A student shall be allowed to take not more than 4 courses in any programme at any one time as Supplementary Examination. For the avoidance of doubt, any student required to re-write more than 4 courses at a Supplementary Examination, shall be asked by the Examiners' Board to repeat the entire year of the Level at which he/she has failed outright without sitting the Supplementary Examination.
- h. A student who repeats a Level shall be required to audit all courses, which he/she has passed at that Level. Such student shall be required to take all

continuous assessment examinations but not the end-of-semester examination. A grade AUDI shall be awarded for all such courses.

4.8 Student in Good Standing

A student in good standing shall be one whose Cumulative Grade Point Average (CGPA) is at least 1.0 (Grade D) and has passed all core courses and prescribed electives.

4.9 Passing and Withdrawal

4.9.1 Regulations for Passing

- a. A student who fails to obtain the requisite pass in a core course after repeating the year shall be allowed to write the supplementary examination for that course.
- b. A student who fails any course after repeating outright without taking the Supplementary shall be required to rewrite the course examination at the next Supplementary Examination. If the student fails to make a pass mark/grade in the fourth attempt, he/she shall not be allowed any further attempts.
- c. A student who fails any core course after four (4) sittings/attempts shall not be allowed to sit for any further examinations in that course.

4.9.2 Regulations for Progression

- a. A student shall proceed to the next Level of the programme if and only if he/she has passed all the core courses and prescribed electives in all examinations of the preceding Level.
- b. There shall be no probation.

4.10 Regulation for Withdrawal

A candidate who does not qualify to progress to next level on the basis of **4.9** above shall be asked by the Registrar to withdraw from the University.

4.11 Deferment of Examination

- a. On Grounds of ill health: A student who has satisfied all the requirements but is unable to take the main (end of semester) examination on grounds of ill health shall — on application to the Registrar and on provision of medical certificate issued or endorsed by a registered medical doctor (not less than the rank of a senior medical officer) or the Head of relevant department — be allowed to take supplementary examination as his/her main examination.

Subsequently application for deferment, on grounds of ill-health, shall be subject to a Medical Certificate issued by a properly constituted Medical Board.

- b. On Grounds other than ill-Health: In cases of deferment on grounds other than ill-health, the Dean of the School of Medicine shall invite the applicant for an interview and advise the University as appropriate. It shall be the student's responsibility to satisfy the University beyond reasonable doubt why he/she wishes to defer the examinations and it shall be determined by the University whether these reasons warrant an authorized deferral.
- c. In all cases of deferment of examinations, the applicant(s) shall obtain written responses from the Registrar before leaving the University in good standing.

4.12 Examiners Board

There shall be an Examiners Board for the Main and Supplementary Examination in respect of each year of study.

- a. The Examiners' Board for Levels 100, 200 & 300 may comprise the following:
 - i. Dean of School of Medicine
 - ii. Vice Dean, School of Medicine
 - iii. Heads of relevant Departments
 - iv. Internal Examiners for various courses
 - v. School Officer (in attendance)
 - vi. Assistant Registrar (Academic Affairs) – Secretary
- b. The Examiners' Board for Levels 400, 500 & 600 may comprise the following:
 - i. Dean of the School of Medicine – Chairman
 - ii. Vice Dean, School of Medicine
 - iii. Heads of relevant Departments
 - iv. Internal Examiners for various courses
 - v. External Examiners.
 - vi. School Officer (in attendance)
 - vii. Assistant Registrar (Academic Affairs) – Secretary
- c. The Examiners Board shall receive, consider and determine the results of the programme at all levels.

- d. The Examiners Board shall be required to make appropriate recommendations on any candidates based on his/her performance and also on any aspect of the examination as it deems fit.
- e. The decisions and recommendations of the Examiners' Board shall be subject to the approval of the University Academic Board.

4.13 Declaration of Results

Results of semester examinations taken at the end of each semester shall normally be published by the registrar before the commencement of the next semester.

Results indicating the students' performance in the examination shall be made available to the student through various platforms (e.g. students' portal, notice boards).

4.14 Confirmation of Award of Degree

A list of candidates who are deemed eligible (as founded in **2.10** or **3.11**) shall be laid before the Academic Board for approval at the first meeting in the following academic year. No award shall be confirmed unless the Academic Board is satisfied that the candidate has satisfied all the conditions for the award of a degree.

4.15 Presentation of Award

Following confirmation of an award of a degree as in **4.14** above, the candidate shall be entitled to be awarded a bachelor degree (MBChB or BSc Physician Assistantship as appropriate) under the seal of the University at a Congregation of the University assembled for that purpose or failing that, to be sent the degree by registered post. The degree shall indicate the Principal Subject or Subjects offered.

4.16 Cancellation of Award

Notwithstanding previous confirmation of an award of and presentation of a degree as in **4.15** above, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

- a. A candidate has entered the University with false qualifications, or
- b. A candidate has impersonated someone else, or
- c. A candidate has been guilty of an examination malpractice for which a grade Z would have been awarded, or

- d. That there are other reasons that would have led to the withholding of confirmation of the award in the first place.

In any such event, the decision of the Academic Board shall be published on the University Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

4.17 Transcript of Academic Record

At the end of a student's programme, the University shall, on the payment of an appropriate fee, issue to the particular student a complete transcript of his/her academic record. This transcript shall be marked *Student Copy* and shall record all courses attempted and all results obtained.

4.18 Employment

Areas in which the students are likely to be employed include:

- a. Hospitals and other health care facilities including home health care agencies
- b. Schools and Universities
- c. Government and Community Agencies
- d. Research Institutions
- e. Self-employment (There are considerable opportunities to become self-employed).