



TEXILA  
AMERICAN  
UNIVERSITY



# COLLEGE OF MEDICINE

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# STUDENT HANDBOOK

2024-2025

## **About the Handbook**

This handbook is the official publication of Texila American University College of Medicine (TAUCOM). It provides information on the policies and procedures of TAUCOM, including admissions, academics, financial and other relevant policies relating to students while enrolled in the college. The primary mission of TAUCOM is to create physicians and health professionals for excellence in the world of tomorrow with compassion for the poor and rich alike.

We hope that students find the contents interesting and useful as they begin their journey and progress through their medical education. Students are encouraged to keep this handbook accessible as it contains useful information for all stages during the entire MD program.

This handbook has been compiled for the information and benefit of the students; the policies mentioned in this handbook must be adhered to by all the students. The policies and procedures are reviewed and revised periodically. If such changes are made, the students will be provided with proper notification. Students will be bound by any change, amendment, revision, addition, or deletion of TAUCOM policies. Students are expected to be familiar with the most recent version of these policies and procedures. TAUCOM reserves the right to make any changes in this handbook when determined by the college to be in the best interest of the students and deemed necessary.

TAUCOM operates in an English-speaking country and English is the primary language of instruction and assessment.

The latest version of the handbook can be found at [tau.edu.gy/studenthandbook.pdf](http://tau.edu.gy/studenthandbook.pdf).

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## **1. Message from The Founders**

### **Dear Students,**

We, Mr. S.P. Saju Bhaskar, and Ms. Chithra Saju are immensely grateful to be able to reach you through another edition of the Texila American University - College of Medicine (TAUCOM) Student Handbook. It has been an eventful journey thus far and will continue to only get more exciting further. We are proud of all your achievements and involvement in the activities thus far.

Texila has seen several students through the years and what has never failed us is the memories each cohort leaves behind. We are blessed with students who possess priceless talents and are passionate about their dreams. That is why TAUCOM is fully focused on nurturing every student so that each individual student will be able to contribute to society in any possible way.

We commend the students for adhering to the campus culture, accepting fellow students with warmth, and working tirelessly towards their goals. These are the driving factors that propel Texila towards progress. Our students have never failed to wow us with their work and dedication in all the opportunities that knock on their door. Texila will keep shaping its students towards excellence and send them as the finest professionals into society.

We once again take this opportunity to welcome our students and freshmen batch into the portals of this great institution and look forward to their individual contribution towards the growth in their careers as well as in Texila. Please feel free to reach us at [president@tau.edu.gy](mailto:president@tau.edu.gy) if we can be of any assistance.

**Best Wishes!**

**President and Executive Vice President,  
Texila American University**

## **2. Message from The Provost**

The Texila American University College of Medicine (TAUCOM) welcomes you to the medical profession. For years, TAUCOM has been in the forefront of providing professional medical education to qualified students from around the globe. With dedicated and skilled faculty, excellent infrastructure, library facilities, laboratories, skill labs, and clinical facilities the institution has been attracting students from Guyana, the Caribbean, Africa, and India as well as many other countries in the world.

The College of Medicine endeavors to provide the best to the students and prepare them to take up the challenges of tomorrow, so that when they complete their formal education, they are competent to handle the challenges and responsibilities of the medical profession.

The Student Handbook is the student's repository for all academic and student life policies. This handbook will serve as a guidebook and reference during your years as a medical student. It contains all the relevant information needed to understand and abide by the school's guidelines and policies. The volume of information that must be assimilated by medical students can be overwhelming. Access to the accurate and timely information found in the Student Handbook will aid the medical student as he or she navigates successfully through the basic science and clinical years on their journey to the practice of medicine.

**Welcome to TAUCOM!**

**Dr. Hugh Duckworth**  
**Provost,**  
**Texila American University**



### **3. Message From The Chief Academic Officer**

I am delighted to welcome you to Texila American University College of Medicine (TAUCOM) and looking forward to guiding you in your journey to become model physicians and community leaders. Everything we do at TAUCOM, including our strategies and curriculum is driven by one factor, serving humanity.

Going by the same principle, we are proud to have a student body which comes from twenty-six different countries bringing their culture and uniqueness under one roof. Having such diverse student body is both a pleasure and challenge at the same time, which motivates us to try our best to provide a warm and welcoming environment to all our students and create enough opportunity for them to understand their cultures and learn to be respectful towards it.

The medical curriculum at TAU has been upgraded recently to encourage more integration and to lead progressive and interactive learning. There is an emphasis on self-directed learning supported by small group interactive sessions to assess and address the specific academic needs of individual students.

For the clinical training, we have clinical rotation sites available in Guyana, and the USA served by highly qualified and passionate clinical academic faculty. These hospitals provide a wide range and variety of clinical cases that our students are exposed to daily. These experiences provide many opportunities for them to learn and practice clinical skills.

Our efforts are not limited to the campus only. In view of our commitment to community service, we ensure that students get engaged in various community-based activities such as community-based research, old age home visits, mobile clinic visits, and community awareness programs.

The aim at TAUCOM is to provide students an opportunity to grow not only as physicians but also good human beings by providing an environment of collaborative learning and mutual respect and help them discover a sense of purpose.

It is an honor and pleasure to witness our graduates emerging as individuals assured of their knowledge and clinical skills with a healthy perspective towards life and a deep passion for medicine to serve humanity.

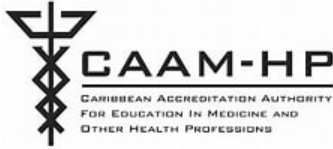
**Welcome to TAUCOM!**

**Dr. Dheeraj Bansal**  
**Chief Academic Officer, College of Medicine,**  
**Texila American University**

#### 4. Offices and Services

<b>Admissions and Enrollment</b> Dr. Ajay Kumar Singh Rajput COO and Registrar email ID: ajay.kumar@tau.edu.gy	<b>Student Affairs</b> Mr. Chakkaravarthy Student Affairs Manager email ID: chakkaravarthy@tau.edu.gy	<b>Clinical Affairs – Guyana</b> Dr. Dave C. Paguntalan Clinical Program Manager email ID: dave.p@tau.edu.gy
<b>Student Records and Registration</b> Ms. Esther Chaitram Document Executive email ID: esther.chaitram@tau.edu.gy	<b>Department of Examination</b> Dr. Vijay Fidelis Jerome Controller of Examinations email ID: vijay.f@tau.edu.gy	<b>Finance and Student Billing</b> Mr. Sarath Kumar S Finance Officer email ID: sarath.kumar@tau.edu.gy
<b>Accounts</b> Mr. Umesh Lingan Account Manager email ID: umesh.l@tau.edu.gy	<b>Human Resources</b> Ms. Adeiola Cordis HR Assistant email ID: adeiola.cordis@tau.edu.gy	<b>Emergency Contact Site: Guyana</b> Mr. Chakkaravarthy Student Affairs Manager email ID: chakkaravarthy@tau.edu.gy WhatsApp no.: +592 676 2334

## 5. Accreditations and Recognitions



### **Caribbean Accreditation Authority for Education in Medicine and Other Health Professions (CAAM-HP)**

Texila American University (TAU) is accredited by CAAM-HP. This applies to the MD program offered by the TAUCOM.



### **Accreditation Commission on Colleges of Medicine (ACCM)**

TAU is accredited by the Accreditation Commission on Colleges of Medicine (ACCM) for six years which personifies the quality education imparted at TAU. The contact information for ACCM is:

ACCM Secretariat, 6-9 Trinity Street, Dublin D02 EY47, Ireland

Tel: +353 87 238 8502; Email: [office@accredmed.org](mailto:office@accredmed.org)

Website: [www.accredmed.org](http://www.accredmed.org)



### **Educational Commission for Foreign Medical Graduates (ECFMG)**

TAU is recognized by ECFMG that evaluates the readiness of International Medical Graduates to acquire residency or fellowship programs in the United States. Graduates of TAUCOM are eligible to apply and sit for any step of USMLE in fulfillment of the ECFMG certification requirements for US Residency Positions.



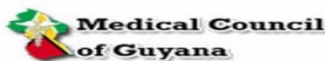
### **World Directory of Medical Schools (WDOMS)**

TAU is listed in World Directory of Medical Schools (WDOMS) which maintains the list of all the medical schools in the world, with accurate, up-to-date, and comprehensive information on each school.



### **National Accreditation Council of Guyana (NACG)**

TAU is recognized by the Department of Education via registration with the National Accreditation Council of Guyana.



### **Medical Council of Guyana (MCG)**

TAU is recognized by the Medical Council of Guyana (MCG) - a regulatory body formed to enhance and monitor the functioning of the medical fraternity in Guyana

### **Other Medical Councils and Regulatory Bodies**

TAU is recognized by the Medical Council of Canada, Medical Council of India, Pakistan Medical and Dental Council, Medical Council of Nigeria, Medical Health Professions Council of South Africa and many other regional regulatory bodies and councils which enables our graduates to practice worldwide.

## 6. Vision and Mission

### Vision

To lead in advancing human health through best clinical care, innovative research, and education of health professionals in modern medicine in a culture that supports diversity, inclusion, critical thinking, and creativity.

### 7. Mission & Goals

- **To create health professionals for excellence in the contemporary world of tomorrow**
  - *Goal: Formation of health professionals committed to professional excellence*
- **To create doctors with compassion for the poor and rich alike**
  - *Goal: Foster compassion and empathy as lifelong physician attributes*
- **To instill excitement for the health science in young minds**
  - *Goal: Encourage eagerness in the learning of medical science*
- **To generate awareness in the application of health science and wellness for the welfare of society**
  - *Goal: Inspire the promotion of health and wellness in a diverse society*
- **To provide a supportive global learning and research environment in health and allied sciences rising above the geographical and cultural boundaries**
  - *Goal: Excel in research and discovery in biomedical sciences, medical education, and health care*

## 8. Academic Calendar

Activity	March Semester	September Semester
Semester Orientation	March 26, 2024	September 23, 2024
Commencement of Classes	March 27, 2024	September 24, 2024
White Coat Ceremony	April 05, 2024	September 27, 2024
Last Day of Registration	May 06, 2024	October 28, 2024
Exam - I	April 30 – May 09, 2024	October 29 - November 06, 2024
Exam - II (Mid semester)	June 11 - 19, 2024	December 10 - 17, 2024
Exam - III	July 23 - 30, 2024	January 21 - 28, 2025
Exam - IV (NBME Exam)	August 28 – September 06, 2024	February 26 – March 07, 2025
Last Day of the Semester	September 06, 2024	March 07, 2025

## 9. Admissions

Students applying to the TAUCOM Doctor of Medicine program are selected based on their academic, personal, and extracurricular abilities. Additionally, students must have the intellectual, physical, and emotional capacities to meet the requirements of a successful medical career. Students are enrolled twice a year with classes beginning in March and September. The Admissions Committee is vested with the authority of selecting students who can cope with the rigor of medical education. The goal of the Admissions Committee is to develop a diverse student body and to evaluate each applicant in a holistic manner. The committee takes into consideration all the components of the application including

premedical grades, performance in TMAT (Texila Medical Admissions Test), MMI (Multiple Mini Interviews), the consistency and progression of student achievements. Students may apply for admission to the program at any time throughout the year.

#### **a. Admission Documents**

- Completed online application.
- Copy of most recent Passport
- Passport size color photo
- Official transcripts from all institutions attended.
- Personal statement (one page or 1500 words explaining why you want to become a physician)
- Resume or CV
- Two letters of recommendation (At least one must come from an academic source)

#### **b. Admission Process**

- Complete online application
- Submit all the required documents.
- Pay the application fee.
- Initial screening by an admissions officer for eligibility
- Review of application and supporting documents by the admissions committee for eligibility to appear for TMAT and MMI.
- Take TMAT (Texila Medical Admissions Test)
- Attend MMI (Multiple Mini Interviews)
- Final decision by the Admissions Committee

#### **c. Admission Requirements**

Applicants to the MD program are expected to have a minimum of ninety college-level credits or equivalent education with the following required courses:

- One year of Inorganic or General Chemistry (with labs)
- One year of Organic Chemistry (with labs)
- One year of General Biology (with labs)
- One year of Physics (with labs)
- One year of English
- Pre-Calculus/Calculus or Statistics

\*Students who have successfully completed advanced science courses such as Anatomy, Physiology, Biochemistry, and Genetics will be given strong consideration.

#### **d. TMAT (Texila Medical Admission Test)**

Texila Medical Admission Test (TMAT): TMAT is an MCQ based examination consisting of two hundred basic science questions including basic concepts of Human Anatomy 25%, basic concepts of Physiology 25%, basic concepts of Biochemistry 25%, Medical Terminology 10%, Psychology 5%, fundamental Organic Chemistry 5%, and basic Biology 5%. The

required pass percentage for acceptance of the applicant is a 70% score in TMAT. The time duration for TMAT is four hours.

#### **e. Multiple Mini Interviews (MMI)**

MMI interviews consist of five short practical assessments, usually 10 minutes each, which are conducted by the faculty members known as 'Admission Interviewers', who are appointed by the Admissions Committee. Applicants will be presented with a scenario before each mini-interview, so the applicant will have sufficient time to prepare an answer. Seventy percent is the required pass percentage for acceptance of the applicant in MMI. MMI is conducted to assess the applicants based on the following parameters:

1. Ethical Decision Making
2. Critical Thinking
3. Reasoning
4. Psychological ability
5. Communication Skills

#### **f. Transfer Applicants**

TAUCOM welcomes students from the World Directory of Medical Schools recognized institutions as transfer applicants to the MD program. TAUCOM currently does not accept students to the Clinical Sciences and transfer applications are ONLY considered to the Basic Sciences program.

Transfer credit is not automatic, and applicants must not assume that courses taken at other institutions will meet TAUCOM requirements. Acceptance of transfer credit is subject to verification and approval by the Admissions Committee and subject to the availability of classes. Each transfer student application is carefully reviewed by the Admissions Committee.

#### **g. Visiting Students**

TAUCOM has elective opportunities available at its clinical sites for students from other medical schools. To be eligible for consideration, students must meet the following criteria:

- Visiting students must be a candidate for the MD degree in good standing in a recognized medical school.
- Visiting students shall be limited to a maximum of (8 weeks) of experience at our campuses during their medical school career.
- Electives will be assigned to visiting students only after all TAUCOM students have been scheduled.

#### **All visiting students must have the following:**

- Coverage for malpractice/ liability insurance in the amount of \$1 million per incident and \$3 million aggregate from their institution or from acceptable other sources,
- Personal health insurance,
- Required immunizations.

- Proof of COVID vaccines required by our clinical affiliates.
- Current BLS/ACLS certification at time of scheduled rotation,

Home school must be willing to enter into an affiliation agreement with TACUCOM.

Visiting students must have completed instruction in the basic physical examination and have a working knowledge of general ward procedures. All electives require that the student has completed the basic Family Medicine, Internal Medicine, Pediatrics, Surgery, Psychiatry, and Obstetrics-Gynecology clerkships.

All students must have met the prerequisites of the clerkship to which they are applying.

#### **h. Technical Standards**

Students of TAUCOM are selected through the Admissions Committee based on their academic, problem solving, critical thinking, knowledge of scientific concepts & principles and extracurricular abilities. Additionally, students must have the intellectual, physical, and emotional capacities to meet the requirements of a successful medical career.

TAUCOM intends for its students to become competent and compassionate physicians who meet the set standards for the medical profession. TAUCOM is committed to educating and training future leaders in medicine.

The Liaison Committee on Medical Education (LCME), an accrediting body for medical education in the United States, has defined and described the technical standards which are adopted by TAUCOM as the expected physical and mental abilities of all candidates and future graduates of the College of Medicine.

The following abilities and characteristics, in addition to academic standards, are requirements for admission, promotion, and graduation for all medicine students:

#### **Visual**

Students should observe materials presented in the learning environment including audiovisual presentations, written documents, microbiology cultures, microscopic examination of microorganisms, tissues and gross organs in the normal and pathologic state and diagnostic images. They should also observe patients accurately and completely, both at a distance and directly. This requires functional vision, hearing, and somatic sensation.

#### **Oral-Auditory**

Students are expected to speak, write, hear, and read effectively. They should also be able to perceive non-verbal communications, including facial expression, body language, and affect. They should be able to communicate sensitively with patients and their families via speech as well as reading/writing.

#### **Motor and Sensory**

Students must possess the capacity to elicit information from patients via palpation, auscultation, and percussion, as well as conduct diagnostic maneuvers. They must be able to execute movements required to provide general medical care and emergency treatment to

patients. They should be able to manipulate equipment and instruments to perform basic laboratory tests and procedures as required to attain curricular goals. For example, needles, stethoscope, ophthalmoscope, tongue blades, intravenous equipment, scalpel etc.

### **Strength and Mobility**

Students should possess appropriate posture, balance, flexibility, mobility, and endurance for standing, sitting, and participating during the laboratory, classroom, and clinical sessions.

### **Cognitive**

Students are expected to possess sufficient cognitive (mental) abilities and effective learning techniques to obtain, collect, memorize, analyze, integrate, process, and apply the volume of detailed and complex information presented by the curriculum. They should be able to learn through a variety of methods including lectures, alternative classroom instruction, demonstrations, hands on experiences and small group, team, and collaborative discussions.

They must have the ability to perform calculations necessary to solve quantitative problems as required by the curriculum. They should be able to apply knowledge and reasoning to solve problems and make decisions as outlined by the curriculum. They must recognize, comprehend, and draw conclusions about three dimensional spatial relationships of structures and logical sequential relationships among events.

### **Behavioral and Social**

Students should possess the emotional stability and maturity to fully apply his/her intellectual skill, exercise good judgment, and to complete all responsibilities addressed to the diagnosis and care of patients. They should be able to develop a mature, sensitive, and effective relationship with patients and colleagues.

Students must be able to tolerate the physical, mental, and emotional stress and long work hours experienced during training and patient care. They must possess qualities of adaptability, flexibility, and the ability to function in the face of uncertainty. They should be able to behave in a trustworthy and ethical and moral manner consistent with professional values and standards. They must exhibit sufficient people skills, knowledge, and attitudes to interact positively and sensitively with people from all parts of society, ethnic backgrounds, and belief systems.

### **Technical Requirements:**

- Students should be able to observe, demonstrate, and participate in experiments in the basic sciences.
- Students must be able to analyze, synthesize, extrapolate, solve problems, and reach diagnostic and therapeutic judgments.
- Students should make sufficient use of these senses of vision and hearing and the somatic sensation necessary to perform a physical examination. Students should be able to perform palpation, auscultation, and percussion.



- Students should be able to relate to patients and establish sensitive, professional relationships with patients.
- Students should be able to learn and perform routine laboratory tests and diagnostic procedures.
- Students should be able to communicate the results of the examination to the patient and his colleagues with accuracy, clarity, and efficiency.
- Students should be able to perform routine invasive procedures as part of training using universal procedures without substantial risk of infection to patients.
- Students must be able to perform precise, quick, and appropriate actions in emergency situations.
- Students must be able to display good judgment in the assessment and treatment of patients.
- Students must possess the perseverance, diligence, and consistency to complete the medical school curriculum and enter their independent practice of medicine.
- Students should be able to accept criticism and respond by appropriate modification of behavior.

## 10. Academics

### a. Educational Objectives

Graduates of TAUCOM are expected to possess the below mentioned ten medical graduate attributes and demonstrate competency in the following areas or domains, and the related objectives.

#### TAUCOM Medical Graduate Attributes (MGA)

SL. NO	ATTRIBUTE	OBJECTIVES
MGA -1	<b>Clinician/ practitioner</b>	<ul style="list-style-type: none"> <li>• Understand and provide preventive, primitive, curative, palliative, and holistic care with compassion.</li> <li>• Apply medical knowledge, clinical skills, and professional values to their provision of high – quality care.</li> <li>• Collect and interpret information, make clinical decisions, and conduct diagnostic and therapeutic interventions.</li> </ul>
MGA-2	<b>Scholar</b>	<ul style="list-style-type: none"> <li>• Demonstrate a lifelong commitment to continually enhancing practice.</li> <li>• Seek out and use science evidence to inform decision-making.</li> <li>• Implement an actively planned approach to fill gaps in knowledge, skills, and attitudes, required to deliver care with the potential to contribute towards “original research.”</li> </ul>
MGA-3	<b>Educator</b>	<ul style="list-style-type: none"> <li>• Educate peers, patients, families, public, colleagues and other healthcare professionals using methods appropriate for each audience.</li> </ul>
MGA-4	<b>Communicator</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively with patients, families, colleagues, and community members, to form strong therapeutic alliances with patients and their families by finding common ground with the patient, sharing information, and managing care according to the patient’s needs, values, and preferences in mind.</li> </ul>
MGA-5	<b>Advocate</b>	<ul style="list-style-type: none"> <li>• Develop partnerships with patients and families to navigate the health care system to improve individual health outcomes.</li> </ul>

		<ul style="list-style-type: none"> <li>Promote public wellbeing through creating awareness of important health issues including disease prevention, health promotion, health protection and health equity.</li> </ul>
<b>MGA-6</b>	<b>Leader</b>	<ul style="list-style-type: none"> <li>Be a leader and member of the health care team and system with capabilities to collect, analyze and synthesize health related data.</li> <li>Engage others to implement high-quality, future-oriented, and innovative health-care practices.</li> </ul>
<b>MGA-7</b>	<b>Collaborator</b>	<ul style="list-style-type: none"> <li>Pursue common goals with other professionals in the health care environment and community, through building relationships based on trust, respect, effective communication, and willingness to learn from others.</li> </ul>
<b>MGA-8</b>	<b>Professional</b>	<ul style="list-style-type: none"> <li>Demonstrate a commitment to ethical practice, high personal standards of behavior, accountability to the profession, ongoing professional development, and maintenance of personal wellbeing.</li> </ul>
<b>MGA-9</b>	<b>Lifelong Learner</b>	<ul style="list-style-type: none"> <li>Commitment to continuous improvement of skills and knowledge in pursuit of personal and professional development.</li> </ul>
<b>MGA-10</b>	<b>Ethically and Socially Responsible</b>	<ul style="list-style-type: none"> <li>Ability to recognize, reflect and respond appropriately to the social, cultural, and ethical issues.</li> </ul>

**b. Educational Program Core Competencies:**

**PC-1: Medical Knowledge**

Medical graduates must be able to demonstrate knowledge about established and evolving biomedical, clinical, and cognate (e.g., epidemiological, and social-behavioral) sciences and the application of this knowledge to patient care.

**PC-2: Professionalism**

Medical graduates must be able to demonstrate a commitment to fulfilling professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population.

**PC-3: Patient Care**

Medical graduates must be able to provide patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

**PC-4: Interpersonal and Communication Skills**

Medical graduates must be able to demonstrate interpersonal and communication skills that result in effective information exchange and teaming with patients, patients’ families, and professional associates.

**PC-5: Systems-Based Practice**

Medical graduates must be able to demonstrate an awareness of and responsiveness to the larger context and system of health care and the ability to effectively call on system resources to provide care that is of optimal value.

### **PC-6: Interprofessional Collaboration**

Medical graduates must be able to maintain an interprofessional collaboration in the process of developing and maintaining effective inter-professional working relationships with learners, practitioners, patients/ clients/ families, and communities to enable optimal health outcomes.

### **PC-7: Practice-Based Learning and Improvement**

Medical graduates must be able to investigate and evaluate their patient care practices, appraise, and assimilate scientific evidence, and improve their patient care practices.

### **PC-8: Personal and Professional Development**

The aim of personal and professional development is to help medical graduates manage their own learning and growth throughout their career. It is important that medical graduates continue to learn and develop to keep their skills and knowledge up to date and ensure you continue to work safely, legally, and effectively.

### **c. Mapping of Educational Program Objectives with Program Core Competencies**

<b>Sl. No.</b>	<b>Program Objectives</b>	<b>Program Core Competencies</b>
1	PObj-1: Demonstrate understanding of current core knowledge of basic biomedical science through an interdisciplinary approach to the understanding of the processes that support normal development, structure, and function of the human organism.	PC-1: Medical Knowledge
2	PObj-2: Demonstrate understanding of current core knowledge of normal and altered structure and function of organ systems, to apply that knowledge to the recognition and management of complex clinical conditions.	PC-1: Medical Knowledge
3	PObj-3: Demonstrate the ability to evaluate patients and properly manage their medical problems by (a) completing comprehensive histories and physical examinations, (b) obtaining focused histories and perform relevant physical examinations (c) to correctly identify patients' medical problems through critical thinking and to formulate hypotheses as to etiology and solutions; (d) successful development of diagnostic strategies; and (e) formulation and implementation of management plan.	PC-1: Medical Knowledge PC-2: Professionalism PC-3: Patient Care PC-4: Interpersonal and Communication Skills PC-6: Interprofessional Collaboration PC-8: Personal and Professional Development
4	PObj-4: Apply knowledge of the scientific method in medical diagnosis and treatment and in research. The student should be able to evaluate published findings and to apply scientific evidence-based reasoning to the solution of medical problems.	PC-1: Medical Knowledge PC-7: Practice-Based Learning and Improvement
5	PObj-5: Demonstrate understanding of the impact of the various stages of life, as well as the effects of gender, lifestyle, socioeconomic status, nutritional factors, genetic characteristics, psychosocial and epidemiologic factors, and culture upon the quality of human health and the prevalence of disease, disease prevention and health maintenance.	PC-1: Medical Knowledge PC-3: Patient Care PC-5: Systems-Based Practice

6	PObj-6: Demonstrate an understanding of the fundamental concepts of continuity of care (preventive, rehabilitative and end-of-life) in addition to the diagnosis of acute medical problems and be able to apply these concepts to clinical practice on a local, regional, national, or international level.	PC-3: Patient Care PC-5: Systems-Based Practice
7	PObj-7: Demonstrate mastery of a variety of skills, such as effective communication during interviewing patients and educating patients about their diseases and communicating with their families. The student must also demonstrate appropriate skills during physical examinations (proper use of instruments; application of manual techniques) and in utilization of laboratory resources (ordering appropriate tests; interpreting values).	PC-2: Professionalism PC-3: Patient Care PC-4: Interpersonal and Communication Skills PC-6: Interprofessional Collaboration PC-8: Personal and Professional Development
8	PObj-8: Exhibit appropriate professional behavior in interactions with patient and their families, peers, and other healthcare professionals to adhere to professional standards of ethical behavior, and to function harmoniously and respectfully as a member of a diverse health care team.	PC-1: Medical Knowledge
9	PObj-9: Demonstrate mastery of the curriculum essential to progress along the pathway toward licensure for the practice of medicine.	PC-1: Medical Knowledge
10	PObj-10: Display skills of independent, life-long, and progressive learning.	PC-1: Medical Knowledge PC-2: Professionalism PC-3: Patient Care PC-6: Interpersonal and Communication Skills PC-7: Interprofessional Collaboration PC-8: Personal and Professional Development
11	PObj-11: Manifest self-awareness, self-care, self-assessment, and personal growth sufficient to be a role model for others.	PC-1: Medical Knowledge PC-7: Practice-Based Learning and Improvement
12	PObj-12: Show sensitivity toward the need to address and resolve health disparities at all levels.	PC-1: Medical Knowledge PC-3: Patient Care PC-5: Systems-Based Practice
13	PObj-13: Show mastery of the scholarly expectations of the medical faculty of the College of Medicine as determined by appropriately designed and applied assessment methodologies, including but not limited to written examination performance and practical clinical skills.	PC-3: Patient Care PC-5: Systems-Based Practice

### c. MD Program

The MD program has two components Basic Science and Clinical Sciences. The Basic Sciences Program is currently offered in five semesters on the campus in Guyana. Students must achieve a passing grade in all the subjects included in the curriculum. Students are expected to complete a total of 76 weeks of clinical rotations to graduate. Clinical rotations are offered in clinical campuses in Guyana and USA.

YEAR - I							
FOUNDATION - HEALTHY HUMAN				INTEGRATION	FOUNDATION HUMAN DISEASES		
ANATOMY	HISTOLOGY	BIOCHEMISTRY AND GENETICS	PHYSIOLOGY	NEUROSCIENCE	DOCTOR PATIENT RELATIONSHIP (DPR)	BEHAVIORAL SCIENCE	MEDICAL ETHICS
RESEARCH				RESEARCH			
RESEARCH METHODOLOGY				RESEARCH METHODOLOGY			
YEAR - II							
FOUNDATION - HEALTHY DISEASES				INTEGRATION	APPLICATION OF MEDICAL SCIENCE		
MICROBIOLOGY AND IMMUNOLOGY	PATHOLOGY	PHARMACOLOGY	BASIC PSYCHIATRY	DOCTOR PATIENT RELATIONSHIP (DPR)	TRANSITION SEMESTER		
YEAR - III							
BASIC SCIENCE EXIT EXAM NBME – CBSE	APPLICATION OF MEDICAL SCIENCE & SKILLS						
	INTERNAL MEDICINE	SURGERY	PAEDIATRICS	PSYCHIATRY	OBSTETRICS & GYNAECOLOGY	FAMILY MEDICINE	
YEAR - IV							
APPLICATION OF MEDICAL SCIENCE & SKILLS				CLINICAL SCIENCE EXIT EXAM			
ELECTIVE CLERKSHIPS				NBME – CCSE & OSCE			
RESEARCH							
CLINICAL CASE STUDIES							

#### d. Basic Science Course

Course	Credit
<b>MD- 1</b>	
<b>Gross Anatomy, Embryology, and Imaging</b>	10 Credits
<b>Histology and Cell Biology</b>	4 Credit
<b>Biochemistry</b>	8 Credits
<b>Doctor Patient Relationship - I</b>	4 Credits
<b>Research Methodology - I</b>	2 Credits
<b>MD- 2</b>	
<b>Physiology</b>	10 Credits
<b>Neuroscience</b>	5 Credits
<b>Genetics</b>	3 Credits
<b>Behavioral Science</b>	4 Credits
<b>Medical Ethics</b>	2 Credits
<b>Doctor Patient Relationship - II</b>	4 Credits
<b>Research Methodology - II</b>	2 Credits
<b>MD- 3</b>	
<b>Pharmacology - I</b>	6 Credits
<b>Pathology - I</b>	8 Credits
<b>Microbiology and immunology</b>	8 Credits
<b>Doctor Patient Relationship - III</b>	4 Credits
<b>MD- 4</b>	
<b>Pharmacology - II</b>	6 Credits
<b>Pathology - II</b>	8 Credits
<b>Basic Psychiatry</b>	4 Credits
<b>Doctor Patient Relationship - IV</b>	4 Credits

<b>MD- 5 (Transition)</b>	
<b>Integrated Basic Science Review</b>	NCR
<b>Introduction to Clinical Skills</b>	4 Credits

### e. Clinical Sciences (MD- 6 to MD- 9)

The clinical program includes 76 weeks of instruction including the core and the elective rotations.

<b>Core Clerkships (48 Weeks)</b>	
<b>Internal Medicine</b>	12 weeks
<b>General Surgery</b>	12 weeks
<b>Pediatrics</b>	6 weeks
<b>Psychiatry</b>	6 weeks
<b>Obstetrics / Gynecology</b>	6 weeks
<b>Family Medicine</b>	6 weeks

### Elective Clerkships (28 weeks)

The electives offered by TAUCOM complement the core and expose the clerks to additional experiences in their discipline of choice. For the completion of credit requirement, the student must successfully complete any seven elective clerkships.

The list of elective clerkships includes but is not limited to:

<b>Elective Clerkships (28 weeks)</b>	
<b>Anesthesia</b>	4 weeks
<b>Cardiology</b>	4 weeks
<b>Dermatology</b>	4 weeks
<b>Emergency Medicine</b>	4 weeks
<b>Orthopedics</b>	4 weeks
<b>Infectious Diseases</b>	4 weeks
<b>Ophthalmology</b>	4 weeks
<b>Radiology</b>	4 weeks
<b>Otorhinolaryngology (ENT)</b>	4 weeks
<b>Obstetrics / Gynecology</b>	4 weeks
<b>Pediatrics</b>	4 weeks

To continue to the clinical program, students must complete the basic science program, clear the basic science exit exams, and maintain good academic and financial standing.

Clinical rotations will be assigned to students by the Clinical Coordinator. If students wish to change and/or cancel a clerkship rotation after it has been confirmed by TAUCOM, students must report this change to the Department of Clinical Affairs thirty (30) days before the first day of the rotation. It is the student's responsibility to notify the school of any changes and not the hospital. Requests for cancellation and/or changes must be made in writing and sent to the Department of Clinical Affairs via email.

As students progress through the required rotations, he or she will be interacting with the respective clinical chair and/or proctor for each rotation. The instruction given will include supervised clinical activities, seminars, and lectures.

## **f. Self - Directed Learning (SDL)**

TAUCOM uses a variety of Self-Directed Learning (SDL) activities to promote independent and lifelong learning skills. A few of such activities are:

1. Small-group discussions
2. Problem-based cases
3. Clinical case-based discussions
4. Flipped classroom sessions
5. Presentation assignments
6. Clinico-pathological case discussions
7. Mock case-based discussion

All these SDL activities are dispersed through the entire basic and clinical science curriculum to ensure uniform and recurring exposure of self-learning skills. These activities are sufficient to provide an overall understanding and development of self-directed lifelong learning skills and habits.

## **COURSE DESCRIPTIONS**

Detailed Course descriptions are available in the MD Program Catalog.

### **11. Finance**

#### **a. Tuition & Fees**

**Tuition:** USD 18,000 per year (Applicable to the Premed Plus MD program students too)

(TAU offers a variety of scholarships and students are encouraged to refer to the scholarship page for information on available scholarship)

- Students doing clinical rotations in the USA will be charged an additional \$9990 per clinical semester.
- First year tuition includes one semester Hostel fees for International Students.

#### **Other Fees:**

- Re-registration fees: USD 100
- Exam Fees Including NBME Subject (Per Semester for Basic Science): USD 240
- Educational Resources (Per Semester for Basic Science): USD 200
- Basic Science Exit Exam (One Time): USD 300
- MD- 5 (Transition) Semester Tuition: USD 4500
- Exam Fees Including NBME Shelf (Per Semester for Clinical Science): USD 240
- Clinical Exit Exam: USD 1,000
- Malpractice Insurance (per year) USD 1,000 for US rotation Students
- Health Insurance: USD 200 (Per year & Subject to change)
- One time Health checkup: USD 125 (Only for International Students)

- Visa processing fee: USD 250 (Subject to change) (Only for International Students)
- Visa extension fee: USD 560 (Subject to change) (Only for International Students)
- Graduation fee: USD 915

Hostel (Dorm) fees: USD 3,000 per year (does not include food, utility, and transportation)

*Tuition does not include books and supplies. Fees are published for the current semester and are subject to change.*

## **b. Scholarship & Aid**

The extensive range of scholarships at Texila American University (TAU) not only rewards academic excellence but also enables students from many backgrounds to study at an international university. A few full and partial scholarships to qualified students are designed to encourage and reward academic excellence and to ensure equitable access to education. Scholarship criteria are competitive and eligible students are encouraged to apply on time to be considered. Applicants and accepted students are invited to apply for available scholarships posted on our official website.

- Students are required to submit a separate scholarship application to be considered for scholarships.
- Students are only eligible to apply for one scholarship at a time. No more than one scholarship will be awarded to a student.
- The Scholarship Committee is the final authority.

### **TAU CARICOM Scholarship**

Students who are residents and citizens of CARICOM community are eligible for a scholarship of up to 40% of tuition. The scholarship percentage is decided by the scholarship committee annually. Students are required to contact their enrollment advisers for more information on the scholarship.

### **TAU Guyana Scholarship**

Students who are residents and citizens of Guyana are eligible for a scholarship of up to 65% of tuition. The scholarship percentage is decided by the scholarship committee annually. Students are required to contact their enrollment advisers for more information on the scholarship.

### **TAU Global Citizen Grant**

Limited scholarships are awarded to international students (Non-Caribbean and Guyanese), who have shown strong academic excellence. These scholarships are limited in number and are given on a first come first serve basis. The available number of scholarships is announced by the scholarship committee with specific requirements to qualify payment of fees.

At the time of admission, all students are issued a statement of fees (SOF) which identifies the details regarding the tuition and fees to be paid during the entire time of the students with the university. Tuition and fees are subject to change, but major changes are not



expected beyond what is mentioned in the SIF. Additional services offered as a part of the academic program will be added to the tuition as when these are offered.

Students are personally responsible for ensuring that all appropriate fees, fines, and other charges, including any element of fees payable by sponsors, are paid in accordance with the requirements set out below. In accepting the admission, the student accepts a contractual liability to pay the tuition fee for the duration of their course in accordance with these regulations.

The university makes every effort to remind students of fees, and other charges due by means of invoices, notices, and statements. However, these are reminders only and students are responsible for paying fees, and other charges on time whether invoices, notices or statements are received or not.

Students are reminded that they must notify the university immediately if there is any change in their contact information.

Communications from the Finance Office are normally sent to the student's email ID registered with the student management system. However, the Finance Office reserves the right to send communications to any other address at the request of the student. Students are expected to check messages on their university email address and the university intranet at regular intervals.

All payments made to and from the University in respect of student fees, fines and other charges must be to the account specified in the statement of fees. Any currency conversion costs, wire transfer fees, bank charges or other charges incurred in making a payment or in processing a refund shall be borne by the student or the third party making or receiving the payment and shall not be deductible from the amounts due to the university. Please refer to the Tuition and Debt Management Policy to understand the university's debt collection procedures.

### **c. Late Payment Policy**

It is the responsibility of all Texila American University students to pay his or her tuition and fee by the published due date in the invoice to avoid an overdue payment fee. If your balance is not paid in full by the university's established due date, an overdue payment fee equal to USD 25 per week will be assessed to your student account. Late fees will continue to accrue on your account each week an outstanding balance due remains. Overdue payment is calculated based on the day tuition, or fees are received in the university account (not based on the day transfer was implemented). Overdue payment is billed every Monday of the week if any outstanding is due. Even if the payment is made by the student the very next day, the entire week's late payment is due.

### **d. Refund Policy**

Students who withdraw or fail to return from a leave of absence/ deferral, get dismissed, or otherwise fail to complete the payment period (semester) for which they were charged, will receive a refund of tuition on a pro-rata calculation. The pro-rata refund is determined by

the student's effective date of separation (withdrawal date) as determined by the university Registrar. Cancellation fees are assessed to students depending on the clinical hospital site and based on the hospital's scheduling policy and fees charged by the hospital. Refunds are made as soon as possible but no later than 45 days from the determination of the student's withdrawal.

Tuition will be refunded according to the following schedule:

1. Prior to the first day of class of the enrollment period, 100% of tuition will be refunded except for the non-refundable seat deposit, application fees, visa fees and health insurance fees.
2. During the first 40% of the enrollment period, the refund of tuition will be pro-rated based on the withdrawal date.
3. After completion of 40% of the enrollment period, there are no refunds of tuition.
4. There will be no cancellation or refund for the clinical semester once a rotation is scheduled.

#### **e. Debt Management**

Financial Awareness Counselling is provided to all students during orientation where the students are provided with information on managing their finances effectively while at medical school. TAUCOM also provides a variety of scholarships that include the Guyana Scholarship, the CARICOM Scholarship, and academic performance scholarships. All students are provided with information about tuition and instalment options at the time of admission and counsellors are available to provide information on student loans from banks and other financial institutions.

#### **f. Emergency Fund**

TAUCOM provides an emergency fund of 30,000 GYD to help students in emergency situations. The Finance Office is open from 8:00 AM to 5:00 PM, Monday - Friday, and has an open-door policy. When students are away from the campus on clinical rotations, they can contact the office by telephone, mail, or e-mail to obtain services.

### **12. Attendance**

TAUCOM students are expected to make their medical school schedule their highest priority. Students are encouraged to attend all their classes. As part of professional development, as physicians-in-training, students are expected to make their medical school schedule their highest priority and preferably, maintain a minimum of 80% attendance.

### **13. Registration & Re-registration**

Students are expected to officially register at the beginning of every semester. Submission of all admissions documents, clearance of any tuition, and clearance from the library are a condition for continued registration. Registered students will have access to the Student Management system and Learning Management system as soon as registration is complete.

Course registration is based on information received from the Student Promotion and Graduation Committee.

Registering or enrolling for clinical clerkships does not follow a semester format. Students are scheduled for rotations as soon as they have completed their current rotation based on the availability of clinical spots. All clinical documentation including logbooks is required to be completed and submitted for continuous enrollment in rotations.

**a. Basic Science**

1. It is mandatory for a student to have a minimum of 80% attendance including lab sessions in aggregate.
2. Students are responsible for keeping track of their own attendance on the Intranet Portal (Campus Management System).
3. Attendance in all classes will be monitored by the faculty. Since full attendance is expected of students, a student who misses over 20% of class time in each course has not fulfilled the requirements of the course and WILL NOT be allowed to take the final exam and will obtain a grade of F for that course. They will have to repeat that course with a minimum of 80% attendance.
4. Students who miss a scheduled examination will receive a "0" for that examination.
5. Students who are absent from all courses during the first two weeks of the semester are subject to administrative withdrawal from the College. Students are therefore highly encouraged to seek approval from the Chief Academic Officer if they anticipate difficulties in beginning their courses or clerkships on time.

**b. Clinical Science**

1. During clinical clerkships, students are expected to have a minimum of 90% attendance across all clinical rotations.
2. In case of emergencies, a student can be excused from a particular clerkship after proper notification and permission of preceptor and Associate Dean of Clinical Affairs/ Chief Academic Officer.

**c. Leave of Absence/Deferrals**

TAUCOM recognizes that extensive interruptions of a student's education are undesirable; nevertheless, TAU acknowledges that it may be necessary for students to take a leave of absence at certain times. Students may apply for a Leave of Absence or Deferral from the academic program for one of the following reasons:

- Financial Hardship
- Illness or injury of a student or family member which affects the ability to study. (A student will be required to submit a valid medical certificate upon returning from medical leave.)
- Other family emergencies

Students may request a leave of absence for a maximum of two (2) semesters. Requests must be submitted in writing to the Chief Academic Officer (CAO). The CAO has the discretion to

deny a request if a student's academic performance is not strong enough to allow the student a reasonable chance of resuming their studies effectively on return to the university. The CAO's office shall forward the approved request to the Registrar's office.

Students who wish to take a leave of absence for a period longer than two (2) semesters or who take an **unauthorized leave of absence** may be administratively withdrawn from the university and may need to re-apply for admission to the university. During clinical clerkships, students must follow the policies and procedures of the host teaching hospital. Short breaks due to scheduling constraints may occur between clinical clerkships. Such breaks, if not exceeding sixteen (16) weeks in total, have no impact on the student's enrollment status.

A Deferral is not valid until it is processed by the university registrar and the student has received a confirmation copy. Submission of forms to the university Registrar and confirmations may be received electronically.

Students will not be eligible for a refund of tuition; however, tuition paid may be deferred to the subsequent semester at the discretion of the Finance Department.

Students who do not return from a Deferral at the specified time may be administratively withdrawn and will have to re-apply for admission if the student wishes to continue.

Students who are not granted official leave may apply for readmission when they are ready to resume their education.

#### **d. Readmission**

Students who wish to return to TAUCOM after withdrawing must apply for readmission online. Readmission is not guaranteed. Applications for readmission will be reviewed by the Admission Committee to determine if the student is eligible for readmission, and if so under what conditions (such as academic probation, documentation of ability to meet technical standard or anything else based on the circumstance of the students' withdrawal). Readmitted students will be subject to all admission requirements, academic policies and tuition and fees in effect at the time of re-enrollment, without any "grandfathering" provisions based on their original admission.

All students are required to complete the application and submit a petition letter along with the application submission. The Admissions Committee can ask for additional documents if needed prior to deciding. The Admissions Committee decides whether to readmit or not based on the merits of the student's rationale for readmission and the student's likelihood of success. If the Admissions Committee rejects the petition, further petitions from the former student are not accepted.

## **14. Withdrawal & Dismissal**

### **A. Withdrawal**

TAUCOM follows an integrated approach to the curriculum and students are not usually permitted to withdraw from a single course. Under exceptional circumstances a student may request withdrawal from one or all courses in that semester.

#### **a. Course Withdrawal**

Students who wish to withdraw from a course during the semester must submit a request in writing to the CAO. The CAO may grant permission to withdraw from courses at his/her discretion based upon the situation and the student's academic performance. Students will not be allowed to withdraw from a course beyond the first day of the Mid Term exams published in the academic calendar every year. Students will not be allowed to withdraw from a particular course more than once during their enrollment with TAUCOM.

Students who withdraw from a course may be required to take that course in the following semester. Students should bear in mind that this may preclude them from taking certain courses in the following semester because of the pre-requisite requirements.

Students may request to withdraw from courses at any time during the term. Students must gain prior approval to withdraw from a course before choosing not to take the final NBME examination. Failure to do so will result in a failing grade for the course due to lack of course attendance.

#### **b. Emergency Mandatory Withdrawal (suspension)**

If, in the opinion of a staff member TAU, a student exhibits behavior that creates or presents unreasonable risk to the physical or mental health of himself/herself or others, the CAO may order a mandatory withdrawal from the College. An emergency mandatory withdrawal will be ordered if it would be in the best interest of the student, other students, staff, or others directly affected by the student's behavior. Such an emergency mandatory withdrawal will be temporary, until such time as the incident that precipitated the leave can be fully investigated. After such an investigation, the student will either be reinstated or permanently dismissed. Students withdrawn from the College for these reasons are eligible to reapply and reenroll if they meet the admission criteria in place at the time of reapplication.

#### **c. Institutional Withdrawal**

Students who wish to withdraw from the Program should submit a completed withdrawal form to the registrar's office. Withdrawal forms are available online or from the registrar's office.

A portion of the student's fees may be refunded upon withdrawal from Semester I through V of the Basic Science program. Students wishing to request a refund should contact the Finance Department.

#### **d. Administrative Withdrawal**

The registrar may enter an administrative withdrawal in the student's record when the student:

- Does not return to the campus to register for the following semester.
- Fails to return to TAU after two (2) consecutive deferrals.
- Does not return at the time specified for the end of an approved leave.
- Is delinquent in payment of fees and not in good financial standing.

All students who are administratively withdrawn will be reported as withdrawn effectively from the last day of class attendance.

#### **B. Dismissal**

##### **a. Academic Dismissal**

A student may be subject to academic dismissal based upon the following:

- Failing all courses in a semester consecutively for two semesters during the Basic Science Program
- Failing any course while on Academic Probation
- Failure to complete the Basic Science exit exam requirements in three attempts.
- Failure to complete the Clinical Science exit exam requirements in three attempts.

Decision on dismissal of a student is made by the Student Promotion and Graduation Committee (SPGC). If the SPGC concludes that a student should be dismissed because he/she did not satisfactorily meet academic requirements, a recommendation for dismissal will be sent to the CAO of the College of Medicine.

Within five (5) working days of the date of the determination notice the student may appeal the Committee's decision, in writing to the Appeals and Grievance Committee. The Appeals and Grievance Committee will consider the merit of the student's appeal and make recommendation to the CAO.

##### **b. Non-Academic Dismissals or Disciplinary Action**

For a student who has engaged in cheating, unprofessional conduct, or other improper behavior, occurring within or outside the confines of the teaching programs, dismissal or other specified disciplinary action may be recommended after a review by the Disciplinary Committee.

#### **15. Academic Status**

##### **a. Good Standing**

Students can remain in good standing by complying with all academic standards, policies, and regulations established by TAUCOM and by satisfying all financial obligations to the university. Students become not in good standing if they fall into the following categories:

- Academic Probation- A warning that a student has fallen into academic difficulty and that they need to improve their grades to reach “Good Standing” status to avoid risk of dismissal from the university,
- Non-academic Probation- A warning that the student has violated the administrative code for nonacademic misconduct and may remain enrolled in the university only upon conditions set forth, for a specified period, or
- Not meeting financial obligations.

#### **b. Academic Probation**

Students pursuing MD degree at TAUCOM are expected to achieve/demonstrate an acceptable level of academic performance. A student who fails one or more courses (or clerkship) will be placed on academic probation by the Student Promotion and Graduation Committee. Academic probation is defined as a period during which the student must do remedial coursework and successfully complete the course/s previously failed. The purpose of academic probation is to ensure that all students progress successfully through the academic program. Students can be placed on academic probation for a minimum of two semesters and will remain on probation until the deficiency is rectified. Academic Probation places a student on notice that his or her academic performance has created considerable cause for concern. When a student is placed on academic probation, he or she will receive a written notice detailing the reasons for the probation and the length of the probationary period.

Academic Probation (AP) is a formal action by the Student Promotion and Graduation Committee (SPGC) of TAUCOM. The committee will decide the student who will be moved from good standing to academic probation for the next two semesters based on their academic performance.

For students who are on academic probation, a faculty (depending on the course failed) mentor will be assigned and will be responsible to develop a remedial plan for the student to the betterment in learning and understanding.

Students who fail a course taken during a period of academic probation may be recommended for dismissal from the university due to academic difficulties. The Student Promotions and Graduation Committee (SPGC) will review these students on an individual basis and make recommendations to the CAO who will make the final decision.

Any student placed on academic probation by the SPGC for having failed a course must be aware that probation does not automatically expire after one semester. Academic probation can only be lifted by the SPGC after careful consideration of the student’s records.

Students may be placed on probation for “non-cognitive” or behavioral problems. This probation is based on a student’s behavior which does not meet the expectations of the honor code. Students have the right to appeal probation status. Students wishing to appeal must submit his/her appeal in writing to the Chair of the SPGC.

### c. Satisfactory Academic Progress

Satisfactory academic progress represents an acceptable level of performance in meeting degree requirements within specified time periods. Students maintain satisfactory academic progress by meeting the following requirements:

- Pass all coursework during probationary semesters.
- Complete the exit exam requirements in three attempts.
- Return to the College before or on the expiration date of an authorized leave of absence.
- Completing the MD program in no more than 6 years

Students who do not maintain satisfactory academic progress will be subject to academic dismissal from the College. Thus, it is imperative that students keep the Registrar updated if any difficulties are anticipated.

## 16. Exams, Promotion & Graduation

### a. Basic Science

The exams will be conducted as 1) Formative Assessment and 2) Summative Assessment.

1) The **formative assessment** will be conducted in the form of an exercise or interactive activity. Each student will receive a formative assessment from the faculty regarding the knowledge and understanding of basic concepts. The purpose of a formative assessment is to *inform* the student of their *understanding of concepts* in a learning environment.

2) All the **summative assessments** will be conducted as multiple-choice questions (MCQs) format for each course. The purpose of a summative assessment is to *measure* the ability of the student to *demonstrate comprehension of material in a manner that allows them to analyze and apply the concepts* presented during a course.

The time duration for the examination would be as follows: 60 minutes for a 50-question exam, 120 minutes for a 100-question exam, and 180 minutes for a 150-question exam.

<b>Examination</b>	<b>Courses without Practical (%)</b>	<b>Courses with Practical (%)</b>
<b>Exam - I</b>	<b>15</b>	<b>10</b>
<b>Mid Semester Exam (Exam - II)</b>	<b>30</b>	<b>30</b>
<b>Exam - III</b>	<b>15</b>	<b>10</b>
<b>Formative Assessment</b>	<b>Non graded</b>	<b>Non graded</b>
<b>Practical</b>	<b>Not Applicable</b>	<b>10</b>
<b>End Semester Exam (Exam - IV)</b>	<b>40</b>	<b>40</b>
<b>Total</b>	<b>100*</b>	<b>100*</b>

\*The minimum passing grade for a course is 70%

### b. Basic Science Subject Exams

During the basic sciences, students are assessed in most courses by their performance on periodic examinations and a comprehensive final examination (NBME subject examination).



Case study evaluations or practical exams will be used for courses where applicable. Course syllabi contain specific information on the assessments used for each course.

**c. Periodic Examinations (Exam 1 and Exam 3)**

Each course has two periodic examinations which are Serial Summative Exams which are conducted during the fifth week (Exam 1) and 15<sup>th</sup> week (Exam 3) of the semester. Both the periodic exams are **non-cumulative** (meaning it will be testing material taught during the previous 5 weeks only) and thus contain fifty multiple-choice questions. These two exams contribute 15% each (10% each for the courses with practical exam) to the final grade.

**d. Formative Assessments**

The formative assessments will be conducted during the semester by the faculty teaching the course. This exercise will be completed before the end term exam and shall not have a grade but only a written assessment. The guidelines of formative assessment exercises are provided below.

- a. All the formative exercises will be uploaded on LMS and will be graded on LMS as well by the faculty.
- b. If it is a group activity, marks will be entered as individual students.
- c. The faculty can use the one or combination of following formative assessment methods:
  1. Quiz
  2. Matching
  3. Essay type questions
  4. Writing a report
  5. Presentation
  6. Role playing

**Note:** If a faculty wants to use a different assessment method other than the ones mentioned above, it must be approved by the HOD/Dean.

**e. Mid Term Exam (Exam 2)**

The mid-term exam is **cumulative** (covering materials taught from the beginning of the semester and previously tested) after 10 weeks of the semester. This exam has one hundred multiple choice questions and contributes 30% to the final grade.

**f. Final Examination (Exam 4)**

At the end of each course, students must take an NBME subject examination that contributes to 40% of the final grade.

Courses that do not have an NBME final examination will conclude with a cumulative final examination with one hundred MCQs. This counts towards 40% of the final course grade. Students registered for a course must appear for the final examination.

### **g. Basic Science Exit Exam**

Only the students who have successfully completed transitional semester will be eligible to take the basic science exit exam. This exam has two components:

- NBME Comprehensive Basic Science Examination (CBSE) – 50%
- Objective Structured Practical Examination (OSPE) - 50%

The student must secure a 60% or higher grade to pass the Basic Science Exit Exam and will be graded PASS or FAIL only.

#### ***Basic Science Exit Exam Promotion Policy***

- Students will be allowed three attempts to pass the Basic Science Exit Exam within a 12-month period. This one year is counted as the time elapsed between the date on which the results of the first exam and the third exam were received. Students who fail to pass the Basic Science Exit Exam on three occasions will be recommended to the CAO by the Student Promotions and Graduation Committee (SPGC) for dismissal from the MD program.
- To qualify for USMLE Step-1 certification students are required to get a passing score on NBME CBSE examination. The maximum academic leave approved by the school to write USMLE Step - 1 is 6 months.
- If a student fails the NBME CBSE on first attempt, she/ he will not be promoted to clinical year and will be placed on academic probation until she/ he passes the exam.

### **h. Clinical Science Exam**

#### **End Rotation Exam**

At the end of each core rotation, there will be an End Rotation Exam (ERE). The components of the ERE are:

1. Theoretical exam (NBME subject shelf): All clinical students must take the end rotation NBME theoretical exam after completion of each core rotation.
2. Objective Structured Clinical Exam (OSCE): Clinical students must take OSCE for each core rotation based on the specialty to complete the rotation.
3. Clinical Evaluation: This reflects the student's actual performance in the ward, and it consists of the following: History taking, physical examination, clinical presentation, procedural skills, clinical judgment, communication skills and bedside manner.

The final grade for Clinical Rotations will be based on the following:

- End-Rotation NBME clinical shelf: 40%
- OSCE: 40%
- Clinical Evaluation (Direct Observation): 20%
- If any student fails in the first attempt in ERE – Theory, the student must repeat the exam without having to go to the wards.
- If any student fails in first attempt in ERE - OSCE, the student must repeat the OSCE after completing part of the rotation with hospital posting.

- Students will be given three attempts to pass the NBME shelf exam and the ERE OSCE post which students will be recommended for dismissal from the program.

#### **i. Clinical Science Exit Exam**

All MD students of TAUCOM are required to pass the Clinical Exit Exam to complete the MD program.

This exam has two components.

- Objective Structured Clinical Exam (OSCE) – 50%
- NBME Comprehensive Clinical Science Examination (CCSE) - 50%

The student must secure a 60% or higher grade to pass the Clinical Science Exit Exam and will be graded PASS or FAIL only.

#### ***Clinical Exit Exam Promotion Policy***

- Students will be allowed three attempts to pass the Clinical Exit Exam within a 12-month period. This one year is counted as the time elapsed between the date on which the results of the first attempt and the third attempt were received.
- Students who fail the Clinical Exit Exam on three occasions will be recommended to the CAO by Student Promotions and Graduation Committee (SPGC) for dismissal from the MD program.
- To qualify for USMLE Step-2 certification students are required to pass the NBME CCSE examination. The maximum academic leave approved by the school to write USMLE Step - 2 is six months.

#### **j. Absence from Exam**

Any student who does not attend an examination will be deemed to have an unexcused absence from that examination and will receive a grade '0' (Zero) for the exam, unless:

- The student has become ill or injured: In such cases students must provide an official medical certificate from a medical practitioner. Students who are ill or injured immediately prior to the examination and thus unable to study effectively will also be granted an excused absence provided appropriate medical certification is available and a request is made to the CAO's office.
- The student has a family emergency: This will be deemed as a legitimate excuse if the emergency is verifiable by telephone and in writing.
- Due to a major family emergency or illness/injury requiring hospitalization: The student will receive an "Incomplete" grade for the course.

#### **k. Grade Appeal**

A student has the right to appeal a grade received in an individual examination, project or paper, or any other grade given by a course or clerkship instructor.

The appeal process has several stages that must be completed in their entirety. The number of stages is dependent on whether the appeal is submitted during the term for course

examinations, or at the end of the term, when the appeal is being made regarding a final grade in a course. While a course or clerkship is in progress, the student or students shall present a written complaint to the instructor with the intent to clarify a course-related concern.

If a resolution is not reached after submitting the concern directly to the instructor, the student(s) may submit a written complaint to the Assistant Dean of Academic Affairs or Associate Dean - Clinical Sciences based on the course relating to the appeal. After reviewing the case along with all evidence presented, the CAO shall render a decision. If necessary, a new review may be conducted if the CAO finds its necessary

For appeals made at the end of the semester for a final grade, the student shall present the appeal in writing to the SPGC within three business days after receiving the course or clerkship grade.

The SPGC will only hear appeals presented in writing that include the names of the aggrieved student(s). If the appeal involves issues of a general nature to an entire class, then the aggrieved student or students may select a representative to bring the matter before SPGC.

The SPGC will examine the evidence and identify a resolution that will promote the overall academic integrity of the College's educational process. If the student feels the SPGC decision is not justified, he/she may escalate the issue in writing to the Appeals and Grievance Committee. The decision of the CAO is final.

## **I. Graduation**

There are two graduation dates in a year which are in the months of May and October. Degree will be conferred as of this date.

On fulfilling the following graduation criteria, students will be awarded Doctor of Medicine (MD) degree:

Academic requirements:

- Completion of all basic science courses
- Pass Basic Science Exit Exam (CBSE & OSPE)
- Completion of all clerkship requirements including ERE OSCEs
- Pass Clinical Science Exit Exam (CCSE & OSCE)

Financial good standing:

- Be discharged of all indebtedness to the university.

Professionalism requirements:

- Maintained a good standing with the TAUCOM.
- No pending cases related to professional misconduct.

## 17. Grading System

### a. Course Grades

Grade	Description	Grade Scale	Grade Points
A	Excellent	Above 90	4
B	Good	80 – 89	3
C	Fair	70 – 70	2
F	Fail	Below 70	0
IC	Incomplete	-	-
W	Withdrawn	-	-
K	Transfer Credit	-	-

Final grades will be available to students after the SPGC reviews all course grades and makes appropriate recommendations to the CAO.

### b. Transcript

A transcript is a complete account of each student's academic history at the College of Medicine. Courses and grades are listed for all periods of time when students have been registered including Fail grades.

#### Official vs. Unofficial copies

Official transcript copies are printed on security paper and marked with the Registrar's signature and official university seal. (Most applications for academic programs, scholarship programs, etc. require an official copy of your transcript). There is a \$80 (USD) fee for each official transcript.

Unofficial transcripts (student copies) are printed on university letter head and are marked as a "student copy." They are not stamped with the Registrar's seal. Students who do not have any holds will be able to obtain an unofficial transcript from the registrar's office. There is a \$25 (USD) fee for each unofficial transcript. An unofficial copy will carry a statement saying this is an unofficial copy.

Transcript requests will not be processed without required payment and transcripts will not be issued to students who are not in good financial standing.

## 18. Student Support Services

In ensuring the best service for our students TAUCOM offers a variety of counseling and other support services.

### a. The Student Affairs Department

The Department of Student Affairs serves a critical role in ensuring the education of the whole student, and in achieving the academic mission of Texila American University, College of Medicine. The role of Student Affairs is to enrich the educational experience for students by providing outstanding services and programs from enrolment to graduation. The primary aim of the Student Affairs Department is ensuring the wellbeing of all TAUCOM students.

Students are encouraged to contact the department of student affairs for all their challenges as a student.

### **Pre-Orientation**

The Department of Student Affairs provides “pre-orientation” for all new incoming international students before their travel date. This preorientation is aimed at providing the incoming students with an insight into life as a medical student in Guyana and the expectations of the MD program.

### **New Student Orientation**

The new student orientation conducted during the first day of the semester is aimed at providing students with information for a smooth transition to medical school and to orient them with important policies and curriculum structure. The orientation is comprised of several sessions including academic as well as non-academic information which would help in supporting the students to adapt to the demands of the medical school program. These sessions include meetings with the CAO and the key administrators who provide students with information on their specific departments, roles, and policies relating to the medical program.

### **b. Students Rights to Access and Challenge Educational Records**

TAUCOM encourages student’s rights to review under the premise that the educational process is a cooperative venture between a student and the university, we emphasize the following rights of eligible students:

The right to inspect and review, with certain limited exceptions, the student's educational records, including the right to receive explanations and interpretations of the records and to obtain copies of the records when such are needed to allow the student to effectively exercise his/her right of inspection and review.

The right to correct a student's education records when the records are inaccurate, misleading, or inappropriate.

A medical student has the right to review and to challenge his or her educational records, including the Medical Student Performance Evaluation (MSPE) if he or she considers the information contained therein to be inaccurate, misleading, or inappropriate.

All students have the right to inspect their academic records. For records held by the Registrar's Office, the student should make their request to the Office of Student Affairs. The Registrar Office reserves the right to refuse access to letters and statements of recommendation to which the student has waived the right of access.

### **c. Academic Advising**

Faculty members are assigned as class advisers who will guide them and be their support throughout the semester. During the meeting, the students can discuss various issues ranging from work-life.

balance in medical school, keeping good health, time management, attendance, approach towards exams, learning the material, resources, improvement of grades, maintaining consistency, career guidance, etc. Students are required to meet with their advisers at least two times in a semester. Advisors are subject to change every semester.

#### **d. Academic Mentoring**

Students who face challenges academically are assigned to faculty mentors who will work with the students in providing additional academic support. These students are identified based on their performance in the internal examinations and course-based faculty mentors are assigned. These interactions with faculty mentors are aimed at providing students with support on specific courses they have issues with. Mentors work with students in creating education plans or guiding them in their areas of weakness.

#### **Student Mentor**

TAUCOM has also established a student mentor program by which every new student is assigned to a senior student who acts as a mentor and supports the student in adjusting to the new environment and provides them with essential information regarding the MD program. Student mentors are volunteers generally from the second or third semester.

Moreover, to assist the smooth transition from basic science to clinical science, a mentoring program is offered to the students after the transition semester where students from clinical science years interact with the student to explain the activities taking place during the clinical semesters.

#### **e. Counseling Services**

##### **i. Personal Counseling**

Students are recommended to contact the Department of Student Affairs with their concerns as early as possible to prevent any issue becoming more severe. Personal counselling provides guidance on a wide range of issues including (but not limited to) life and college balance, self-confidence, physical health, crisis intervention, professionalism, life transitions, identity issues, decision making, resilience building, trauma & recovery, and other mental and physical health issues.

##### **ii. Elective Clerkship Counseling**

Students during rotations are provided with clerkship counseling regarding which clerkships/ Electives would help them achieve their professional goals. All third-year medical students have access to clinical advisors who assist them in developing their senior schedule of medical electives. Clinical advisors also assist students in identifying suitable postgraduate or residency programs, guide students in acquiring letters of recommendation in support of a student's postgraduate or residency applications and help students establish a network of contacts for further guidance.

### **iii. Psychological Counseling**

Support is provided for issues related to: - anxiety, depression, attention deficit disorder, substance abuse, eating disorders, stress management, career problems, major mental illnesses, marital concerns, sexual dysfunction, and grief management, as well as child, adolescent, and family concerns. Many safeguards are in place to ensure privacy and confidentiality regarding inquiries and treatment. The Department of Student Affairs provides easy access to information regarding benefits, choice of clinician, and available treatments through confidential phone numbers for basic science as well as clinical students: +592 265 7652 - Ext. 1205. A list of counsellors is available for the students to choose from based on their personal preference and according to their insurance plan.

### **iv. Career and Residency Counseling**

Career counseling for TAUCOM students is available both in formal and informal formats at multiple levels during the entire MD program.

#### **Formal Process of Career and Residency Counseling**

##### **MD1:**

When the students enter the MD program, counselling is provided to them in terms of the following:

- Career goal options are available to them for doing residency and practice.
- Exams they must clear to achieve that goal.
- Type of rotations available to them

##### **End of MD5 (Transition Semester):**

During the 15-week transition semester at the end of MD5 and successful completion of Basic Science Exit Exams, MD students are again provided with career counselling in terms of rotation choices available to them.

Also, during the transition semester, clinical faculty from each specialty interact with students and discuss the highlights of that specialty.

##### **End of MD7:**

After completion of core rotations, when the students begin to apply for elective choices, they are provided with counselling by the Associate Dean of Clinical Affairs, via one-on-one sessions to discuss the elective rotations they should register for based on their interest and career choices.

##### **End of MD9:**

Career and Residency counselling are provided at the end of successful completion of the program regarding the following:



- Career options available: Students select whether they would like to practice in Caribbean, India, Africa, United States of America, or other region, depending on this choice, information is provided accordingly.
- Residency prerequisites: Based on the residency choice(s), information is provided in terms of prerequisites, research options, application form and recommendation letters.
- Licensure Exam: TAUCOM has manuals on the major licensure exams such as CAMC I and II, USMLE Step I and Step 2 and FMG (India). These manuals contain information regarding the documents needed, dates, materials to be covered and other support materials.

### **Informal Counselling Process Career and Residency**

Besides the formal counselling available at specific times during the program, there are individuals identified to provide the counselling regarding career or residency or rotations to any student. These “counsellors” have backgrounds and experiences in that region and include the following:

1. Sheik Amir, MD FRCS: for Guyana and Caribbean career choices and process.
2. Dheeraj Bansal, MD MPH: for India career choices and process
3. Hugh Duckworth, MD: for USA Career choice and process

### **f. Preventive Health Services**

Students are provided with orientation on policies and procedures related to safety measures within the TAUCOM as well as at clinical sites. Exposure to Infectious and Environmental Hazards Policy (the policy is available in the Department of Student Affairs as well as in the library). TAUCOM has a policy in place to effectively address medical student’s exposure to infectious and environmental hazard. This policy includes the following:

- The education of medical students about methods of prevention.
- The procedures for care and treatment after exposure, including a definition of financial responsibility.
- The effects of infectious and environmental disease or disability on medical student learning activities. All registered medical students are informed of this policy before undertaking any educational activities that would place them at risk. Students are required to carry health insurance and are responsible for any financial responsibilities related to evaluation and treatment following exposure.

### **g. Therapeutic Health Services**

TAUCOM has a sick bay available in the university for students who need observation for minor illness or first aid. Therapeutic health services are provided to all the students in Guyana Public Hospital Corporation. In addition, first aid kits are placed in various locations of the campus such as, reception area, clinical rotation office, sick bay, biochemistry laboratory, computer laboratory and the clinical skills lab.

#### **h. Health Insurance**

All the students of TAUCOM are required to have health insurance upon entering the MD program. TAUCOM offers all students a comprehensive health insurance plan, however, if students have coverage with any existing insurance policies, they are required to provide proof prior to registration. All the students of TAUCOM are offered disability insurance as well.

#### **i. Student Engagement Activities**

During each semester, the Department of Student Affairs prepares a calendar of activities which usually includes, but not limited to, sports, cultural events, social events, interactive sessions (such as mentor-mentee program and cultural day program) and tour programs. Such activities help them in coping with the physical and emotional demands of medical school and facilitate the creation of lifelong friendships and bonding.

#### **j. Emergency Fund**

TAUCOM provides an emergency fund of 30,000 GYD to help students in emergency situations. The Finance Office is open from 8:00 AM to 5:00 PM, Monday - Friday, and has an open-door policy. When students are away from the campus on clinical rotations, they can contact the office by telephone, mail, or e-mail to obtain services.

#### **k. Housing**

TAUCOM provides hostel accommodation for a period of the first six months for all the incoming students. The hostel facilities are available for those students who are interested in continuing the accommodations. TAUCOM provides students with a list of available accommodations in the area for students staying outside the hostel accommodation. Students are responsible for their own expenses including housing and meals.

### **19. Student Council**

The Student Council of TAUCOM meets regularly to review matters of concern to the student body. The Council also organizes social, athletic, and community outreach events. Officers and class representatives are elected each term by the student body; they must be full-time students in good academic standing.

### **20. Legal Stay in Guyana**

**International Students:** Students arriving from foreign countries to study in Guyana are given a period of stay by the Immigration Officer at the time of Immigration Clearance. This stay is only valid for the period given and therefore, TAUCOM provides support services towards applying for the Visa Extension of Stay on the students' behalf. Once the Visa Extension is processed and approved by the Immigration Department. This Visa Extension is usually valid for three years. After the first three years, students are required to have an extension of a further three years to allow for continuous stay and study in Guyana. It is the student's responsibility to submit the completed visa application or visa extension application to the

registrar's office two months prior to the expiry of their current visa or the date provided on the entry stamp as applicable.

The visa provided to students is a student visa and students are not eligible to work under this visa.

## **21. Student Conduct & Discipline**

### **a. Academic Code of Conduct**

The students at TAUCOM are expected to conduct themselves in accordance with the following principles of academic integrity.

- Behave to foster an atmosphere of honesty and fairness.
- Avoid plagiarism and other forms of academic misconduct.
- Give truthful information to any faculty or to any other employee regarding issues concerning academic integrity or academic misconduct or suspected academic misconduct.
- Not to alter, misuse, or forge any college document, record, or instrument of identification.

*The students are not excused from these provisions because the professional educator failed to notice or prevent the instance or other similar instances of academic misconduct.*

### **b. Academic Misconduct**

Academic misconduct includes any act that improperly affects the evaluation of a student's academic performance or achievement, or any act designed to deceive a professional educator. Specific infractions include, but are not limited to, the following:

#### **i. Cheating in examinations**

Cheating includes the use of crib sheets, "cheat sheets," or discarded computer programs; aid from other persons; copying from another student's work; and soliciting and giving or receiving unauthorized aid orally, electronically, or in writing, markings on hand or body, etc. The student will not consult books, notes, calculators, or other materials of any kind during an examination or assignment without the express permission of the Invigilator. If calculators, spellers, or other hand-held electronic devices are permitted to be used during an examination or assignment, no information may be programmed into or retrieved from the device other than that expressly permitted by the instructor.

#### **ii. Intentional Misrepresentation**

Misrepresentation occurs when a student claims that source materials contain information or phrasing that it does not. In addition, misrepresentation occurs when a student omits or inserts words, changes word, misquotes, or takes correctly quoted phrases out of context. If this is done with the intent to deceive a professional educator in any academic evaluation, the student has committed a breach of academic integrity.

### **iii. Plagiarism**

Plagiarism means presenting someone else's ideas or words as one's own. Plagiarism may involve some degree of intent or may be the result of carelessness or ignorance of acceptable forms for citation. Not knowing how or when to cite a source does not excuse an act of plagiarism. Each of the four kinds of plagiarism below is a breach of academic integrity.

- Copying without citation, the most serious form of plagiarism involves copying part or entire content from the internet, from a book or magazine, or from another source without indicating that the work is someone else's. To avoid this form of plagiarism, quoted material must be placed in quotation marks and one of the standard forms of documentation [American Psychological Association (APA), Modern Language Association (MLA), etc.] must be used to indicate where the material came from.
- Copying from an external source and citing the source but failing to show (using quotation marks, for example) that the material is a direct quotation is another form of plagiarism. Simply documenting the source does not indicate that the words themselves are someone else's. Avoiding this form of plagiarism involves putting all quoted material in quotation marks or using the format designated by APA, MLA etc. to indicate quoted material.
- Incorrect paraphrasing is another form of plagiarism. Paraphrasing involves putting a lengthy-phrase, sentence, or group of sentences written by another into one's own words, thereby making it significantly different from the original. Changing a few words, or rearranging words, is not proper paraphrasing, and though the source is cited (as is always required with paraphrased material), wording remains that of another and cannot rightfully be represented as original. Avoiding this form of plagiarism involves either making the material a direct quote by using quotation marks and citing the source or paraphrasing properly by changing the original to novel words; again, making sure to cite the source.
- Presenting arguments, lines of reasoning or facts learned from someone else without citing the source, even if the material is paraphrased, is another form of plagiarism. The source must be properly cited.

### **iv. Inappropriate Collaboration**

Permission from an instructor for students to "work together" on homework, an assignment, or paper is not permission for one student to present another student's work as his or her own. Unless the professional educator specifies otherwise, all work submitted for a grade or credit toward completion of a course will be the product of the student's own understanding, expressed in the student's own words, calculations, computer code, etc. One form of inappropriate collaboration involves having another person significantly alter either the content or grammar of the student's written work. A student may seek feedback from another student or individual concerning a document's content, grammar, and spelling, but to avoid this type of inappropriate collaboration, the student must fix problems himself or herself.

## **v. Improper Influence**

Attempting to influence a grade or to receive any other academic benefit not earned through the normal exercise of academic effort by offering anything of value, including the performance of services, to a professional educator, college employee, other college student, or any other person, is prohibited.

## **c. General Code of Conduct**

The student shall strictly follow and adhere to the rules and regulations of TAUCOM. These rules and regulations published by TAUCOM shall be updated from time to time. Student should refrain from involvement in any activity directly or indirectly tarnishing the image of the institution such as:

- Disrespecting TAUCOM faculty, staff, and peer groups in any form.
- Disrespecting other country on religion, ethnicity, or a section of student's community in any form.
- Explicating any unprofessional or harsh attitude with any staff of TAUCOM or other students.
- Insult, harass, bully, violent, sexual misconduct and criticize any student, faculty, or staff.
- Involvement in ragging activities or threatening students, faculty, or staff.
- Forming or insisting on the formation of any student groups to express any personal views or execute any personal agenda or any form of activity against the students/ staff/ TAUCOM in any form.
- Consumption of alcohol, illicit drugs, and smoking is prohibited on the TAUCOM campus and hostel premises.
- Students found to have consumed any form of alcohol & illicit drugs while being on the campus or hostel premises, will face disciplinary action.
- Usage of university assets and property: Mishandling of college resources, property or causing any loss shall subject the student to disciplinary action.
- Inappropriate disclosure or copying patient/ hospital records.
- Weapons, Firearms, or Explosive Devices – The unauthorized possession, use or sale of any weapon, firearm, or any incendiary, explosive or destructive device, including fireworks.
- Theft – The unauthorized taking, misappropriation or possession of any real, personal, or intellectual property owned or maintained by the College or any person on campus.

## **d. Dress Code**

Students must wear blue tops (scrubs) and black slacks or skirts. Students must dress professionally, once on campus or study related activities such as field trips, hospital visits, volunteering.

- Students should wear uniforms which are a dark blue scrubs top with black or dark bottoms or slacks. Females may wear black or dark colored skirts.

- The uniform to be worn in the hospital is black bottom and white tops.
- Only black or dark colored shoes must be worn.
- White lab coats must be worn in the lab.
- TAU T-shirts may be worn only for extra-curricular activities such as sports, field trips or at any time authorized by TAUCOM's administration.
- Students who arrive late for the semester are allowed up to 2 weeks to wear casual wear.
- TAUCOM prohibits on campus the following: jeans, shorts, sandals, flip-flops, sneakers, trainers, sweat-pants, and sweat-shirts, t-shirts without collar, mini-skirts, tank-tops, and strap blouse.
- Student's ID Cards – Must be worn by all students upon entering the university gate. The ID card has an expiry date and therefore, it is the student's responsibility to ensure that the ID card is current. A simple application to the Registrar's office by presenting a passport size photograph to the Documentations Officer and payment of the required fee can be done to re-new the expired ID card.
- The students have "Casual Friday" which means that students can wear clothing of their choice on Fridays if it is within professional limits.

### **Classroom**

TAUCOM expects that all the students follow the below mentioned guidelines regarding classrooms:

- Usage of cell phones of any kind including messaging, texting, web browsing, receiving, or making calls while being in the class is prohibited and will be subjected to disciplinary action.
- Usage of any other electronic gadget is prohibited during class hours. Usage of calculators and other devices required for interactive class sessions is allowed as per the requirement mentioned in the course outline of the respective subject for which the class is in session.
- No sunglasses/shades and hats are allowed inside the campus with the exemption of religious outfits.
- Strict adherence to the dress code is required and the students failing to do so shall not be allowed to attend the class.
- Students are expected to express a mature attitude in the classroom and shall not conduct any action which interrupts or disturbs the class in session.
- Students are not allowed to eat or drink any form of food in the classrooms when class is in session.
- The throwing of used food packs or bottles is not allowed and should be disposed of in the bins placed on the campus.
- Grace timing 10 minutes is permitted for students who come late to the class and walking in and out of classroom is not allowed. Students seeking to exit or enter the classroom during the session should seek permission from the faculty in session.

Students roaming in the campus during the class without prior permission shall be subjected to enquiry leading to disciplinary action by the Disciplinary Committee.

- Personal grooming of appearance, hair and clothing must be maintained. At all points of time, students are expected to portray themselves as neat and tidy when they are on the university campus.
- Student shall not in any case use indecent or vulgar form of any language. No language other than English is to be used in the classroom.
- Chewing gum, sweets, chocolates, or any form of snacks are not allowed in the classroom when the class is in session.

### **Off Campus**

The rules of conduct specified below are not all-inclusive but are emphasized as being among those necessary for the security and well-being of students and are among the circumstances which may lead to disciplinary action including dismissal from the college. Students are always subject to local laws and regulations.

- Possessing or using illegal drugs.
- Stealing or in possession of stolen articles.
- Malicious destruction of property, which is against laws of Guyana and other applicable laws and regulations.
- Endangering or threatening the life or physical safety of others or self, including forcible or non-forcible sexual assault.

*The following activities are considered as negative and not in good standing for students:*

- Students who become involved in any activities which affect, tarnish, or attempt to destroy the reputation of TAUCOM.
- Unprofessional attitudes unbecoming of a medical student on and off campus.
- Direct/indirect involvement in any illegal activities against the laws of the host country, where the student is physically located during the period of his/her study.
- Involvement directly/indirectly in narcotics and smuggling or other illegal activities.
- Any form of breach of Code of Conduct mentioned in the handbook by the students shall lead to disciplinary action.
- Communication in native language during formal presentations or in presence of peers/faculty from different background.

Students are advised to adhere to the laws of the country and not become involved in any unlawful activities at any time.

### **e. Smoking**

Smoking is not permitted on academic campuses, clinical facilities, recreation area and hostel campus.

## **f. Student Discipline, Disciplinary Hearings, and Appeals**

TAUCOM's Disciplinary Committee is the investigative and judicial arm in matters involving violations by students of nonacademic rules, regulations, policies, and codes of conduct and ethical behavior. It has no authority over academic matters except insofar any such matters also substantially involve nonacademic issues such as cheating, plagiarism, or other academic dishonesty. The committee is composed of faculty appointed by the CAO. Members are drawn from members of the committee, TAUCOM's student body, and faculty, including faculty at its affiliated clinical sites. It is the responsibility and obligation of all students and faculty to participate as members of as requested by the committee.

It is also the responsibility and obligation of all members of the TAUCOM's community, students included, to report to the Assistant Dean of Student Affairs instances of violations by students of the Code of Conduct behavior about which the member becomes aware. It is also the responsibility and obligation of all members of the TAUCOM's community fully to cooperate with the Disciplinary Committee in the performance of its work and to provide such information and evidence as they have or know that the committee may request. Failure of students to do either will constitute a violation of the University's Code of Conduct and ethical behavior and may subject them to disciplinary action by the committee.

## **g. Disciplinary Procedures**

- Cases arising from alleged student code of conduct violations or serious breaches of behavior are referred to by the Assistant Dean of Student Affairs with documentation.
- The student must attend a hearing of the committee designed to evaluate the evidence.
- The accused student may choose one person to accompany them and attend the disciplinary hearing.
- The final determination is based only on the evidence presented.
- The student may contest the initial determination within five school days.
- An appeal may be made to the CAO, who may uphold the committee's determination, amend the determination, or refer it back to the committee for reconsideration.

## **Disciplinary Hearing Procedure**

Five working days in advance of a hearing by the Disciplinary Committee, the student will be provided with notice in writing of any specific allegations, a list of witnesses and any sworn statements or exhibits which will be used as evidence against him/her. The student will be provided with a list of members of the Disciplinary Committee. The hearing will be conducted and recorded with a video camera. Any witness will be admitted to the hearing for the testimony and then will be required to leave. The testimony will be recorded, and the final deliberations of the committee will be recorded.

The student may have one person of their choice, who is not a witness, present during the hearing. This person may not address the committee, speak on behalf of the student, question witnesses, or otherwise actively participate in the hearing. The student must attend the



hearing in person. The student will be allowed to make an oral statement, and then answer questions from members of the committee. The student may submit sworn written statements and other exhibits. The accused student may call witnesses on his/her behalf. The student may hear and question all witnesses.

During any period prior to the disciplinary hearing, the CAO may place the accused student on temporary suspension pending the Disciplinary Committee hearing and its determination.

The Disciplinary Committee shall make all recommendations in writing based on the investigation of the evidence presented at the hearing. The student may not be present during the Disciplinary Committee deliberations. Once the committee's determination is made the student will immediately be notified of the determination.

Within five (5) working days of the date of the determination notice the student may appeal the Disciplinary Committee's decision, in writing to the Appeals and Grievance Committee. The Appeals and Grievance Committee will review the final case one more time and make recommendation to the CAO.

#### **h. Acceptable Use of Technology**

Our computers' email and information systems have been organized to improve communication and reduce the time and effort it takes to complete administrative activities. Use of university-supplied computers, email, and information systems must always reflect that these are shared resources that have been established for the good of TAUCOM and the university community.

The guidelines below reflect the commitment students are required to make to use university-supplied technology resources properly and responsibly.

In making acceptable use of resources, you must do the following:

1. Protect your system username and password from unauthorized use.
2. Understand that you are responsible for all activities that originate from your system account.
3. Access only information that is your own, that is publicly available, or to which you have been given authorized access.
4. Use only legal versions of copyrighted software in compliance with vendor license requirements.
5. Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
6. Use resources only for authorized purposes.

In making acceptable use of resources, you must not do the following:

1. Use another person's computer, system name and password, or files.
2. Use computer programs to decode passwords or access control information.

3. Attempt to circumvent or subvert system or network security measures.
4. Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to university data.
5. Use university systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political students.
6. Make or use illegal copies of copyrighted materials or software, store such copies on university systems, or transmit them over university networks.
7. Make disparaging comments about others or make statements, speak, or write on behalf of TAUCOM in a newsgroup or chat room unless you are duly authorized to do so by the university.
8. The electronic mail system shall not be used to create, send, or receive any offensive or disruptive messages. Among those which are considered offensive include any messages that contain sexual implications, racial slurs, gender-specific comments, or any comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. Email communications should be considered official communications and should be composed in a professional, businesslike manner.
9. Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or system username.
10. Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
11. Use the university's systems or networks for personal gain, for example, by selling access to your system username or to university systems or networks, or by performing work for profit with university resources in a manner not authorized by the university.
12. Access content that is pornographic in nature.
13. Intentionally cause physical damage to a technology asset.
14. Engage in any other activity that does not comply with the general principles presented above.

#### **i. Classroom Communications**

The classroom is TAUCOM controlled space in which faculty and students communicate with each other and members of the public. There is no right to privacy regarding communications which take place in such a setting. Any expectation of privacy concerning communications taking place in educational classrooms during classes or classroom related activities are subject to audio and video monitoring solely for educational purposes. By entering a classroom setting one acknowledges that they agree with and acknowledge the above.

## j. Social Media Guidelines

TAUCOM recognizes that social networking has changed the way people communicate and that students want to be a part of this ever-changing platform. Social networking sites expand one's reach immensely and there are many valuable uses of these networks. However, because social networking is so accessible and has blurred the lines between personal and private, there are several concerns with social networking sites of which students should be aware. Realize that information you post without using appropriate privacy settings may be available to anyone including faculty, current or prospective employers, and many more.

While the College encourages this online collaboration, we would like to provide you with a set of guidelines for appropriate online conduct and to avoid the misuse of this communication medium.

**Online can mean forever:** Remember that what you post is accessible long after you remove it. Also, comments can be forwarded or copied. Years from now current or prospective employers could find posts that you create now. Your future school admissions officers may use this information to ascertain your maturity and professional growth. If it is not something, you would say to an employer in person you should think twice about posting it online. Do not let poor judgment now prevent you from securing your dream job in the future.

**Use privacy settings** Understand and use the privacy settings on social networking sites. If you do not, your personal information is available to the entire world. Do not provide personal identifying information such as date of birth, phone numbers, home addresses or class schedules.

**Be careful:** Be aware of who you add as a friend to your site. Do not allow someone else to create and manage accounts on your behalf unless you have total access to the logins, passwords, and procedures for those accounts.

**Respect others:** Do not infringe on the privacy of your friends, peers, or College faculty. Never post personal information of others that could be embarrassing to them or the university or college. If posting photos, ask the permission of those involved. If someone objects to photography, avoid using it as a matter of common courtesy.

**Follow the rules:** Make sure you understand the policies and terms of use of any social media outlet you use. Read the terms of service before using. Displaying behavior that violates federal and/or state law could have grave consequences that could affect your future.

**Follow University policy:** All the university student policies apply to social networking as well. Adhere to the student handbook (especially regarding academic honesty and student code of conduct) and any/all applicable student policies and standards of conduct.

## **k. Standards of Conduct for The Teacher/ Learner Relationship**

TAUCOM strives to create a learning environment to fulfill the potential of all students. TAUCOM requires all faculty and staff to meticulously epitomize the highest standards of conduct that ensure a healthy teacher-learner relationship. These standards express a collective vision of professionalism that guides the daily practices of students as well as faculty alike. This policy was designed to ensure learners and teachers know about their rights and responsibilities and have the required information/standard about what is expected of them to foster respectful behavior, minimizes the likelihood of student mistreatment or abuse, and optimizes the educational experience for students.

### **Obligations in the Teacher/ Learner Relationship**

#### **Teachers**

- Be on time for class and be prepared to present lectures.
- Treat all learners equally regardless of age, gender, race, ethnicity, nationality, religion, disability, or sexual orientation. Do not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student.
- Provide learners with the most current materials in an effective format for learning.
- Treat all learners fairly, respectfully, and without bias.
- Give learners timely, constructive, and accurate feedback and opportunities for improvement/remediation when necessary.
- Avoid the embarrassment or humiliation of students.
- Provide fair and unbiased assessment of students following established criteria.

#### **Learners**

- Be on time for class, didactic, investigatory, and clinical sessions.
- Students shall not walk out of the class without appropriate permission from the class teacher.
- Treat all fellow learners and teachers equally regardless of age, gender, race, ethnicity, nationality, religion, disability, or sexual orientation.
- Commit the time and energy to their studies necessary to achieve the goals and objectives of each course.
- Treat all fellow learners and teachers with respect and fairness.
- Communicate concerns/suggestions about the curriculum, didactic methods, teachers, or the learning environment in a respectful, professional manner.
- Be trustworthy and honest.

### **Behaviors which fall outside the standards of teacher-learner relationship**

Any behaviors showing blatant disrespect for others or lack of professionalism in interpersonal conduct are deemed as behaviors which fall outside the standards of the teacher-learner relationship at TAU. Certain behaviors/actions are clearly inappropriate and will not be tolerated by the institution. These include, but are not limited to the following:

- Offensive/ abusive conduct, mistreatment, unprofessional behavior, lack of proper judgment
- Unnecessary physical contact or treats of the same (e.g., kicking, hitting)
- Unlawful discrimination of any form including in teaching and assessment based on age, gender, race, ethnicity, nationality, religion, disability, or sexual orientation.
- Sexual harassment (including romantic relationships between teachers and learners in which the teacher has authority over the learner's academic progress) or harassment based on age, gender, race, ethnicity, nationality, religion, disability, or sexual orientation.
- Requiring students to perform personal chores (e.g., running errands)
- Loss of personal civility including shouting, personal attacks, or insults, displays of temper (such as throwing objects)
- Disrespectful or unprofessional behavior that may dispute the students' educational experience.
- Use of grading and other forms of assessment in a punitive manner
- Sarcastic or insulting speech
- Neglected or intentionally leaving persons out of the communications.
- Subject others to offensive remarks or names
- Belittling or humiliating comments
- Requiring others to perform personal services (i.e., babysitting, shopping)
- Any form of cyberbullying. Any electronic dissemination of medical information including patient information or photos of specimen and procedures unless specifically authorized in writing by the administration.

## **I. Student Grievance**

Student grievances can be reported via the grievance module in the student management system or in person at the Student Affairs office or with the Assistant Dean of Student Affairs or Directly with the Chair of Appeals and Grievance Committee (AGC).

TAU's Appeals and Grievance Committee is the investigative and judicial arm in matters involving grievances of any member of the TAUCOM community against the university or other members of the community. These grievances do not include academic matters (e.g., grades and promotions). They also do not include challenges to the university's educational and academic policies. The committee is composed of faculty and student representatives appointed by the CAO. Students can also approach the committee chair directly to report grievances. Grievances report to the Assistant Dean of Student Affairs can be referred to the Grievance Committee depending on the nature of grievance.

Grievances submitted to the committee must be in writing to the Chair of the Appeals and Grievance Committee. Once a grievance has been received, the committee will meet to discuss the complaint and investigate. The investigation will include a hearing with all parties involved in the complaint and may require further written statements and interviews. A friend, colleague, or lawyer will be allowed during the hearing along with the

students only with prior permission. After the investigation is complete, the committee chair will issue a written findings report along with a recommendation for resolution for the CAO within 5 days from concluding the investigation. All parties involved will be notified of the committee's findings and recommendations. The CAO will take appropriate action, in accordance with the recommendation, and issue a written notification to all parties involved in the proposed action.

Appeals can be made in writing to the CAO office within 10 days after receiving notice.

### **m. Student Mistreatment**

While it is hoped that the principles expressed above are generally practiced and respected throughout the university, we are cognizant that there are occasions when the intensity and pace of study and work, and the differing expectations of members of our diverse community may lead to alleged or real incidents of unprofessional behavior directed towards students and teachers as well. When this happens, the university is committed to establishing the facts through a fair process, which respects the rights and confidentiality of the involved parties. Issues of sexual harassment, bullying and cyber bullying are addressed in the respective policies.

#### **Specific examples of mistreatment include (but are not limited to) being:**

- belittled or humiliated.
- spoken to in a sarcastic or insulting manner.
- intentionally neglected or left out of the communications.
- subjected to offensive sexist remarks or names.
- subjected to racist or ethically offensive remarks or names.
- required to perform personal services (i.e., babysitting, shopping)
- threatened with physical harm (e.g., hit, slapped, kicked)
- gender related comments.

#### **Procedures for Reporting Student Concern Regarding Mistreatment**

Several avenues are open to any student who experiences an incident of inappropriate behavior, mistreatment, physical or sexual harassment. Students are encouraged to report mistreatment via different avenues:

- Confidentially report concerns mistreatment to the Assistant Dean of Student Affairs Students, to any of their faculty, or faculty advisors or student affairs coordinators on campus. The Assistant Dean of Student Affairs oversees the respectful learning environment for medical students.
- Report concerns using the student grievance portal in the ERP (online).
- Report mistreatment using periodic evaluation of faculty tools. These evaluations are reported to the Head of the Department and the Assistant Dean of Student Affairs.
- Sexual harassment or discrimination must be reported through Assistant Dean of Student Affairs or the CAO (based on circumstance).

## **Mechanism for Investigating Student Mistreatment**

The Assistant Dean of Student Affairs is responsible for the oversight of mistreatment complaints of students. Based on the nature of mistreatment, the Assistant Dean may report mistreatments to the CAO who can investigate the issues and decide if and what action is warranted. The Assistant Dean of Students Affairs will also refer mistreatment to the Appeals & Grievance Committee for further investigation or to the CAO for appropriate action.

## **Procedures Regarding Teachers Concern of Inappropriate Behavior.**

If a teacher feels that a learner has engaged in inappropriate behavior, he/she is encouraged to report such incidences to the Assistant Dean of Student Affairs.

## **Mechanism for Investigating Teacher's Concern Regarding Appropriate Behavior.**

Within five (5) days of a formal report the Disciplinary Committee will meet to review the facts of the complaint and may order an investigation. The committee will hold all materials confidential. The accused may attend the hearing and will be offered the opportunity to rebut the complaint.

## **Retaliation and false claims**

Retaliation against a person who reports, complains of, or provides information in a mistreatment investigation or proceeding is prohibited. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion. A person who knowingly makes false allegations of mistreatment, or who knowingly provides false information in a mistreatment investigation or proceeding, will be subject to disciplinary action and, in the case of students, will be considered a violation of the University's Code.

## **22. Library Policy**

TAUCOM library has an open access system and provides a setting conducive to independent learning and resources for users, both within the library and throughout the university. The library is open and available to faculty and students during the academic year. In addition, students have access to multiple databases and library resources from the library's website online.

### **a. Circulation Procedures**

TAUCOM library is fully automated, and students can access books by producing their ID cards when borrowing books from the library.

Students who have outstanding balances may be subjected to the following consequences:

- Not allowed to take final examinations.
- Examination results will be withheld.
- Transcripts will not be issued.

### **b. General Collection (Issuing Books)**

Students may borrow up to four (4) books from the library at any given time. Books may be kept for a period of five (5) days and can be renewed for 5 (five) more days only if the book is not on request. Students can reserve the books in advance online or in-person at the library Circulation center. Students are allowed to reserve one book at a time.

A fine of GYD \$200 for the first 3 (three) days per book will be charged after books are kept after the due date. If books are kept after the 3 (three) days have elapsed students will be charged GYD \$500 for books kept after the fourth day per day. If a book is overdue for 8 (eight) days or more the student will pay GYD \$1000 per day until the book is returned.

If a book is lost the student will be required to replace the book with the same or latest edition or pay double the cost of replacement.

### **c. Reference Collection**

Journals, Magazines, Reference books, Compact Disks, Newspapers, and other materials placed under restricted categories will not be lent out from the library. Students can refer to the reference book only in the library.

Each student will be issued with 1 (One) Reference textbook for a weekend, i.e., Friday after 4 pm. or on a holiday, with the condition, the book is returned to the library by the next working day in the first hour. Otherwise, the student will be penalized for the same as per norms.

### **d. Online Collection**

TAU library has access to multiple online databases, e-journals, and other online resources. Students will be provided with username and password upon registration for accessing online resources.

### **e. Research and Library Services for Clinical Students**

TAUCOM has established a clinical library at clinical office for the clinical rotations students to access the physical collections of textbooks and digital learning resources such as ProQuest – MEDLINE Database, JAYPEE Digital Explore Health Science Database, and HINARI Database. Clinical Students can also access to multiple databases, e-journals, etc. for their research and clinical activities through the library webpage it includes, TEXIDIGIPEDIA, PUBMED, BioMed Central, Geneva Foundation for Medical Education and Research Collection, Thesis and Dissertations.

Library webpage - <https://library.tauedu.org/slims/index.php>

### **USMLE Preparation**

Academic Support Services Resource Center: A variety of resource books are available to assist students on USMLE Steps 1 and 2 board preparation. Students can access electronic resources through the library's webpage.



### **Photocopying/ Scanning**

Library staff assists the students in printing/ photocopying/ scanning the documents by payment on subsidiary charges.

### **Locker Facility**

The library has provided a locker facility for all the students. Locker keys can be uplifted at the circulation desk in library after signing the rules and regulations. Failure to adhere to the rules will result in a penalty.

### **Copyright Restrictions**

The copyright law of the United States (title 17, United States Code, The US copyright act of 1976) governs the making of photocopies or other reproductions of the copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. The institution reserves the right to refuse to accept a copying order if, in its judgment, the fulfillment of the order would involve violation of copyright law. Under the purview of said law, the school restricts bulk copying of books or copying a major portion of a book.

## **23. Faculty Governance Committees**

Governance of the medical school is conducted by various faculty committees. Students are expected to participate in many committees and students are informed to direct their queries to the respective committees based on their function and score. Below are the current faculty committees and their major functions.

### **Strategic Planning Committee**

The Strategic and Planning Committee is a standing committee of the TAUCOM and is responsible for overseeing the strategic plan of the institution and assessment of the implementation of these plans in the context of the vision and mission of TAUCOM. Students are expected to be members of this committee.

### **Curriculum Committee**

This committee governs all the aspects of the TAUCOM curriculum including its design, delivery, management, evaluation, and revision. 'Curriculum' is defined as a plan, which includes content, instructional resources, context, teaching and learning strategies, assessment, and evaluation tools. The Curriculum Committee has two sub committees, they are Basic Science Sub Committee and Clinical Science Sub Committee. Students are expected to be members of these committees.

### **Program Evaluation Committee (PEC)**

PEC is responsible for the regular evaluation of academic activities related to development, implementation, and monitoring of the MD program. This committee presents their findings and reports to FEC, for analysis, guidance, and directions.

### **Admissions Committee**

The Admissions Committee is responsible for screening suitable candidates by conducting Texila Medical Admission Test (TMAT) and Multiple Mini Interviews (MMI). The final responsibility for accepting students to TAUCOM rests with the Admissions Committee.

### **Student Promotion and Graduation Committee**

The committee is responsible for reviewing the academic progress of students enrolled in the MD program of TAUCOM. This committee decides on the suitability of each medical student for promotion and graduation from TAUCOM and be eligible to practice medicine.

The committee considers all the issues related to academic performance including professionalism and other competencies. The committee makes decisions related to the retention and promotion of students and determines whether a student is making satisfactory academic progress. It has the responsibility of assuring that due process and policies of TAUCOM are followed.

### **The Appeals and Grievance Committee**

The purpose of this committee is to address the concerns of the students who believe they have been treated unfairly, discriminated against, or have had their rights abridged. TAU's Appeals and Grievance Committee is the investigative and judicial arm in matters involving grievances of any member of the TAUCOM community against the university or other members of the community. These grievances do not include academic matters (e.g., grades and promotions). They also do not include challenges to the university's educational and academic policies.

### **Research Committee**

The committee is responsible to develop, implement, monitor, and review policies, guidelines, and procedures for establishing, servicing, and strengthening the college of medicine's key research objectives and advice the students and faculties on developing and maintaining research performance.

### **Disciplinary Committee**

The Disciplinary committee is the judicial arm of the committee and responsible for all decisions relating to student discipline. The committee consists of ad hoc members who are chosen by the CAO based on the disciplinary issue. Students are also part of the ad hoc members when needed.

### **Faculty Appointment and Promotion Committee (FAPC)**

The principal objective of FAPC is to assist CAO, COM by providing timely advice on the faculty appointment, reappointment, promotion, and tenure. This committee is also responsible for disseminating the faculty policies to all the stakeholders of TAUCOM.

## **24. Other Policies**

### **a. Sexual Harassment Policy**

Sexual harassment by any member of the TAUCOM community is a violation of university policy, and local laws. Sexual harassment is defined as unwelcome sexual advances, references and overtures, and requests for sexual favors including all communications in person, and online including any setting including email, social media, texting, and sexting. Both men and women may be victims of sexual harassment, and sexual harassment may occur between individuals of the same gender. Sexual harassment may occur when there is an authority differential such as between Course Instructors and students or may occur with persons of the same status at the university.

Grievant who are aware of or have experienced an incident of sexual harassment should promptly report the matter immediately to the Assistant Dean of Student Affairs, who will advise the grievant on filing a grievance as per the university procedure.

During the investigation of the complaint, TAUCOM will attempt to maintain confidentiality for all parties involved. Following TAUCOM's investigation and substantiation of the complaint, sexual harassment offenders will be subject to disciplinary action which may include, but is not limited to, disciplinary warning or dismissal from the institution for students, or termination of employment or other affiliation for staff and faculty.

A grievant who knowingly files a false complaint will be subject to disciplinary action which may include, but is not limited to, disciplinary warning or dismissal and termination of employment.

### **b. Bullying and Cyberbullying Policy**

TAUCOM is committed to providing a safe, secure, and respectful environment for all students and employees at all facilities, school buildings, hostels, school grounds and at school sponsored activities and events. TAUCOM strives to address bullying and cyberbullying so that there is no disruption to the learning environment and learning process. Bullying & Cyberbullying Policy is accessible to all students and faculty through the Intranet portal & Library.

### **c. Communicable Disease Policy**

TAUCOM has established this policy, because of the seriousness of communicable diseases, and to protect the rights of those affected and the safety and welfare of others. The policy defines a framework for assessing risks related to communicable diseases and makes recommendations regarding a response to such risk(s), educating the medical students about such risk(s), and facilitating other preventive measures. The Office of the CAO will answer inquiries from medical students as to which diseases are reportable and will provide other information concerning these diseases.

## **Communicable diseases other than HIV/AIDS**

- Students who know, or who have reasonable basis for believing that they are or may be infected by a communicable disease, shall immediately report the same to the Associate Dean – Clinical Affairs or CAO, COM.
- Students infected with communicable diseases shall not automatically be excluded from initial enrollment or otherwise restricted in their access to the university's facilities or services unless, the TAUCOM (its decision process coordinated through the responsible authorities within the institute) determines that exclusion or restriction is necessary to protect the welfare of the infected individual and other students.
- Students who acquire chickenpox while residing on campus, will be required to leave campus until it is determined by their health-care provider that they are no longer contagious to others.
- For students assigned at clinical sites, the Assistant Dean/Associate Dean - Clinical Affairs may recommend the students not report to their clinical site if they have signs of a communicable or infectious disease; including, but not limited to skin lesions, respiratory illness, gastrointestinal illness blood and/or body secretions. The Associate Dean in this situation will inform the preceptor of the situation.
- In the event of student misses a considerable number of classes or clinical experiences due to illness, the HODs in consultation with Associate Dean- Clinical Affairs and CAO, COM will decide the students' status, which may result in a grade of an incomplete or additional clinical experience.

## **HIV/AIDS/ Hepatitis**

- A student with an HIV infection will have the same right to attend the institution and receive services as any other student and will be subjected to the same rules and policies. HIV will not be a factor in decisions concerning class assignments, privileges, or participation in any institution related/sponsored activities.
- The privilege of participating in any institutional activities is not conditional on a student's HIV status. Institutional authorities will make reasonable accommodations to allow students living with HIV infection to participate in any institutional-sponsored activity.
- Student's HIV status will not influence his/her eligibility to qualify for student financial assistance.
- Every employee at the TAUCOM has a duty to treat as highly confidential any information concerning the HIV status of a student.
- Institutional faculty & staff will always attempt to maintain a respectful institutional climate and not permit physical or verbal harassment of any individual. This includes taunts directed against a student living with HIV infection, a student perceived as having HIV infection, or a student associated with someone with HIV infection.
- The affected students are also advised to undergo post-test counseling and receive proper management.

- The clinical sites where students train may have reporting requirements depending on the procedures and activities to be performed by the medical student.
- Students who wish to perform exposure-prone invasive procedures at a clinical site as part of their education and training must comply with all review, disclosure, and infection control requirements at that site. Another potential option that may preserve greater confidentiality for the student is to restructure the clinical experience to avoid participation in any exposure-prone procedures.
- TAUCOM recognizes that it is possible for an individual infected with HCV, HBV, and/or HIV to practice medicine, and to practice many specialties unimpeded by disease specific restrictions. Therefore, the school will aid any student infected with these diseases to complete their MD program requirements subject to considerations that it deems in its best judgment are appropriate to the circumstances of each individual case.
- The students infected with these conditions will have equal access to financial aid and career counseling, just like other students.

#### **d. Alcohol & Drug Abuse Policy**

Alcohol and illicit drug use can pose many safety and health risks. The policy defines the regulations regarding the use of alcohol and illicit drugs by medical students.

- TAUCOM Alcohol and Drug Abuse Policy prohibits use of alcohol and illicit drugs on campus.
- Behavior at off-campus events, which are not sponsored or funded by TAUCOM will be subject to the TAUCOM's discipline system if the conduct violates local, state, or government law or when the college determines that the conduct has a direct impact on the educational mission and interests of the institute and/or the safety and welfare of the university community.
- Alcohol in university housing (Living Units): Consumption of alcohol and illicit drugs are not permitted within hostels, violation of which will result in disciplinary action.
- Students of TAUCOM impaired by drugs or alcohol are allowed to defer from the academic curriculum. They are referred to a rehabilitation program of their choice at their expense. Periodic updates regarding their progress are to be forwarded to the Department of Student Affairs and will be maintained with high confidentiality. Upon completion of the rehab program and at the recommendation of the CAO, the student may resume the academic curriculum but must submit to random chemical testing. Relapse and positive screens might result in expulsion from the school.

#### **e. Immunization Policy**

This policy outlines the vaccination requirements for both international and local medical students. Students should consult with appropriate physician and/or health institution and vaccinated accordingly. As per Ministry of Health, Guyana, all the students enrolled in the College of Medicine are required for yellow fever vaccination in their home country at least ten (10) days prior to arrival in Guyana. Upon admission, all students are required to undergo a physical examination and submit a medical examination form completed by the student's physician. The following immunizations are required prior to matriculation:

rubeola, rubella, mumps, varicella, and polio. Students must have had a tetanus vaccination within the last 10 years. In addition, the series of vaccinations for Hepatitis B must be completed before the start of clinical rotations.

#### **f. Anti-Discrimination Policy**

TAUCOM is committed to maintaining an environment free from discrimination. Discrimination based on race, color, creed, religion, disability, gender, gender identity, socioeconomic status, national origin, age, familial status, marital status, height, weight, or sexual orientation is prohibited.

#### **g. Diversity Policy**

TAUCOM is committed to providing an environment that respects the contributions, talents, and diverse experiences of all students, faculty, and staff. Our vision and core values include a commitment to diversity and mutual respect. We embrace the philosophy that excellence in medical education, research, and clinical practice is best achieved through promoting diversity in its broadest sense and maintaining an academic and work environment free of discrimination. We pledge to build and sustain a learning environment with diverse community of multiple nations, ethnicities, economies, and religions where diversity is celebrated and fostering access to medical education for learners from all segments of society. We consider inclusivity to be a responsibility of everyone in our learning environment.

To support our mission related to training health professionals for tomorrow's contemporary world, and to be supportive of global learning environment that is rising above the geographical and cultural boundaries, TAUCOM places a strategic emphasis on supporting participation of National, Regional, and International students from medically underserved communities, and from economically and educationally disadvantaged backgrounds.

#### **h. Exposure to Infectious and Environmental Hazards Policy**

One of the highest priorities for TAUCOM is creating an environment that is welcoming, respectful of diversity, including but not limited to gender, race, ethnicity, sexual orientation, religion, language, physical ability, cultural background, and socioeconomic group. It is our goal to create an academic environment that is welcoming and respectful of the diversity of all.

This policy is aimed providing guidelines on medical student exposure to infectious and environmental hazards, including:

1. Methods of prevention of infectious and environmental hazards
2. Procedures for care and treatment after exposure, including a definition of financial responsibility.
3. Effects of infectious and environmental disease or disability on medical student learning activities. All registered medical students are informed of this policy before undertaking any educational activities that will place them at risk.

### Preparedness for Environmental Hazards:

Students shall be introduced to the concepts of infectious and environmental hazards, prevention, and control in their first year of studies. Furthermore, students shall be educated in universal precautions and techniques for infectious and environmental hazards prior to beginning clinical learning activities.

### Prevention of Environmental Hazards:

Medical students can be exposed to infectious and environmental hazards. They are expected to take reasonable precautions to avoid environmental hazards and take appropriate preventative measures to protect themselves and others from infectious disease. It is the responsibility of all faculty, staff, and students to notify Assistant Dean-Clinical Affairs, Associate Dean-Clinical Affairs, and CAO, College of Medicine in a timely manner of the existence of any infectious or environmental hazards that might affect students.

### Exposure to Infectious and Environmental Hazards:

- Following an exposure, affected students must contact the CAO office within 24 hours.
- It is expected that affected students will cooperate with the evaluation, treatment and follow up recommendations made at the time of their exposure assessment.
- A student who contracts a blood borne infection while in school, after seeking appropriate care, is required to notify the Office of CAO of his/her status. Notifications will be kept strictly confidential.
- If the student has not seen an Infectious Disease physician with experience in treating and counseling health care workers, he/she will be advised to do so.

### Effects on student learning activities:

Students whose learning activity is interrupted because of an exposure incident should contact the CAO, College of Medicine, as soon as possible. Upon verification, shall communicate with related faculty regarding the medical student's absence and, where necessary, to accommodate an alternative educational or clinical activity.

In the event of infection with a blood-borne pathogen that could potentially impact the safety of patients or other health care providers, CAO TAUCOM will take the final decision in consultation with the Associate Dean-Clinical Affairs.

## **i. Suicide Awareness and Prevention Policy**

### **Introduction**

In 2019, the suicide rate in Guyana was the highest the nation recorded in 20 years and the second highest in the world (WHO, 2021). And although the Guyana Chronicles reported a reduced suicide rate in Guyana by 21.7 percent since then, factors related to suicide are still eminent in our communities. Furthermore, the groups at risk include male and female youth among others with the major issue not being the activeness of the National Suicide Prevention Plan (NSPP) and other suicide activists, nor the adoption of the guidelines

stipulated by the World Health Organization (WHO). Rather, our ability to understand our communities better in terms of suicide behavior to better use these guidelines as a foundation to tailor suicide programs effectively to us.

Here at Texila American University-College of Medicine (TAUCOM), we understand that suicide can be prevented. And in our bid to contribute to the reduction of suicide, this policy was designed to enhance suicide awareness and provide guidelines tailored to the TAUCOM community.

This policy has however not been designed in isolation to international standards as the principles modeled here have been done with the consideration of the Model School District Policy on Suicide Prevention, a resource by the American Foundation for Suicide Prevention. In designing and implementing this policy, we not only contribute to the global cause of suicide reduction but also fulfill our mission to ensure the welfare and wellness of our students.

### **Purpose**

The purpose of this policy is to promote and protect the wellness of all medical students at TAUCOM by creating a culture and environment where suicide risk can be assessed promptly to aid suicide prevention, and by having preset guidelines for when the need may arise for a suicide intervention/response.

To do this, TAUCOM recognizes the following.

- That health includes mental, physical, and social well-being and not merely the absence of disease and infirmity (a definition adopted from the World Health Organization).
- That it is part of our mission to generate awareness in the application of health science and wellness for the welfare of society.
- Suicide can be prevented, and rates reduced with the implementation of a concrete policy used in tandem with other policies of the university to identify cases of suicide risk.

### **Scope**

- This policy covers any suicidal attempts or completion that take place within the university campus and during school activities.
- This policy also covers any suicidal attempts or completion that take place within the accommodation provided by TAUCOM and out-of-school functions/ environs.

### **Prevention**

- All students found to be at-risk for suicide should be reported by all faculty/staff/students to the Department of Student Affairs at the earliest possible time.



- Workshops on student suicide prevention (including how to identify at-risk students, protective factors, response guidelines, referrals, and every other resource on the topic) should be included in annual Faculty Development Programs
- Lecture on suicide prevention including how to recognize risk factors, warning signs, and the importance of safe choices should be included during the orientation program at the beginning of each semester.
- Help-seeking strategies as well as the contact of the counselors and other supportive aid shall be shared with the students at the orientation programs.
- Small group discussions on suicide prevention/support and education shall be integrated into the curriculum of the students regardless of level/semester.
- This policy shall be included in the student resource on the student LMS, school website, and student handbook.
- The practices discussed in this policy will be assessed at the end of each semester for all faculty/staff/student.

### **Intervention**

- The counselor/ affiliate psychiatrist shall assess any student identified to be potentially suicidal within 24 hours of identification.
- The counselor/psychiatrist may issue a referral based on expert opinion.
- The CAO shall be notified of any suicidal risk/attempt as soon as possible, who then shall inform the legal guardian/ parent(s) of said student.
- Notifying the legal guardian/ parent(s) shall be done on the same day of the event or as soon as possible unless such notification puts the student at risk of harm.
- Until the student is assessed by the counselor/psychiatrist, he/she will be under continuous and close supervision by the university staff.
- If a student is actively suicidal and poses a safety threat to himself/herself or others, law enforcement (911) shall be called immediately.
- The staff on the call shall provide every information needed by the police including and not limited to their name, location, possession of weapon(s), and their history of mental illness or emotional instability.
- After de-escalation, assessment, and stabilization of the situation and the student involved, the CAO may suggest recommendations to the legal guardian/ parent(s) of the student involved regarding the student's mental well-being based on expert opinion.

### **Resumption Procedure**

- After a mental health crisis, a discussion shall be held between the CAO, counselor, legal guardian/ parent(s) and if needed, the student, to discuss the resumption of classes. In this meeting, the readiness of the student shall be discussed, including the next steps for the maintenance of mental health while in school.

- For cases where hospitalization was done during a semester break or even mid-semester, the parent(s)/ legal guardian should inform the CAO of such development and the details required to assist with this procedure.
- The student is required to undergo a medical check including a mental status evaluation from a psychiatrist and a clearance certificate must be issued by the psychiatrist before resumption is approved by the CAO.
- If resumption is approved, an agreement must be made by the student to attend periodic meetings/ visits with the counselor/psychiatrist to check for mental wellness and address concerns faced with readjustment, social life, or academia. The frequency of such meetings shall be determined by the counselor/psychiatrist based on their expert opinion.
- The administration shall make provisions for students returning after a mental health crisis for submission of assignments and sitting for exams (if exams are either completed, underway, or close to the time of resumption). This discussion shall only be had with relevant faculty.
- Any discussions made between the administration and relevant staff shall be void of specific details regarding diagnoses to protect the privacy of the student and to maintain confidentiality.
- All this information will be highly confidential and not to be shared with anyone other than those involved directly in the process.

### **In-School Suicide Attempts**

- Firstly, primary care/first aid shall be administered to the student until he/she is transferred to emergency care.
- All other students shall be removed from the proximity or immediate surroundings of the patient.
- The faculty shall contact the CAO and legal guardians following the guidelines given in the Intervention section stated prior.
- The faculty shall contact law enforcement (911) in cases involving weaponry/ weaponizing a regular object. The staff shall inform the police of following the guidelines given in the Intervention section stated prior.

### **Out-of-Campus Suicide Attempts**

- If any staff/faculty/student is notified of an active suicide attempt by another student outside of campus, the staff/faculty/student should:
  - Call 911 (police and emergency service)
  - Notify the legal guardian of the student involved.
  - Inform CAO.
- In cases where the student contacts faculty/staff and expresses suicidal intent or ideation, the faculty/staff shall maintain contact with the student and garner the help of a second person to call 911 while still in contact with the student.

### **Action plan after a suicide death**

- Announcements should be made regarding all suicide-related deaths.
- Before the announcement is made, the cause of death must be confirmed to be suicide.
- If after confirmation, the parent(s)/ legal guardian of the student wishes that the cause of death is not disclosed, the administration may release a general statement without specific details like the name of the student.
- If the parent(s)/ legal guardian refuses to disclose the cause of death, he/she should be encouraged to do so with a discussion of the benefit of such an announcement to other students.
- A team of individuals designated “crisis team” should be formed to assess those closely related/ affiliated/ who worked closely with the student (including staff and other students) and those exhibiting behavioral changes after the news, to provide support via counseling/ assessment by a psychologist.
- News of death shall be shared with staff during staff meetings, and an official statement shared with staff to be announced to students.
- There shall be no planned memorials in form of memorabilia held on campus to avoid aggrandizing the suicide event.
- Any on-campus memorials held shall be done in the form of small gatherings where the suicide-prevention guidelines and resources shall be shared.

### **j. Protection Against Radicalization and Extremism Policy**

This policy outlines the specific elements and rules that TAUCOM approaches to ensure that our students learn in a safe and supportive environment without the risk of abuse, exploitation, or radicalization. With the help of staff and students, TAUCOM identifies people vulnerable to radicalization in the university community as soon as possible and provides them with access to relevant support and counseling services. TAUCOM recognizes the signs of vulnerability to extremism in all its forms that are common with signs of vulnerability to abuse. In such cases, we are keen to fully understand the situation and put the welfare of the vulnerable person at the center of our response and provide appropriate interventions.

### **k. Student Disability Policy**

Texila American University is committed to providing equal access and opportunities for all students, including those with disabilities. The Department of Student Affairs (DSA) aims to ensure that students with disabilities have reasonable accommodations to facilitate their academic success and participation in all aspects of university life. Students seeking accommodation must provide appropriate and current documentation from a qualified healthcare professional outlining the nature and impact of the disability. This documentation assists in determining reasonable accommodations. All information regarding a student's disability is treated confidentially. Disclosure of disability-related information is on a need-to-know basis and is only shared with faculty/staff directly involved in implementing accommodations.

## **I. Policy on Student's Use of Social Media and Devices**

This policy aims to provide clear guidelines for Students regarding the responsible and appropriate use of social media and personal devices (including mobile phones, tablets, and cameras) on the premises of our institution. It also seeks to promote a focused learning environment, protect individual privacy, and ensure the safety and well-being of all members of our community. This policy applies to all Students enrolled in our institution, regardless of age or program. It covers the use of personal devices on school grounds during both instructional and non-instructional hours.

### **General Principles:**

- **Respect and Responsibility:** Students are expected to use devices and social media responsibly and respectfully, adhering to our principles of ethical conduct and behavior. This includes respecting the privacy of others, avoiding cyberbullying, and refraining from posting harmful or offensive content.
- **Safety and Security:** Students should only use devices and access social media platforms that are age-appropriate and comply with our security policies. Sharing personal information online should be done with caution.
- **Focus and Distraction:** Devices and social media use should not interfere with learning activities or disrupt the learning environment. Students are expected to be fully engaged during class time and other designated focus periods.
- **Privacy and Confidentiality:** Students must not use devices or social media to record, share, or access the personal information of others without their explicit consent.
- **Academic Integrity:** Plagiarism and other forms of academic dishonesty involving technology will be addressed according to our academic integrity policy.

### **Specific Guidelines:**

- **Device Storage:** Devices should be stored away and silenced during class time and other designated focus periods unless explicitly permitted by an instructor for educational purposes.
- **Internet Access:** Access to social media platforms may be restricted on school-owned devices or Wi-Fi networks.
- **Photography and Recording:** Taking photos or videos of others without their consent is prohibited, except in designated areas or with prior permission from an instructor for educational purposes.
- **Consequences of Misuse:** Misuse of devices or social media in violation of this policy may result in disciplinary action, up to and including confiscation of devices, suspension, or dismissal.

## **25. Additional Support**

### **Student Affairs**

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