



COLLEGE OF ALLIED HEALTH SCIENCES

**BACHELOR OF HEALTH SCIENCES -
NURSING SCIENCES (BHS-NS)**

STUDENT HANDBOOK

A Y 2016 - 2017



جامعة الخليج الطبية

GULF MEDICAL UNIVERSITY

EDUCATION • HEALTHCARE • RESEARCH

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Introduction

BHS-NS Student Handbook is meant to provide information and guidelines on the various services and the BHS-NS program offered by the College of Allied Health Sciences (CoAHS) at GMU. It contains sections covering the admission procedure, general rules and regulations, student support services, plan of study, course descriptions, details of grading, assessment & progression policies. Each section has been listed in the contents so that you can refer quickly to the areas of particular interest to you. Please note that attendance in various courses offered by the college is mandatory and this has been repeatedly emphasized in the handbook. Every effort has been made to provide accurate and up to date information. Additional information useful to students will be regularly displayed on the college notice board. Students are also advised to get in touch with course instructors on any academic issues.

We hope that the handbook will help and guide you during the new academic year at CoAHS.

GMU Vision

The Vision of the Gulf Medical University is to be a leading contributor to the continuous improvement of the nation's health care delivery system through the pursuit of excellence in medical education, biomedical research and health care services.

The University aspires to provide **a unique learning experience** of high quality to our students and produce graduates whose competence will help them to make a significant contribution to the health of the community through pursuit of academia, research and health care.

The University aspires to **attract the best of students** by offering a variety of excellent programs supported by quality administration and student support services.

The University aspires to be **known for excellence and impact of its research** on the educational milieu of the nation and the outcomes of clinical care.

The University aspires to be **an integral part of the community** through transfer of knowledge, continuous dialogue with the country's health care planners and enhanced community service.

GMU Mission

It is the Mission of the Gulf Medical University to strengthen and promote excellence in medical education, biomedical research and patient care.

GMU is committed to **prepare a highly skilled health workforce** made up of health care professionals, health management and support workers and health science investigators in order to meet the health care needs of the nation and the region.

GMU will strive to **produce health care professionals** who will integrate the advances in research with the best clinical practices.

GMU will **promote health services**, which incorporate the latest advances in scientific knowledge in a manner that supports education and research for the benefit of the community.

From the President's Desk



Dear Students,

We are happy to welcome you to the portals of the **Gulf Medical University** where students from over 75 nations and faculty and staff from over 22 nations imprint their presence.

The **Gulf Medical University** is now one among the region's leading private universities. GMU offers undergraduate, post graduate and a plethora of short courses for which you have chosen to create for yourself an education that is right for you.

As you begin this journey that will stretch your mind and shape of who you will become, we encourage you to go forth in a spirit of exploration. This is your chance to utilize and make use of the rich variety of GMU's intellectual opportunities available to you.

I am grateful to the Almighty Allah for the remarkable development the **Gulf Medical University** has undergone in the last 18 years, wherein the University has been able to make its mark in Medical Education, Healthcare and Research. We aspire to be among the best in the region, and we're making it happen right now. We have embarked on a journey of transforming GMU to a research based University in the coming years.

The **Gulf Medical University** has currently undertaken a major exercise to modernize its facilities to keep itself abreast in the field of Medical Education by its innovative approach to medical education, use of latest IT infrastructure and advance research facilities.

The **THUMBAY Network of Teaching Hospitals** is one among the Clinical Training sites for the students of the Gulf Medical University and is now expanding rapidly with new hospitals in Ajman, Sharjah and Qatar being added to enhance the clinical training facilities available to students of the Gulf Medical University. The **Center for Advanced Biomedical Research and Innovation (CABRI)** and the **Center for Advanced Simulation in Healthcare (CASH)** under the Gulf Medical University have now become centers of excellence in a short span of time.

The coming years will be an exciting time of phenomenal intellectual, and personal growth and development for you and I now end by taking this opportunity to wish you a very fruitful and fulfilling journey of intellectual discovery and innovation accompanied with true growth in moral and intellectual faculties, refined social and personal conduct.

A handwritten signature in dark ink, consisting of a stylized 'T' followed by a horizontal line and a small flourish.

Thumbay Moideen

Founder President - GMU Board of Governors

Welcome Note from the Provost



Dear Students,

I welcome you all once again to our growing community of learners made up of future Physicians, Dentists, Pharmacists, Physiotherapists, Nurses, Laboratory, Radiology and Anesthesia & Surgical Technologists, and Biomedical Scientists!

Do not forget as you complete your studies you will be joining a global health workforce that will be required to deliver optimal health services in the workplace. Today, it is not enough to know your own responsibilities and roles but also that of each member of your healthcare delivery team.

Interprofessional education uses a collaborative approach to develop the healthcare students as future interprofessional teams. This year your Colleges are making a concerted effort to increase opportunities for inter-professional education and collaborative practice readiness.

You will not only develop clinical skills in your own professional area but also values, ethics, and interpersonal communication skills that will help you to respect the roles of each health professional as you learn with, from, and about each other.

Remember effective teamwork facilitates collective learning!! You are also laying down a shared foundation for education and clinical practice that will go a long way to strengthen the health systems of the nations and improve the health outcomes of the community that you will be serving!!!



Prof. Gita Ashok Raj, MBBS, MD, MNAMS
Provost, Gulf Medical University

Message from the Dean, College of Allied Health Sciences



Dear Students,

Welcome to the Bachelor of Health Sciences-Nursing Sciences (BHS-NS) program at College of Allied Health Sciences (CoAHS), Gulf Medical University. Gulf Medical University is emerging as the leading center in the Middle East for educating professionals in a broad array of healthcare fields. College of Allied Health Sciences works under the broader umbrella of GMU and is committed to strive for moulding the different Allied Health Professionals of tomorrow - who are knowledgeable, competent and ethical clinicians - sensitive to the cultural and social service needs of the society. We hope to accomplish this goal by providing a dynamic and challenging curriculum, focusing on our students by blending the best of both traditional and modern pedagogical methods: lectures, small group discussions, case-based learning and computerized instruction.

Keeping in line with the mission of the university, CoAHS has successfully initiated the Bachelor of Health Sciences program (BHS) with majors in Nursing Sciences. The BHS-NS curriculum spans over four years (8 semesters) and includes a combination of courses in General Education, Allied Health Sciences, Biomedical Sciences and Professional courses in Nursing Sciences that focus on imparting knowledge and developing skills to conduct various nursing services.

There will be top priority given for one-to-one clinical teaching at our clinical education facilities. To enhance the technical skills along with class room teaching, students will be posted at various centers throughout the duration of study. Various instructional strategies and technologies will be used to teach about career opportunities and their associated roles and new responsibilities, legal and ethical issues, patient diversity, safety concerns and patient documentation.

You will be entering a competitive program and there may be times when the academic climate becomes quite stressful, I hope that you will take it as a challenge and soar ahead of stumbling blocks to be a competent health professional. Throughout your academic period at CoAHS, GMU the faculty members will be available to guide and assist you in your preparation for a challenging future ahead.

With profound warm wishes we invite you to become a part of exciting and dynamic college.

A handwritten signature in dark ink, appearing to read 'Praveen', written over a horizontal line.

Dr Praveen Kumar. K
Dean, College of Allied Health Sciences

About the Student Handbook

This handbook is a source of important information regarding Gulf Medical University (GMU) policies, regulations, rules, procedures and facilities which will be very useful to BHS-NS students during their studies. The material contained herein is a supplement to the Catalog and other information distributed to the BHS-NS students by GMU.

Every effort has been made to provide students with complete and accurate information. The University reserves the right to change program requirements and to modify, amend or revoke any rule/s, regulation/s and / or financial schedules. However, the information published in this handbook shall be valid for the academic year for which it is published.

ACADEMIC CALENDAR

1.0 Academic Calendar

2016	Day	Events
FALL SEMESTER		
Jul 24	Sun	Last day for payment of tuition and all other fees for all returning students
Aug 24 & Aug 25	Wed & Thu	Orientation to New Students
Aug 28	Sun	Fall Semester begins I Year BHS – NS 1 st Semester students II Year BHS – NS 3 rd Semester students III Year BHS – NS 5 th Semester students
Sep 10	Sat	Arafa Day Holiday
Sep 11 & 12	Sun & Mon	*Eid Al Adha Holidays
Sep 15	Thu	<i>End of Add and Drop period</i>
Sep 29	Thu	White Coat Ceremony
Oct 02	Sun	*Islamic New Year Holiday
Oct 16	Sun	Mid Semester Examination for the 1st, 3rd & 5th Semester BHS – NS Students begins
Nov 09 & 10	Wed & Thu	GMU Annual Scientific Meeting
Nov 30	Wed	Martyr's Day Holiday
Dec 02	Fri	National Day Holiday
Dec 11	Sun	*Al Moulid Al Nabawi Holiday
Dec 11 – 29	Sun – Thu	Fall Semester Break for the 1st, 3rd & 5th Semester BHS – NS Students
2017		
Jan 01	Sun	New Year Holiday
Jan 02	Mon	End Semester Examinations for the 1st, 3rd & 5th Semester BHS – NS begins
Jan 15 - 26	Sun – Thu	GMU Semester Break for the 1 st , 3 rd & 5 th Semester BHS – NS Students
Jan 25	Wed	<i>Announcement of Grades for the 1st, 3rd & 5th Semester BHS – NS Students</i>

SPRING SEMESTER

Jan 29	Sun	Spring Semester begin for the 2 nd , 4 th & 6 th Semester BHS – NS Students
Feb 16	Thu	<i>End of Add and Drop Period</i>
Mar 02	Thu	Annual Sports Day
Mar 10	Fri	GMU Global Day
Mar 11	Sat	GMU Literary Day
Mar 19	Sun	Mid Semester Examinations for the 2nd, 4th & 6th Semester BHS – NS Students begins
Mar 26 – Apr 06	Sun - Thu	Spring Semester Break for the 2nd, 4th & 6th Semester BHS – NS Students
Apr 24	Mon	*Israa Al Mihraj Holiday
May 27	Sat	*Holy month of Ramadan Starts
May 28	Sun	End Semester Examinations for the 2nd, 4th & 6th Semester BHS – NS Students begins
Jun 25 – 27	Sun – Tue	*Eid Al Fitr Holiday
Jun 29	Thu	<i>Announcement of Grades for the 2nd, 4th & 6th Semester BHS – NS Students</i>
July 31	Mon	Last working day for the Academic Year 2016 - 17
Aug 01 – Sep 03	Tue – Sun	Summer Vacation & Eid Al Adha Holidays
Sep 04	Mon	First working day for the Academic Year 2017 - 18
Sep 06 & 07	Wed & Thu	Orientation to New Students
Sep 10	Sun	Fall Semester begins for the Academic Year 2017 - 18
* Islamic holidays are determined after sighting the moon. Thus actual dates of holidays may not coincide with the dates in this calendar.		
**All tuition and other fees are subject to revision by Gulf Medical University's Board of Governors in accordance with University requirements. Every year, fees are reviewed and subject to revision. As and when fees are revised, the new fees will be applicable to all enrolled and new students. The amount shown in this document represent fees as currently approved.		

UNIVERSITY DIVISIONS & ACADEMIC PROGRAMS

2.0 University Divisions and Academic Programs

The University has six academic divisions offering following degree and non-degree programs in the current academic year.

College of Medicine (CoM)

- Bachelor of Medicine & Bachelor of Surgery [MBBS]
- Bachelor of Biomedical Sciences [BBMS]

College of Pharmacy (CoP)

- Doctor of Pharmacy [Pharm D]

College of Dentistry (CoD)

- Doctor of Dental Medicine [DMD]

College of Allied Health Sciences (CoAHS)

- Bachelor of Physiotherapy [BPT]
- Bachelor of Health Sciences – Medical Laboratory Sciences [BHS–MLS]
- Bachelor of Health Sciences – Medical Imaging Sciences [BHS–MIS]
- Bachelor of Health Sciences – Anesthesia & Surgical Technology [BHS–AST]
- Bachelor of Health Sciences – Nursing Sciences [BHS–NS]

College of Graduate Studies (CoGS)

- Master of Science in Clinical Pathology [MS CP]
- Master in Public Health [MPH]
- Master in Toxicology [M Tox]
- Diploma in Toxicology [Dip Tox]
- Masters in Human Reproductive Biology [MHRB]
- Master of Physical Therapy [MPT]

Center for Continuing Education and Community Outreach (CCE&CO)

- Non degree programs*

* Refer GMU website www.gmu.ac.ae

LICENSE & RECOGNITION

3.0 License & Recognition

Gulf Medical University is a Commission for Academic Accreditation (CAA) licensed; Private, Higher Education Institute located in Ajman the Northern Emirates of UAE offering Bachelor and Master level programs in Medicine and Allied Health Sciences. All programs offered by the Gulf Medical University have received initial accreditation from the Commission for Academic Accreditation, Ministry of Higher Education & Scientific Research (CAA, MOHE&SR), Abu Dhabi, UAE.

Sl. No	Program	Date of Initial Accreditation (DD/MM/YY)
1	Bachelor of Medicine & Bachelor of Surgery (MBBS)	20/06/2004, 2008
2	Bachelor of Physiotherapy (BPT)	14/06/2005, 2010
3	Doctor of Pharmacy (PharmD)	01/08/2008
4	Doctor of Dental Medicine (DMD)	01/09/2008, 2014
5	Master of Science in Clinical Pathology (MS CP)	01/01/2009
6	Master in Public Health (MPH)	01/07/2010
7	Master in Toxicology (M Tox)	01/07/2010
8	Diploma in Toxicology (Dip Tox)	01/07/2010
9	Masters in Human Reproductive Biology (MHRB)	01/12/2012
10	Master of Physical Therapy (MPT)	01/03/2013
11	Bachelor of Biomedical Sciences (BBMS)	01/10/2013
12	Bachelor of Health Sciences – Medical Laboratory Sciences (BHS – MLS)	01/06/2014
13	Bachelor of Health Sciences – Medical Imaging Sciences (BHS – MIS)	01/06/2014
14	Bachelor of Health Sciences – Anesthesia & Surgical Technology (BHS – AST)	01/06/2014
15	Bachelor of Health Sciences – Nursing Sciences (BHS – NS)	01/06/2014

Gulf Medical University is listed in the WHO World Directory of Medical Schools and in the Health Professions Education Directory, Eastern Mediterranean Regional Office (EMRO), WHO website <http://www.emro.who.int/hped>.

Gulf Medical University is listed as an accredited / recognized medical school in the International Medical Education Directory (IMED) published by Foundation of Advancement of International Medical Education and Research (FAIMER) at the website. <http://imed.ecfmg.org>.

THE CAMPUS

4.0 The Campus

The Gulf Medical University is located in the Al Jurf area in the Northern Emirate of Ajman on a vast stretch of land extending up to a 100,000 sq.mtrs and a built area of 200,000 sq.fts. It has laboratories, classrooms and administration buildings, a stand-alone building that houses the Library and the modern Multimedia centers, Coffee Shoppe – Blends & Brews, The Terrace - Multi-cuisine Restaurant and a Sports Complex with courts for Lawn Tennis, Basketball, Volleyball, Badminton, Squash, Table Tennis and lush green ground for Cricket and Football. The vacant grounds have been earmarked for the future multispecialty hospital, the residence halls for students and living quarters for the staff and faculty members.

The GMU Campus has modern facilities including classrooms equipped with audio visual aids, laboratories with modern equipment embracing advanced technologies and a learning center that is appropriately equipped with up-to-date instructional and educational aids. GMU encourages social, cultural, other extra-curricular activities and sports to enhance a comprehensive personality development. The spacious campus spotted with greenery contains student rest rooms, prayer halls, indoor and outdoor sports facilities, first aid clinic, Mosque and students' car parking. The facilities are well connected with each other making it easy for students to move from one area to another.

The **Center for Advanced Biomedical Research and Innovation (CABRI)** has been established to organize, coordinate and enhance ongoing research activities at the Gulf Medical University. The primary objective of the Centre is to plan, promote, support and conduct short and long-term collaborative intramural and extramural research projects of relevance to the UAE in focused areas in medicine and allied health sciences.

A new Innovation Center scheduled to open in the Fall 2016 as part of CABRI is being developed at the Gulf Medical University to enhance a culture that will encourage innovation and serve a point of contact for scientists, faculty and students interested in medical research besides launching innovative product services. The center aims to offer a platform for healthcare researchers, biomedical innovators and medical scientists in the region. It will be the first of its kind in the region and will have dedicated state-of-the-art laboratories for Gene Editing, Next Generation Sequencing (NGS), 3D Printing, Pharma Product Development (PDLs), Bio Innovation Incubators, Health Robotics and Artificial Intelligence. The Innovation Center will enhance research in the strategic areas of Research, Education and Service at the Gulf Medical University.

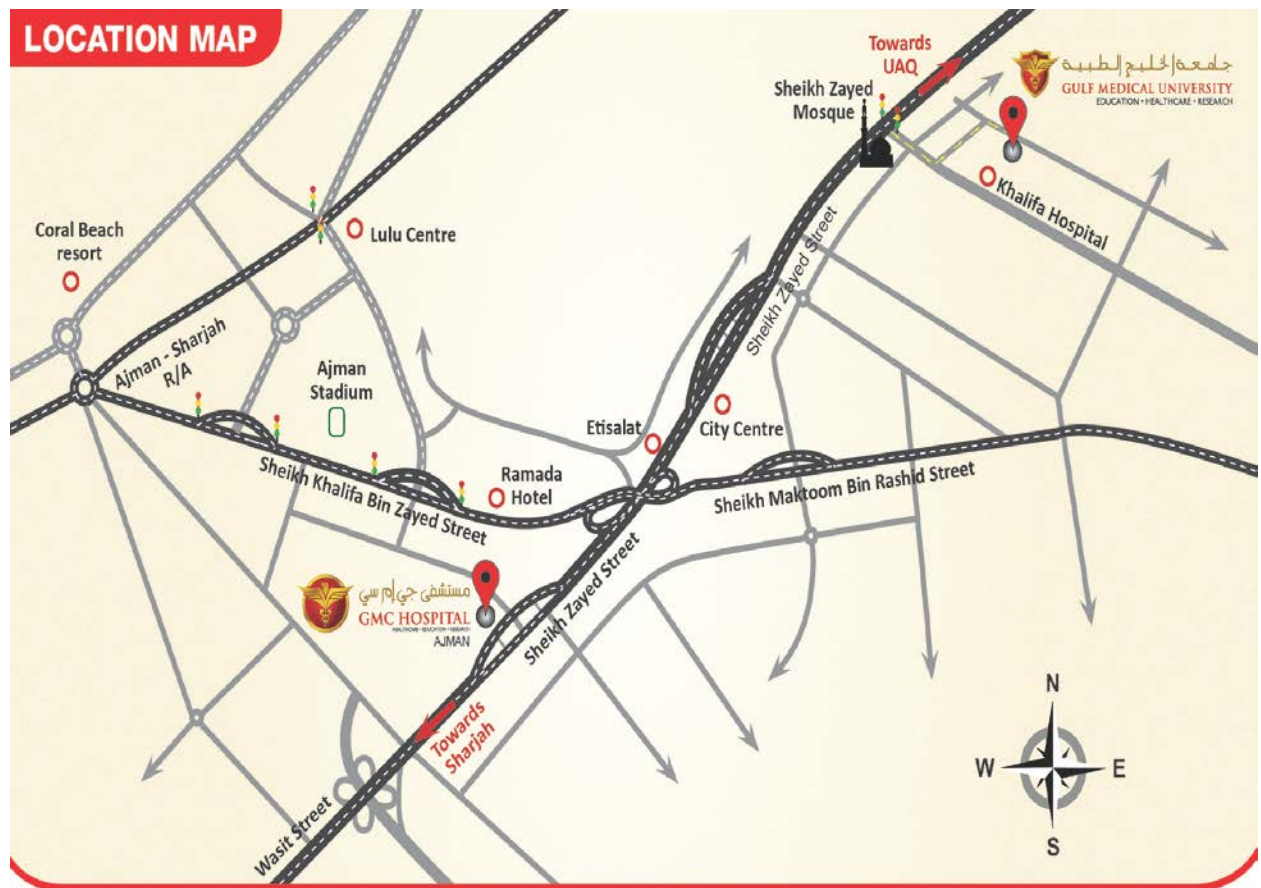
The **Center for Advanced Simulation in Healthcare (CASH)** is a multidisciplinary educational facility that provides a high-tech simulated and virtually created hospital set-up for clinical and communication skills teaching and training for all healthcare professionals with an emphasis on developing individual and teamwork skills and professional behaviors in an active learning environment using standardized real life scenarios.

The Thumbay Hospital, Ajman – A GMU Teaching Hospital is located a few miles away on the side of a main arterial road entering Ajman from the neighboring Emirate of Sharjah and currently serves as the teaching hospital for GMU. The affiliated hospitals are located in the different Emirates: Mafraq Hospital in Abu Dhabi (HAAD), Sheikh Khalifa Hospital in Ajman, UAQ Hospital in Umm Al Quwain and Ajman Municipality Public Health Clinics.

Dental clinical training sites include the Super Specialty Dental Center, Thumbay Hospital, Ajman; Thumbay Medical and Dental Specialty Center, Sharjah and the Dental Hospital, Thumbay Hospital, Dubai. The Thumbay Hospital, Fujairah offers a clinical training site for Community Pharmacy.

LOCATION MAP

5.0 Location Map



BHS-NS ADMISSION POLICY, REQUIREMENTS AND PROCEDURES

6.0 BHS-NS Admission Policy, Requirements and Procedures

6.1 Policy Statement

Gulf Medical University admits students irrespective of their nationality, gender, or religion, to all the activities and programs offered by the university.

The University stands for the highest moral, ethical and academic standards consistent with the heritage and cultural background of the United Arab Emirates and aspires for national and international recognition of its programs and degrees.

The University sets high standards for previous academic performance to attract students of high caliber to meet and exceed the standards of high retention and low attrition and outstanding academic performance required to fulfill the accreditation standards for every program offered by the University.

6.2 BHS-NS Admission Requirements

1. Applicants shall meet all admission criteria for entry into the respective programs offered by the University, as laid down in the Standards (2011) published by the Commission for Academic Accreditation (CAA), Ministry of Higher Education & Scientific Research (MOHE&SR), UAE.
2. The applicant must have completed a minimum of 12 years of education in school and passed subjects in Physics, Chemistry and Biology in the Higher Secondary examination.
3. The applicants from UAE educational system must have secured an aggregate of 80% or above marks as per UAE Secondary School Education Standards.
4. The applicants from Non-UAE educational systems must have secured an aggregate equivalent to UAE 80% or above [as per International Grade Conversion Table published by WES].
5. Applicants from the Indian sub-continent (India, Pakistan, Sri Lanka & Bangladesh) educational system must have secured an aggregate minimum of 55% or above [First Division] in the Higher Secondary School Examination.
6. Students who have pursued their Higher / Senior Secondary School Education as per UK system must have passed at least two of the three science subjects (Physics, Chemistry, Biology) in 'AS' or 'A' levels provided they have passed in all the three subjects in their 'O' level. The minimum grade requirement is two C in 'AS' or 'A' level.
7. Applicants from the International Baccalaureate (IB) educational system must have a score of 28 points or above provided they have passed all the three science subjects in Grade 10 and advised to take SAT Physics with a minimum score of 550.
8. Applicants with an American Diploma must have a score of 85% or above provided they have scored a minimum of 550 in Biology Molecular (Biology-M), Physics and Mathematics in the SAT II examination.

9. All UAE Nationals who are graduates of the National Service Program shall be treated equal to the High School Graduates in the year in which they have graduated the National Service Program.
10. All applicants must complete 17 years of age on or before the 31st of December in the year of admission and shall not be more than 28 years of age.
11. The applicant must have proficiency in spoken and written English. The applicant must have passed the English language proficiency test such as TOEFL, IELTS, PTE Academic or Cambridge ESOL. A minimum score of 500 TOEFL (CBT 180, iBT 64), IELTS Academic 5.0, PTE A (36-44), Cambridge ESOL (41) or any other standardized internationally recognized test approved by the Commission for Academic Accreditation (CAA), Ministry of Higher Education & Scientific Research (MOHE&SR), UAE.
12. The applicants from Arabic educational system must have completed a Medical Terminology course before they enter into any Undergraduate program offered by GMU.
13. The applicant will be required to appear for a written Multiple Choice Questions (MCQs) test followed by a personal interview before the GMU Admissions Committee.
14. The Admissions Committee shall evaluate all applicants for both cognitive and non-cognitive traits demonstrating their aptitude for the chosen area of study.

6.2.1 Documents Required at the Time of Submitting Application for BHS-NS Admission

- Application Form dully filled by the applicant.
- Attested copy of Higher Secondary / Senior Secondary School transcripts (students who studied in UAE must submit Grade 10, 11 & 12 transcripts).
- Original Score card / Report of English Language Proficiency Test of not more than two years (TOEFL / IELTS Academic / PTE A / Cambridge ESOL) validity.
- Applicant from the United Arab Emirates shall submit a copy of the Emirates ID.
- Applicant shall submit a copy of the Equivalency Certificate of Higher Secondary school (Applicant who have passed Grade 12 from the UAE Educational System are exempted and are not required to submit the equivalency certificate). Applicants from outside UAE are required to obtain Equivalency Certificate of Higher Secondary school from the Ministry of Education, UAE.
- Applicant shall submit a copy of a Good Conduct Certificate.
- A True copy of the applicant's passport with 6 months or more validity.
- Fifteen recent passport-size [35 mm wide by 45 mm high] colour photographs of self.
- All applicants from Iraq shall submit a letter from Iraqi Embassy, UAE certifying the authenticity of the Iraqi curriculum studied.
- In addition, the transfer students shall submit the following documents:
 1. True copy of transcripts from the institution/ s, university / ies that the student previously attended.

2. Detailed Course Curricula including course learning objectives and course learning outcomes, credits, duration, semester, contact hours & credit hours for all courses of the program.

6.2.2 Documents Required After Admission

- Every student is required to submit a self-attested photocopy of a valid passport and page showing a valid visa (GCC nationals are exempted from submitting copy of the stamped visa page. However, they shall submit self-attested copy of their National ID).
- Every student is required to submit all academic documents and official transcripts / credits / grades / marks duly attested by the Ministry of Education, UAE and Ministry of Foreign Affairs, UAE or UAE Embassy in their country on admission into the program.
- Every student is required to submit a self – attested photocopy of the Emirates ID within 2 months from the date of admission.
- Every student of Indian nationality are required to submit an “Eligibility Certificate” from the Dental Council of India, New Delhi within 2 months from the date of admission.
- Every student is required to submit a Medical Fitness Certificate issued from Thumbay Hospital, Ajman - UAE within two weeks from the date of admission.
- Every student is required to submit a written pledge agreeing to comply with all University rules and regulations as amended from time to time.

Non submission of the above mentioned document/s shall be treated as incomplete (conditional) admission and hence the progression of such students may be withheld.

6.3 Admission Process

This is carried out in several stages:

- 1) **Advertisement in the Media:** Information in the media shall include details of the colleges of the university programs, admission criteria and the link to the online registration form.
- 2) **Scrutiny of Information:** The Admissions Committee scrutinizes the credentials of the applicant with reference to the high school education: courses, grades in the qualifying examination and the overall suitability of the applicant for admission into the program. The committee shall also inform the applicant regarding the need for any additional documents that may be required.
- 3) **Short Listing:** Applicants whose credentials have been accepted as adequate by the Admissions Committee are informed about the date and time for a personal interview that would be conducted in Gulf Medical University, Ajman. GMU provides necessary help concerning visa applications for students residing outside UAE.

- 4) **Personal Interview:** The Admissions Committee of GMU shall conduct the personal interview. The committee follows a standard protocol for the interview that will last approximately 45 minutes. The conversation during the interview will be conducted in English. This will be in an informal atmosphere and the applicant will be given ample opportunity to respond to the questions in a relaxed manner. After the personal interview, the Admissions Committee will submit its recommendations to the Provost concerning the suitability of the candidate for admission.
- 5) **Provost Approval:** The Provost of GMU will finalize admissions after studying the recommendations of the Admissions Committee. The decision of the Provost on matters concerning admissions shall be final.
- 6) **Academic Advising:** GMU is committed to provide academic advising in order to advise students in selection and pursuit of academic programs consistent with their life goals and the available opportunities at the university.
- 7) **Medical Fitness:** Students admitted to GMU are required to submit a Medical Fitness certificate soon after they have registered and enrolled. The Medical Examination for fitness in this connection will be carried out in Thumbay Hospital, Ajman. Testing for antibody titres to infectious diseases is included as part of this process.
- 8) **Enrollment:** Candidates who are finally selected for admission are required (within the time announced on notification of their selection) to submit a letter of acceptance to the Provost, along with the fee in cash or by demand draft in favor of Gulf Medical University, Ajman payable at Ajman, UAE. Failure to comply with this requirement will result in cancellation of the admission.

6.4 Transfer Admissions Policy and Procedures

Students shall be considered for transfer only as per the following Transfer Admissions Policy of the University:

- Only students from a federal or licensed institution in the UAE or a recognized Foreign Institution of higher learning shall be eligible for admission by transfer.
- All transfer students shall meet the English Language proficiency requirements of the program to which they are transferred.
- All transfer students shall submit official transcripts to Admission Department before admission to the Program to which they are transferred.
- All transfer students shall submit official transcripts of credit/s earned from all institution/s of higher education previously attended before admission to the Undergraduate programs applied.
- Only students who are in good academic standing (a minimum cumulative grade point average of 2.0 on a 4.0. scale, or equivalent) for transfer to an Undergraduate program of study similar to that from which the student is transferring shall be considered for admission.

- Students who are not in good standing shall be transferred only to a program in a field different from the one from which the student is transferring.
- The University shall transfer Undergraduate program credits only for courses relevant to the degree that provide equivalent learning outcomes and in which the student earned a grade of B (2.0 on a 4.0 scale) or more.
- The University shall inform applicants for transfer admissions or re-admission of the transfer of credits earned for previous courses.
- The University shall limit transferred credits to less than 50% of the total credits required for the completion of the program.
- The University shall not grant credit(s) twice for substantially the same course taken at two different institutions.
- The University shall allow the transfer of credits for clinical training only when done in the UAE; in exceptional circumstances, in which case, waiver of this condition shall be sought from the CAA, MoHE&SR before admission.

6.5 Transfer within GMU

The students' wishes are taken into consideration when applying to the programs of Gulf Medical University. However, they will be allowed to transfer to one of the other programs available in the university according to established rules based on the recommendations of the Admissions Committee.

6.6 Re-admission

Students who are on leave for a period of one year or more must apply for re-admission to the program through the Admissions Office.

- **Students in Good Standing:** Students who are absent or on approved leaves, must apply for re-admission before they will be permitted to register for the current semester.
- **Students Suspended for Misconduct:** Students who have been rusticated from the university and under probation must apply for readmission and may be readmitted after serving the suspension period.
- **Students on academic probation:** Students who fail to meet the minimum GPA requirement but have satisfied all the other requirements may be allowed to register as a non-matriculate student for a probationary period. Non matriculated students who achieve a minimum GPA of 2.0 can be readmitted, provided they meet all the other requirements.

6.7 Recognition of Prior Learning (RPL) Policy

This policy shall apply to all GMU qualifications including those on the National Qualifications Framework. Recognition of Prior Learning (RPL) is a method of arrangements [leading to award of credit] that considers whether learners can demonstrate that they can meet the assessment requirements for a unit of knowledge, understanding or skills they already possess and do not need to develop through a course of learning. Also, Recognition of Prior

Learning is the acknowledgement of a person's competencies gained through any or combination of formal or informal training and education, work experience, general life experience.

GMU shall recognize that applicants come to training programs with varying amounts of knowledge, skill and experience that requires to be taken into account when considering how much 'advance standing' Recognition of Prior Learning a person has towards a particular qualification at the time of enrolment. However, relevant and sufficient evidence must be submitted before the RPL process is initiated. The following guidelines must be met before submitting an application for RPL: (1) The candidate must read and understand the course/unit learning outcomes; assess one's existing knowledge and skills for the course/unit to ensure that only relevant and sufficient evidence for each competency is gathered before submission. (2) The evidence will be evaluated on the basis of quality not quantity.

Policy

The RPL process will be made known to all course participants prior to commencement of a course available in the handbook. The RPL process shall be available for all course participants who wish to apply for the same. This shall be a formal assessment process and a charge shall be levied for the assessment of all RPL portfolios.

Procedure

1. During the enrolment process GMU shall advise all applicants that RPL is available
 - a. Provide information on the RPL process to all applicants [RPL Handbook].
 - b. Provide self-assessment forms if required. Forms shall be made available indicating types of evidence needed for an RPL assessment. All evidence provided is to be certified.
2. An assessor shall conduct the assessment using the completed self-assessment forms and enclosed portfolio of documents.
 - a. An interview with the applicant is conducted if required. In addition to the document portfolio, assessment of an individual's competence may also include professional conversations; observation and questioning; supplementary assessment tasks; assessment without training; work samples; and documents to show and support skill.
 - b. The assessor shall verify the evidence available before making a judgment.
3. The applicant shall be notified of the results of RPL by letter or email using a standard RPL Outcome Template.
4. The assessor must evaluate all documents and pass them to the Admissions Office to record details in the college database.
5. Certification of units granted RPL should be listed on the applicant's Record of Result.

The Provost, Dean of the respective academic unit and the Office of Admissions and Registers shall be made aware of the responsibilities for the consistent implementation of this policy/procedure and this policy shall be monitored and reviewed regularly.

STUDENT SERVICES

7.0 Student Services

7.1 Office of Student Affairs

The Office of Student Affairs supports and complements the mission of the University and its academic programs by creating a comfortable, safe and secure environment that contributes to the success of the students' educational mission and personal growth. It helps to involve students in the university community by providing appropriate student organizations, activities, publications and opportunities for interaction with faculty, staff and peers outside the classroom.

Office of Student Affairs coordinates all matters concerning Undergraduate Student Council, Student Welfare, Career Guidance, Alumni Affairs, Student Health, Placement, Student Discipline, Residential Halls, Transportation, Student Publication, Student Activities and Sports. Student may approach the Dean / Associate Dean – Student Affairs to resolve issues regarding student affairs and student support services.

7.2 Counseling Services

7.2.1 Student Counseling Policy

All counseling sessions are conducted with the utmost regard to confidentiality and all records kept by the Counselor are treated as confidential.

Information shared with a counselor is not released to anyone outside the Counseling Services office. Information may be released under the following exceptions, if,

- The student gives written permission to disclose information (In that instance, the student determines what information is to be released and to whom) or
- Student's meeting with a counselor shall be encouraged to discuss any concerns that they have about confidentiality of personal information.

7.2.2 Academic Counseling Policy

Student advising is part of the academic duties of every faculty member. The Dean or Chair of the Academic Unit assigns faculty advisors so that the number of advisees per faculty advisor is as small as possible.

Each student shall have an appointed full-time faculty advisor. This does not preclude informal advising with a student regarding progress in the courses being taught.

Student advising is not limited to registering students, but encompasses all aspects of academic advising, including selection of electives, counseling on any academic difficulty/ies or problem/s encountered, and monitoring the academic progress of advisees.

An academic advising guide has been prepared by the Provost's office and is distributed to all academic advisors.

Students shall receive notification of their faculty advisor and a listing of all students and advisors shall be made available in the Office of Academic Advising and Counseling Center in the Office of Student Affairs. Prior to actual course registration, faculty members shall be available to advisees during their scheduled office hours to discuss academic programs and issues related to vocational, career and educational goals. A record shall be kept of the advisory meetings. Faculty advisors assigned to the Office of Advising and Counseling Center shall coordinate further referrals.

Adjunct faculty is not to be responsible for the academic advisement of their students.

7.2.3 Career Service Policy

The Career Counselor shall be available during office hours on all working days throughout the year; Students are encouraged to meet the Career Counselor and discuss their career plans.

All students are encouraged to avail of clinical training at sites available in the country and abroad during the summer break.

The students are encouraged to seek help in preparing their curriculum vitae.

Students shall also be helped in filling application forms for taking various licensing examinations being held in the country and abroad.

The Career Counselor collects and disseminates information about the various hospitals, institutions and universities offering internship and residency programs in the country and abroad.

The Career Counselor shall encourage students to keep in touch with the alma mater through the University's website, correspondence and telephone.

The Career Counselor maintains a register of GMU Alumni. The Career Office also keeps a record of employment of all Alumni and seeks evaluation of the GMU graduate as an employee.

The Career Counselor shall submit reports periodically to update the Alumni records in the Institutional Research Unit (IRU).

7.2.4 Personal Counseling Policy

Professional counseling is available for personal problems (i.e. financial, career, home, health etc.) especially if students have;

- Physical complaints when no medical causes can be found.
- Excessive anxiety for examinations / accommodation / or home sickness.

- Lack of interest in daily activities.
- An unusual amount of irritability or fear to mingle with friends.
- Not being able to cope with studies.
- Inability to concentrate on daily activities.
- Personality changes such as sudden shifts in mood / behavior that can't be explained.

Referrals are made to the Office of Admission & Registers regarding regulations concerning questions of transfer; to the Accounts Office regarding financial aid issues; to the Career Counselor's Office regarding career or job placement issues, by the Dean, Student Affairs who attends to all student activities, discipline issues, university policy etc.

7.3 Student Activities Policy

The Office of Student Affairs offers comprehensive programs and services that foster an educational environment conducive to the overall development of students.

The Office of the Dean - Student Affairs oversees all departments catering to various student services and serves as an advocate for students in the development of University policy. The Office is also responsible for administering the University code of conduct (Judicial Policies).

Information on specific program/s and service/s particularly athletic, cultural and literary like GMU Global day celebrations, Intercollegiate Sports meet, debates, presentations at scientific meetings, health exhibitions shall be published in the Student Handbook, Undergraduate Catalog and displayed prominently on Student Notice Boards, the University Website and MYGMU e-platform to encourage participation by all students in these events.

Participation in Health Camps, Oral Health Camps, Health campaigns for cancer awareness, Running for health, Healthy Baby contests sponsored by GMU and its affiliated hospitals is encouraged and provides opportunities for learning in community – oriented settings.

7.4 GMU Undergraduate Student Council

7.4.1 Composition

The Student Council generally consists of students duly elected as representatives for each Undergraduate and Graduate Programs offered by the College (College of Medicine, College of Dentistry, College of Pharmacy, and College of Allied Health & Sciences & College of Graduate Studies). More specifically, class representatives elected in the various years of different Programs constitute members of the Student Council

The Representatives will be elected following an approved election procedure which consists of the following stages.

- Nominations of the candidates are submitted to the Dean of Student Affairs.
- The Dean of Student Affairs will supervise the voting and declare the results of the election.
- The names of the elected class representatives will be announced to the University.
- Elected student representatives will be invited to the Office of the Dean, Student Affairs where they will sign a formal document accepting their duties and responsibilities as elected members of the student council.
- The University reserves the right to remove student representatives from their office on disciplinary grounds and/or inadequate performance.

The responsibilities of members of Student Council include

- ✓ Identify personal problems of students
- ✓ Bring forth grievances
- ✓ Recommend effective measures for well being
- ✓ Constitute GMU-Literary & Oratory Club
- ✓ Motivate Student Publications

From among the members of Student Council, through a process of fair election, the Executive Board is constituted. The below mentioned treatise spells out the personnel and their responsibilities

7.4.2 The Executive Board Members and Responsibilities

General Secretary

The General Secretary shall serve as Chair of the Undergraduate Student Council and shall preside at all of its meetings. He or she shall sit as a member of the Committee on Undergraduate Education. He or she shall serve as the official representative of the Council, and shall have ultimate responsibility for the proper observance of all responsibilities delegated to members of the Undergraduate Student Council or of any committee thereof

Joint Secretary

The Joint Secretary shall serve as acting chair of the Undergraduate Student Council in the absence of the General Secretary, and during such time assume all the duties of that office. He or she shall assist the General Secretary in the proper observance of all responsibilities delegated to the members of the Undergraduate Student Council or any committee thereof.

Communication Officer

The Coordinator shall keep a record of the proceeding of all meetings of the Council, and shall distribute copies of that record to all representatives before the next meeting of the Council. He or she shall be responsible for all other correspondence of the Council. He or she shall maintain a current file of all minutes of the meetings of

the council, together with any additional documentation of interest to the Council. The Coordinator shall keep a current list of the membership of the Graduate Student Council and its representatives to all internal and external committees, and shall inform the chairs of such bodies following selection of those representatives. Along with the Joint Secretary, the Coordinator also co-chairs the committees for conference and summer research grants.

Treasurer

The Treasurer shall serve as Chair of the Budget and Funding Committee. He or she shall keep a full account of money expended and received, and shall make a report of such account at such time as the Council may desire. He or she will coordinate University-administered receipts and all expenditures and financial responsibilities of the Council. He or she shall have charge of all accounts managed by the Council.

Event Coordinator (EC)

The Event Coordinator shall serve a 1 year term from the date of one election to the date of the next election. He or she will be responsible for hosting all extra-curricular events hosted by GMU. He or she will be responsible for allocating responsibilities to different members of the council for each event. The Event Coordinator must plan and execute the following events in conjunction with at least one staff member for each event (National Day, Global Day, etc.) and may suggest plans for any activity.

Representation

GMU Student Council, through the General Secretary, shall have representation in faculty committees such as Academic Council, College Council, Student Affairs Committee, Curriculum Development Committee, Library Council, Sports, Culture & Literary Committee, Campus Health, Safety & Security Committee and Planning & Budgeting Committee.

7.4.3 Student Publications

Students write, edit and publish a newsletter (Previously 'GMU Pulse', under name change at present), which is an essential feature that chronicles student life at GMU. The students' newsletter expresses their sense of commitment and degree of participation as well as their awareness of the educational and social issues that affect life in GMU. The newsletter reflects the composition of GMU and it appears in two languages - Arabic and English.

7.4.4 Student Behavior

- All students are expected to maintain decorum and decency in conducting themselves in the Campus.
- Men and women students should not be seen lingering together anywhere in the campus including the central hall, corridors, learning center or Coffee shop. Faculty members have been requested to be on the vigil about this and have been authorized to censure any student violating this regulation.

7.5 Student Academic Services

7.5.1 The Dean's Office

The Dean's office oversees all departments catering to various student academic services.

7.5.2 Career Service Office

The University has a full time Career Counselor.

7.5.3 Financial Aid Office

Information on financial aid may be obtained from the Chief Accounts Officer of the Gulf Medical University.

Refer to Section 11.16 under Financial Aid and Scholarships in this document for further details.

7.6 Student Records Policy

- The University shall maintain confidentiality of student records. The student records shall be stored in safe custody and only authorized personnel shall have access to them.
- Transcripts shall be issued only upon the signed request of the student or his / her parent. Under no circumstances shall the student records be released to any third party without the knowledge of the student or the student's parent.
- All official records shall be signed by the Provost of the University whose signatures only shall be recognized outside the bounds of GMU.
- A progress report shall be sent regularly to the contact address to inform the parents / guardians about their ward's progress.
- The records policy shall be published in the Student Handbook for information. The Office of the Dean, Admissions & Registers shall maintain the student's permanent academic record and requests to view the individual's record must be made to the Office of the Dean, Admissions & Registers.
- The program office of the academic program in which a student is enrolled also maintains student files that are considered non-permanent. Students have the right to access their program file except documents where access has been waived (e.g. recommendation forms).
- A student must submit an application to the Dean, Admissions & Registers office to obtain access to his/her program academic record.

The Office of the Dean, Admissions & Registers shall ensure:

- The continuous maintenance and back up of student records with one set stored in a secure location, preferably off-site, in a vault or fireproof cabinet.
- Special security measures to protect and back up computer-generated and stored records.
- Confidentiality of records.

- A definition of what constitutes the permanent record of each student; the right of access to student records, including students' access to their own records.
- The authority to manage and update student records.
- The appropriate retention and disposal of records.

7.7 Information Release Policy

- The University shall neither deny nor effectively prevent current or former students of the University the right to inspect and review their educational records.
- Students shall be granted access to their records within a reasonable period of time after filing a request. Students have the right to request the amendment of their education records to ensure that the records are not inaccurate, misleading or otherwise in violation of their privacy or other rights.
- The University shall not release or provide access to education records, except "directory" information, without the written consent of the student to any individual, agency or organization.
- The University is, however, authorized to provide access to student records to Campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the academic, administrative, or service functions of the university and who have reason for using student records connected with their academic or other university responsibilities. Disclosure may also be made to other persons, Ministry and Government officials or organizations under certain conditions (e.g. as part of an accreditation or program evaluation; in response to a court order, audit in connection with financial aid; or to institutions to which the student is transferring).
- The University shall designate the following items as "directory" information: student name, addresses, telephone numbers, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The University may disclose any of those items without prior written consent, unless notified in writing on the form available from the Dean, Admissions & Registers.
- Confidentiality of information shall be highly respected at GMU. If students wish that any of their education record shall be available to anyone, a consent form shall be available in the Office of Registers & Records. If there is no consent form, information will not be disclosed except to the appropriate person(s) in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- Under no circumstances shall the student records be released to any third party without the prior knowledge of the student or the student's parent.

7.8 Plagiarism and Copyright Policy

Plagiarism is defined as “a piece of writing that has been copied from someone else and is presented as being your own work”. The student should cite the sources if they use someone else’s ideas. If the student includes copyrighted material in their thesis, they are responsible for obtaining written permission from the copyright holder. The Gulf Medical University takes no responsibility in this regard. To avoid plagiarism, student must mention the sources properly using footnotes, endnotes or references, inclusion of illustrative graphs, charts etc. which are copyrighted sources, permission letter should be included.

Copyright is legal protection of intellectual property. As a thesis is legally classified as publication and an intellectual property of the student, during the preparation of the thesis, the student should comply with the copyright laws regarding the protection of original work. Copyright ownership means that the student has the exclusive right to print, reprint, copy, sell, and prepare derivative works based on their own work.

7.9 Class Room & Laboratory Protocol

Separate entrances are designated for men and women students in the Lecture Halls and Laboratories. Students are strictly advised to follow these.

- Attendance will not be granted to late comers to lectures and laboratories.
- Students are not allowed to bring food and drinks into the lecture rooms and laboratories.
- Lab coats must be worn only during laboratory work, ambulatory and bedside teaching activities.
- Students should use equipment and property of the institution with care and should not indulge in destruction or damage to any of the equipment & property. If a student is found to be responsible for any such damage, the repair / replacement cost for the same shall be recovered from the student.
- Students who require audio visual equipment for presentations should organize this with the help of the Administrative Assistant for Student Affairs. Students should fill in the request form for this and hand over the same at least 3 days before their presentation.
- Visitors are not permitted to attend lectures and enter laboratories except with the prior written approval of the Dean of the College.
- Students should leave the lecture halls as soon as the lectures are over. Lingering on in the hall alone or in groups is not permitted. Lecture halls will be locked soon after the lectures are over and will be opened only 15 minutes before the commencement of the lectures.

7.10 Health Services

A Campus Medical Center is available in the GMU campus. The aim of the Campus Medical Center is to complement the academic mission of GMU and to provide educational, supportive and first aid health care to the GMU campus community, which includes students, staff, and faculty members. Great emphasis is exercised to make the campus a healthy and safe place to study, work and live.

With two full time nurses having MOH License, the Center provides Short-term emergency care for acute & chronic illnesses, for accidents within campus, and ambulance services: emergency services to Thumbay Hospital, Ajman / a local hospital as per need.

The Center is adequately equipped and has wheel chairs, stretchers, and first aid kits.

Students will be referred to the concerned specialist or to the emergency department in accordance with the nature of illness.

The Coordinator designated for each year of the different programs, will be informed about student's adverse health effects for relating the illness to any academic absence.

7.10.1 Health Services Policy

In order to streamline the health care needs of GMU students, a Campus Medical Center has been established. This will provide care in the following areas:

- First Aid Service at GMU
- Referral to Thumbay Hospital, Ajman
- Coordination between GMU and Thumbay Hospital, Ajman
- Blood collection for medical fitness tests on admission and before posting to clinical training sites.

The Student Management System has been linked with Information System of the hospital for easy identification of students for treatment.

As part of the registration procedures, every student must be covered for health services under one of the two following plans. Plan – I is compulsory for all GMU sponsored students. This provides medical benefits under the Thumbay Health Card. Plan II is compulsory for others who are officially enrolled in health insurance plans with their families.

Students shall be required to present the Student ID as identification document on registering for medical treatment.

The Office of the Academic Affairs at Thumbay Hospital, Ajman shall make arrangements for access to health care facilities at the hospital and to encourage students to undergo vaccination.

It is compulsory for all GMU students to have a valid Third Party Liability (TPL) Insurance from beginning till successful completion of the program.

Students shall be informed regarding the benefits of immunization and testing for communicable diseases and encouraged to undertake appropriate immunizations and tests.

7.10.2 Mandatory Testing for Infectious Diseases

All enrolled students on all programs offered by Gulf Medical University are required to undergo a Mandatory Testing for Infectious Diseases before entering the hospital for their clinical training. No student will be permitted to commence their clinical rotations if they pose a health risk to themselves and their patients.

All the following tests shall be conducted in CABRI, GMU. If any test has been previously conducted, students are requested to submit the report to CABRI. Testing is required for Antibody titres for Infectious diseases:

<p>a. Protective Ab Panel: (TC:6911)</p> <ul style="list-style-type: none"> • Anti HBs • Varicella IgG & IgM • Rubella IgG & IgM • Mumps IgG & IgM • Measles IgG & IgM 	<p>b. Infectious Screen Panel (TC:6250)</p> <ul style="list-style-type: none"> • HIV • HCV • HBsAg 	<p>c. Vaccinations</p> <ul style="list-style-type: none"> • BCG, HBV and Tetanus are mandatory • Appropriate vaccines recommended by clinicians are mandatory.
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GMU students posted in Hospitals are required to be further certified for Medical Fitness before starting the clinical rotations. Kindly be informed that:

- If the student has a medical issue and he/she did not inform about it during his/her application, the student will be terminated immediately from the program.
- If the student develops a disease during the training, his/her condition will be reviewed by a committee appointed to decide on the possibility of continuation of the program or not. This process will be followed for both communicable and non-communicable diseases.
- If at any time it is discovered that a student has a communicable disease, then the Clinical Training will be suspended immediately till his/her case has been reviewed by the committee appointed for the same.

Needle Prick

If a student gets a needle prick, the following procedures shall be taken:

- The needle shall be sent to the laboratory in a closed and sterile container to check for HIV, HCV and HBV.
- The prick site shall be cleaned and dressed.

- A blood sample at zero time shall be taken from the student to check for HIV and HBV and shall be documented in the student file in the college as well as with the Academic Office.
- A second blood sample shall be taken after 30 days of the needle prick to check for HIV and HBV and shall be documented in the student file in the college as well as with the Academic Office.
- A third sample shall be taken after 6 months of the needle prick to check for HIV and HBV and shall be documented in the student file in the college as well as with the Academic Office.
- If at any time the student shows signs of infection with HIV, HBV or HCV he/she shall undergo immediate treatment and his/her training will be suspended till proven free of disease.
- If the needle is found to have traces of HIV or HBV in it (after step 1) then the student's training will be suspended till proven free of disease.
- If the student does not show any sign of infection after the needle prick, the Clinical Training program can be resumed with a condition to keep him/her under observation for signs of illness. And when the student has to change the rotation as part of the training program, the information of the needle prick shall be handed over to the respective Head of Department.

Note: Requisition forms for mandatory testing with the corresponding fee is available with the respective Colleges and listed among the details of fees under Section 11.10 Fees for other services of this Student Handbook.

7.11 Third Party Liability (TPL) Insurance

As per the Ministry of Health (MoH) guidelines, all students undergoing clinical training at various hospitals are required to have a valid Clinical Training – Third Party Liability (TPL) Insurance. This insurance cover is restricted to training hours only and / or whilst participating in indoor and/or outdoor university activities under university's expressed authorization including transportation from and to training center by university vehicles.

7.12 Dress Code

7.12.1 Professional Dress

Students should at all times maintain a neat and clean appearance, and dress in attire that is appropriate. When students are functioning as medical / health professionals, either with clinical patients or simulated patients, dress must be appropriate and professional. A professional image increases credibility, patient's trust, respect, and confidence. In addition, because medical and health sciences students utilize facilities on campus where patients and the public are present, professional dress and appearance are also expected even when students are not engaged in patient care. In addition, most

of the clinical facilities have specific dress code policies that must also be followed. Furthermore, Photo ID badges are to be worn at all times.

Violation of the dress code can have detrimental consequences for patient care and could damage the reputation of the institution. Flagrant and repeated violations of the dress code may be deemed to signify a lack of insight or maturity on the part of the individual student and call for counseling and discipline. The immediate supervisor may choose to discuss initial violations of the dress code directly with the student. Serious or repeated violations may be subject to disciplinary action.

- Students of GMU are expected to maintain decorum in their dress code in accordance with the dignity of the medical profession and of the institution.
- Traditional dresses are allowed only for UAE nationals.
- Students must wear white coats with identity cards / badges on entering the campus / clinical sites and must wear the coats as long as they are inside the campus / clinical sites. The white coat must be clean and well maintained and of acceptable quality. The white coat must be worn fully buttoned.
- The security and duty staff have the right to reject admission to any student into the campus when the student is not dressed properly or when the student is not wearing the white coat.
- White coats are to be worn only inside the college and hospital premises. Students should not wear white coats in public places such as supermarkets.
- Women students must take special care in avoiding skin tight and revealing dress. They must have their hair properly tied up and must not keep the hair loose. All women students must wear dress, which reaches down to the ankle level.
- Students must wear dress that does not hinder practical or clinical work.

7.13 Student Support Services

Faculty in-charge/ Coordinators	Name	Tel.No: 06-7431333
Hostel	Dr. Joshua Ashok Mrs. Sherly Ajay Mr. Subeesh	Ext. 1317 Ext. 1384 Ext. 1219
Sports	Dr. Joshua Ashok	Ext. 1317
Campus Medical Center	Mrs. Sija Binoy Ms. Remya Radhakrishnan Pillai	Ext. 1535 Ext. 1535
Cultural Activities	Mr. Vignesh Unadkat	Ext. 1240
Library	Prof. Arun Shirwaikar	Ext. 1301
<u>Administrative Assistance:</u>		
Accounts	Mr. Aslam Hameed Mr. Josy Arackel	Ext. 1300 Ext. 1414

Library	Mr. Daies Idiculla	Ext. 1221
	Mr. Anzel	Ext. 1221
Common Rooms, Common Utilities and Transport	Mr. Subeesh	Ext. 1219
Audio Visual Aids	IT Department	Ext. 1222
Visa and Emirates ID	Mrs. Snigdha Ranish	Ext. 1532
Photocopy Section, Mail Boxes and Sub store	Mr. Sakthi	Ext. 1283
	Mr. Rizwan Ali	Ext. 1283

7.14 GMU Physical Facilities

7.14.1 Class Rooms

The lectures are usually held in the four main lecture halls, Lecture Hall 1 – 4 on either side of the main building. In addition the lecture rooms (5 – 24) are used in teaching classes of smaller size for lectures, group discussions, seminars and tutorials. The graduate students have their classrooms in the GMU Information & Learning Center. Small group learning class rooms (1 – 6) are available in the GMU Information & Learning Center for conducting group based activities like CBL, PBL, Projects and Seminars that encourage collaborative learning among students.

7.14.2 GMU Testing Center

The state-of-the-art GMU testing center is the latest addition to the ever-growing facilities of Gulf Medical University. This unit is capable of accommodating students for regular Mid Semester / End Semester Examination / IELTS examinations administered online.

With a capacity of holding up to 88 participants, the center has all modern facilities. To meet the standards required for international testing regulations, invigilators are supported with adequate number of CCTV cameras in each testing halls. The testing center has a data processing room where post-test analysis of scores is done and the central evaluation room for the examiners to evaluate paper based tests. Access to the center and examination halls is user-friendly to people with special needs (wide elevator and doors).

7.14.3 Common Rooms & Lockers

Separate common rooms with locker facility are available for male and female students. Locker keys may be obtained from the Administrative office. In the event of any damage to the lockers or loss of keys, a fine of AED 100 is levied. Only materials pertaining to academic and learning needs are to be kept in the lockers; strict disciplinary action will be taken if any objectionable material is found in the lockers.

7.14.4 Masjid

Separate entrance for men and women with ablution facilities are provided in the Masjid located in the campus.

7.14.5 Mail Box

All incoming postal mail will be kept in the designated area close to the photocopying section.

7.14.6 GMU Hostel

A. Aim: The Office of Student Affairs supports and complements the mission of the university and its academic programs by creating a comfortable and safe environment that contributes to the success of resident students' educational progress and personal growth.

The hostel offers a learning environment that fosters self-dependence, respect for social and communal norms, tolerance of cultural diversity and provides opportunities for residents to improve their leadership, communication and social skills, which support their academic development.

These rules have been formulated to help the students study comfortably in the hostel, to ensure their safety and maintain discipline. All the inmates of the hostels are to strictly adhere to these rules.

B. Hostels:

GMU Women's Hostel Jurf, Ajman
GMU Men's Hostel, Ajman

Studio / Single / Sharing rooms
Single / Sharing rooms

C. Contact:

Name	Position	Telephone	Mobile	Email ID
Dr. Joshua Ashok	Dean - Student Affairs	06-7431333 Ext: 1317	050-7447921	joshuaashok@gmu.ac.ae
Mr. Subeesh P	Manager General Services	06-7431333 Ext: 1219	050-7467155	subeesh@thumbay.com
Mrs. Sherly Ajay	Ladies Hostel In-Charge	06-7431333 Ext: 1384	055-1073807	sherly@gmu.ac.ae
Mrs. Sowbhagya Ajith	Secretary – Student Affairs	06-7431333 Ext: 1337	050 - 1650254	sowbhi@gmu.ac.ae
Mrs. Daisy Thomas	Warden – GMU Girls Hostel	06-7464881	050-5103981	daisythomas@gmu.ac.ae
Mrs. Zubaida R	Warden, GMU Girls Hostel	06-7464881	050-3649007	rakefahaneef@gmu.ac.ae
Mrs. Rahima	GMU Girls Hostel		055-4226868	
Mr. Moideen	Warden, GMU Boys Hostel		050-8952265	

D. Hostel Fees Details:

Security deposit of AED 1000/- is required to be paid by all GMU hostel students (male & female).

Refund of security deposit is made on submitting the clearance of all dues of the hostel facility.

Utility Charge of AED 1100/- per year is required to be paid by all GMU hostel students (male & female)

Flat / Room Charge - GMU Women's Hostel Jurf, Ajman

Studio Flat – Single	AED 28,000/-
Single – Double bedroom sharing	AED 24,000/-
Sharing – One bedroom	AED 23,000/-
Sharing – Double bedroom	AED 19,000/-

GMU Men's Hostel, Ajman

Single Room - A	AED 25,000/-
Single Room - B	AED 24,000/-
Sharing – 1 Bed Room	AED 23,000/-
Sharing Room	AED 19,000/-

E. Facilities:

Women's Hostel

- Three new buildings (block 3, 4 & 5) are allotted close to the University, with fully central air-conditioned rooms with separate kitchen and bathroom.
- A Cot with mattress and quilt, a fridge, a study table and chair, a wooden cupboard and a micro wave oven.
- Common room facility in Double bedroom flats
- Living room facility in One bedroom flats
- Water coolers on all floors
- Common Washing room
- Full time warden and security
- Cleaning and maintenance support
- Free transportation to the University and monthly visit to malls - Dubai / Sharjah

Men's Hostel

- Air conditioned room with kitchen and bathroom, Cot with mattress and quilt, a fridge, a study table and chair, a wooden cupboard and a micro wave oven.
- Water cooler

- Common washing facility and computer lab
- Full time warden /security
- Cleaning and maintenance support
- Free transportation to the University and monthly visit to malls - Dubai / Sharjah

Additional facility for AY 2016 - 2017

- **Exercise Facility:** All GMU hostel students shall be provided access to health recreation in Body & Soul, GMU Campus on concessional rate. **The registration fee has been waived off.** Only AED 125/- per month will be charged for GMU Hostel students.

Transport shall be provided for Hostel students to Body & Soul to and fro in morning and evening on a shift basis (6:00 AM – 7:15 AM) and (5:00 PM – 7:00 PM)

- **Mess Facility**
 - Terrace Restaurant shall provide Mess facility to all GMU Hostel students
 - Arabian, Asian and Nigerian meals (Dinner) shall be provided on discounted rates. (*package menus are available on request*)
 - On request for 50 or more residents, *Buffet* shall be arranged in the hostel premises.
 - Food from outside restaurants shall not be permitted after 10:00 PM.
- **Transportation Facility / Shopping Trip Facility:** Monthly special shopping trips shall be provided to Dubai / Sharjah for GMU Hostel students.
 - a. Hostel students are provided transport facility to the University.
 - b. On regular class days University bus has been arranged as per following schedule:

Time	Girls Hostel (Jurf)	Boys Hostel
Pick up to the University	1 st trip: 8:15 AM 2 nd trip: 8:20 AM	8:15 AM
Pick up from the University	3:45 PM	3:45 PM

- c. Transport facility is provided for students travelling home for summer holidays and semester break holidays.
- d. Transport will be provided **only to** Dubai International Airport Terminal 1, 2 & 3 and Sharjah Airport.
- e. Transport is **NOT provided** for weekend travels.
- f. Students are required to fill the Transport Request Form signed by the Warden has to be submitted to Mrs. Sowbhagya Ajith (Student Affairs Department) for approval.

- **Cable / TV / Internet / Computer Room**

- a. Students are allowed to have a Television of their own.
- b. Hostel has Wi-Fi connections on all floors and an additional computer room with internet connection is provided for learning purpose.
- c. Computer / Internet misuse will be viewed seriously and will entail discontinuing the facility.

- **Laundry facility**

Washers and dryers are located in the hostel. The Laundry room will be closed by 11:00 PM.

- **Storage facility**

Students are provided with cupboards in their respective rooms. Separate Storage rooms are **NOT** available in the hostels.

Students are required to clear their belongings on leaving the hostel. The university will not be responsible for student's belongings once the student leaves the hostel.

- **Medical facility**

Students should report any injury or illness immediately to the matron/warden without delay so that necessary medical attention can be arranged.

All GMU Hostel students are eligible for medical treatment in Thumbay Hospitals. Students are required to **present the Student ID** as identification document on registering for medical treatment.

- **Security**

To ensure the security of all students, all GMU hostels are protected by security staff / warden for 24 hours throughout the year.

F. Rules and Regulations

1. Right of Occupancy

- a. GMU students who have paid or arranged for the payment of their hostel fees, tuition and other college fees have the right to reside.
- b. Rent is charged for one academic year extending from the beginning of the academic year to the end.
- c. Request for renewal is to be submitted and paid for a month before the next academic year. The room is confirmed only on payment.
- d. Students leaving the hostel in the middle of an academic year are not eligible for refund of the rent.
- e. Student has the right to report to the Warden, Hostel In-charge or Office of Student Affairs in case of any difficulty faced during her/his stay in the hostel.

- f. Students extending the period of stay for more than one month or more is required to pay the full hostel fees for the new Academic Year.

2. Curfew

- a. During **week days** (Sunday, Monday, Tuesday, Wednesday, & Thursday) all resident **female students** are expected to be in their respective rooms by **9:30 pm** and **male students by 10:00 pm**.
- b. During **weekends** (Friday & Saturday) female students must report **back before 11:00 pm** and **male students must report back latest before 11:30 pm**.
- c. During **Holy month of Ramadan**, female students must report back to hostel before 11:30 pm and male students before 12 midnight.
- d. Daily attendance of hostel students will be conducted and submitted to the Hostel In-charge.
- e. The hostel warden monitors the attendance records regularly for tardiness and absences. Repeated violation of attendance regulations will be reported to the Office of Student Affairs.
- f. Students require prior permission from the warden before leaving the hostel for shopping. Details about their movement in such cases should be entered in a movement register maintained for this purpose.
- g. Hostel doors will be **closed by 11:30 pm**.

Violation of the curfew timings and hostel regulations may result in the cancellation of the hostel facility.

3. Weekend / Vacation out-pass policy

- a. Female students who wish to go out to visit their parents or relatives must obtain prior permission from their parents or nominated guardians on each occasion.
- b. A letter must be sent by email well in advance for prior approval to the following contact addresses:
 - o Ms. Sherly Ajay, Hostel in-Charge at email: sherly@gmu.ac.ae or Mobile: 055-1073807.
 - o Daisy Thomas, Warden at email: daisythomas@gmu.ac.ae or Mobile: 050-5103981.
 - o Subaida, Warden at email: rakefahaneef@gmu.ac.ae or Mobile: 050-3649007.
- c. Student should fill out the out-pass form before leaving.

4. Inter-visitation

- a. GMU students who are not residents of the hostel and parents are **not** permitted to stay in the hostel.

- b. In case of an emergency, a one-day stay of non-residents (current GMU student/ GMU student's sister), the concerned student requires to take prior approval (at least 3 days before) from the Office of Student Affairs.
A visitor fee of AED 100/- per day will be charged (Permitted only for a weekend). Student is requested to submit the receipt of payment on entrance to the hostel. Visitors are required to leave the hostel after the permitted time.
 - c. Hostel students may be permitted to have visitors / friends in the visiting area and will not be permitted to take them to their rooms.
(GMU students visiting time – 4:00 PM – 8:00 PM only)
 - d. On behalf of the visitors, GMU students are required to fill the form and take the approval from the Warden.
 - e. Outsiders other than parents or nominated guardians are not allowed inside the hostels. Parents are allowed to visit their ward's room only on the first day of the University or in an emergency situation upon approval.
 - f. Visitors are required to submit their ID cards.
5. **Smoking / Alcohol / Drugs**
 - a. Smoking, Shisha and using and / or storing drugs / alcohol are **strictly prohibited** in GMU hostels.
 - b. If a student is found using drug / alcohol / shisha, he / she will face severe disciplinary consequences.
6. **Littering**
 - a. The hostels are the residents' second home; all students are expected to maintain cleanliness inside the halls.
 - b. Rooms are inspected periodically for cleanliness.
 - c. Students are also expected to regularly remove the garbage in their rooms.
 - d. Cleanliness: Hostel students are responsible for keeping their room clean and tidy at all times. A penalty will be imposed for excessively dirty and unhygienic rooms (after issue of a warning).
The hostel management reserves the right to make spot checks. Residents whose standard of housekeeping is not acceptable will be asked to rectify the situation. Should there be no improvement, the room will be tidied by the cleaning staff and the charges will be billed to the students. Housekeeping standard is the prerogative of Warden, whose decision will be final and not open to debate.
7. **Concerning Fire Codes**
 - a. A fire alarm indicates that an emergency situation has arisen.
 - b. Students are required to **switch OFF the electrical equipment's after use. In case any room is found to have the oven, AC or any other electrical equipment switched ON unnecessarily, the office**

reserves the right to ask the student to pay the excessive electricity charges.

- c. Cooking indoors with charcoal or any open flame device, burning candles is prohibited.
 - d. In case of any complaint regarding malfunctioning of switches or any other electrical equipment, the same needs to be reported to the Warden immediately or entered in the complaint book for immediate attention for repair.
 - e. In case of fire / fire alarm, no electrical switches are to be switched on/off and elevators are not to be used.
- 8. Entering / Transfer of rooms**
- a. GMU officials including Hostel In-charge and Warden may enter a student room in an emergency.
 - b. Students will be informed in advance in case of maintenance work to be done or entry by officials / authorized vendor.
 - c. Male members are not allowed inside the girls' hostel except male maintenance staff on prior approval who will be accompanied by the Warden.
 - d. Request for a transfer to another room is to be forwarded through the Warden to the Hostel In-charge for approval.
- 9. Furniture**
- a. Students are strictly forbidden from removing any furniture from their room.
 - b. Hostel students are required to obtain special approval from the hostel in-charge to bring in their own furniture.

G. Hostel student responsibilities

1. Student responsibilities

- a. Students must take care of their personal belongings and the *management will not be responsible for any loss or damage*. Before leaving the hostel, the student must pay all hostel dues pending in his / her name. On leaving the hostel, the student is required to remove all his / her belongings.
- b. Students must maintain cleanliness and discipline in the hostel. All fixtures and fittings should be handled with care. If a student is found to be responsible for any damages, the cost of repair / replacement will be recovered from the student.
- c. Students are required to abide by the advice and decisions of the matron/warden on all matters pertaining to life in the hostels.
- d. Students are required to abide by any other rules or regulations, which the Dean, the Hostel In-charge or the warden may feel necessary to introduce from time to time.
- e. Students are required to submit the No Objection letter from their parent and fill up the out-pass /clearance form when staying outside or when vacating the hostel.

- f. Students are required to submit the clearance form to Hostel In-charge signed by the warden before vacating the room and submit a copy to the accounts department for refund of the deposit.

2. Actions Prohibited

- a. Student should **NOT** break the curfew timings.
- b. Student should **NOT** write on walls, lifts, doors of the hostel.
- c. Student should **NOT** bring in any pets (cat, puppy, bird etc.) into the hostel.
- d. Student should **NOT** remove furniture, or install personal door locks in their rooms.
- e. Student should **NOT** insert / fix holes or hooks in walls, floors or ceiling.
- f. Student should **NOT** refuse to follow the instructions of the Matron or security personnel who is only performing his/her duties.
- g. Students are **NOT** allowed to decorate the exterior of rooms, corridors or other common areas.
- h. Student should **NOT** shout or create disturbances in any residential areas.
- i. Student should **NOT** drop or throw any solid object or liquid from the windows.
- j. Student should **NOT** harass or verbally abuse any resident or staff member living in the hostel.
- k. Student should **NOT** host overnight guest/parent without obtaining prior approval from the Office of student affairs/Hostel In-charge.

3. Following actions are taken for those who break the rules of the hostel

- i. Letter of first warning will be issued to the student.
- ii. Letters of second and final warning will be issued with a copy to the parents and the Dean of the respective College.
- iii. Third letter to the student, stating penalty / expulsion from the accommodation will be issued.

Any breach of the above rules by the inmates may result in their being deprived of the privilege of occupying the room besides rendering themselves liable to pay for such damages, as may be claimed by the authorities. Also there will be **NO refund of fees** in the event of denial of hostel accommodation on grounds of misconduct (academic or personal).

7.15 Dining Services

GMU provides modern dining services in the campus where meals are served at a reasonable price. The dining facilities are provided at 3 locations in the campus and 2 in the Thumbay Hospital, Ajman. 'The Terrace', a multi cuisine restaurant located in the campus serves Arabic, Continental & Asian cuisines.

7.16 Recreational Facilities

State of the art recreational facilities are provided in the Body & Soul Health Club, a gymnastic unit of GMU. Membership is provided to the students at a concessional rate and they can enjoy all facilities including swimming.

World class Basketball court, Volleyball court, Tennis court, Cricket & Football grounds have been located in the campus. Separate indoor Table Tennis, Badminton and Squash facility for male and female students have been provided. The sports committee announces inter-collegiate sports events every year wherein interested students can participate.

7.17 Transportation

Bus facilities, to commute from residence to GMU and other clinical locations, are available to the hostel students free of cost. Day scholars are provided transport on request and on payment of stipulated fees. Students requiring transport facilities should contact the Transport Department for all transport needs.

7.18 Student Identification

- All students are required to submit passport - size colour photos to be affixed on their ID cards.
- The Student ID must be worn at all times and must be presented on demand in the campus, clinical sites and during examinations.
- Loss of ID cards must be reported to the Dean's office and a replacement card can be obtained after payment of AED 25.

7.19 University Entrance

Separate entrances are designated for men and women students. These should be strictly adhered to. Parents, relatives and friends who drop the students in the University and drive them back are requested to respect this and drop or collect the students only from the designated areas. Students are not allowed to walk through the main foyer doors or sit in the entrance area. This area is meant for guests and visitors to the University.

7.20 Car Parking in the Campus

- Cars should be parked in the allocated positions for men and women students separately in an orderly manner. Only cars belonging to the President, Trustees and other visiting dignitaries are allowed to be parked in the main portico area. The University administration reserves the right to tow away any vehicle, which has been parked in an unauthorized manner or place.
- Dangerous driving practices, creating inconvenience or risk to others and damage to property within the University campus are punishable offences.

- Parking is available for students and faculty in the following areas:
 - ✓ Adjacent to Lecture Hall 1, 2, 3 & 4
 - ✓ Behind Blends & Brews Coffee Shop

7.21 Information on Safety Issues

GMU adheres to and adopts the guidelines on safety issues, which covers safety aspects related to the Laboratory and handling of chemicals. Excerpts from the University Laboratory Safety Manual are provided.

Laboratory Safety

1. General

1.1 Take care not to run around in the laboratories unless a situation [e.g. Emergency] warrants the same.

1.2 Laboratory dress code:

- Laboratory coat must be worn while pursuing laboratory work but be removed while visiting a non-laboratory environment, e.g. office, canteen, toilet, and computer room.
- Smoking is not permitted at any time in or near the laboratory.
- Long-sleeved laboratory coats must be worn to protect against chemical spills.
- Latex gloves must be worn when handling toxic chemicals and, bacteria. However, do not use such gloves in the course of simple chores like opening doors, answering telephones, at the keyboard, to cite some examples.
- Safety goggles or spectacles must be worn while working with hazardous chemicals or radioactive materials.
- Use the face-mask when using the UV trans-illuminator.
- Mandatory use of close footwear [E.g. No open-toed shoes, sandals and slippers] when working in the laboratory and while handling hazardous chemicals or radioactive materials.
- Long hair or loose clothing must be secured before commencing work to avoid the possibility of their entanglement in equipment, or contact with chemicals or possibility of a fire accident.
- Wearing any head phone while working is prohibited.

1.3 Waste disposal:

- Appropriate bags must be used to dispose hazardous and non-hazardous waste. The specially designed safety bag must only be used for disposal of hazardous waste and not for non-hazardous waste disposal. Non-hazardous waste can be disposed in the general household garbage bag.
- Broken glass and needles must be disposed in a sharps bin or plastic container.
- Acid, organic solvent, and radioactive waste must be disposed in the designated

bottles or containers (see Chemistry and Radiation Safety for detail).

2. Electrical outlet usage:

- To avoid power overload and outage ideally, one electrical outlet must be connected only to one equipment.
- If the outlet is used for more than one connection, the adaptor with the Singapore Productivity and Standards Board (PSB) logo (i.e. PSB approved adaptors) must be used.

Chemical Safety

1. General

- Working alone with hazardous chemicals (particularly after office hours) must be discouraged in all laboratories involved in such experimental work.

2. Chemical Storage

- The general properties and storage characteristics of each chemical must be indicated by a colored sticker on the chemical containers. The suggested color codes are:
 - a. **RED:** Flammable
 - b. **WHITE:** Corrosive
 - c. **YELLOW:** Reactive
 - d. **BLUE:** Health risk (carcinogen, mutagen, etc.)
 - e. **GRAY:** General chemical storage
 - f. **RED 'S':** To be stored separately from chemicals of similar code
- Chemicals must not be stored on the floor or on top shelves. The storage shelf must have rails to prevent any fall off.

Organic and inorganic chemicals must be stored in different cabinets.

- Organic solvents must be stored in resistant containers, e.g. Glass or Teflon. The cap must be resistant to the solvent and screwed on tight. Solvents are stored primarily in a metal cupboard or sometimes in a fume hood.
- There must be no open flame near organic solvents, nor must they be kept near a heat source.
- **Concentrated nitric acid** must be stored in a designated cabinet.
- **Poisons** must be stored in a designated and locked cabinet.
- **Corrosive chemicals** must be placed in a location below eye level, e.g. in bottom shelves of a cabinet or under the sink.
- Cabinet shelves must not be overloaded.
- Upper shelves must not be heavier than lower shelves.
- All shelves must be protected with chemical-resistant, non-absorbent, easy-cleaning trays with anti-roll lips.

- All chemicals must be placed on these trays and not directly onto the metal surface of the shelves.
- All cabinets must be kept closed at all times other than during depositing or withdrawal of chemicals.
- All cabinets must be placed on the floor and must be stable.
- Labels indicating the contents of each cabinet must be displayed on the outside panel of the cabinet.
- A fire extinguisher must be located near the exit and not near the chemical cabinets. In the event of an explosion, a fire extinguisher near the explosion area might be rendered inaccessible or damaged.
- The appropriate type of fire extinguisher, i.e. Class B extinguisher such as carbon dioxide or foam, to deal with chemical fire must be used. Everyone in the lab must know how to use the fire extinguisher.
- Spill control kits to handle spillage of flammable chemicals, must be available.
- First aid kits must be available and they must be equipped to deal with accidental ingestion, spillage, etc.
- Periodic checks of containers in the chemical stores must be done in order to ensure that the conditions of the containers are satisfactory. These include but are not restricted to:
 - The physical state of the primary and secondary containers
 - The state of the seals of these containers
 - The cleanliness of the containers (salt deposits indicating leakage, etc.).
 - The presence of moisture in the bottle or any other form of precipitation and / or caking.
- Adequate ventilation must be available.
- Bottles of toxic chemicals, once opened, must be tightly recapped, sealed and placed in a fume hood.
- Chemical bottles / containers in constant use must be placed in chemical-resistant, non-absorbent, easy-cleaning trays.
- Gas cylinders, hoses and regulators must occasionally be checked for wear and tear, leaks and functionality. A simple soap-bubble test can be done to check for leaks.
- All gas cylinders must be secured with chains.
- Empty gas cylinders must not be stored with full cylinders. In the event of a mistake, empty gas cylinders can cause serious-suck back effect when connected to pressurized equipment.

3. Chemical Handling

- All lab workers must be familiar with recommended procedures associated with the chemicals they are dealing with and the relevant hazards. When in doubt

the Material Safety Data Sheet (MSDS) must be referred to, for information.

- All work involving aqueous hazardous chemicals must be done in fume hoods.
- All appropriate protective apparel/s must be worn when working with hazardous chemicals. These include but are not limited to gloves, masks, aprons, lab coats, face shields and goggles.
- Hand towel dispensers must be made available in all labs.
- Appropriate gloves for handling corrosives, hot/cold objects, organic solvents and other specific chemicals must be available.
- When a process is known to result in chemical fumes, wearing appropriate masks must be mandatory. Please note that normal surgical masks and dusk masks are not suitable protection against chemical fumes.
- Spilled mercury (e.g. from broken thermometers) must be picked up using a pipette and stored in a small, tightly sealed and labeled plastic container in the fume hood.
- Standard Operating Procedures (SOPs) to deal with emergency situations arising from radioactive, chemical and bio-hazardous accidents must be clearly displayed in every lab.

Handling of Gases:

- Make sure that you know how to operate the regulator on a gas cylinder before using it.
- Gas cylinders must be replaced before they are completely empty. Some positive pressure must be allowed in the used cylinders.
- Check the gas tubing from time to time.
- Poisonous gases and chemicals that give rise to vapors must be experimented with only in the fume hood.
- Do not light any flame when you smell a gas leak. Beware of flammable gases, e.g. Oxygen and Acetylene.
- If you smell something dangerous, raise the alarm and evacuate the lab immediately. The source must later be traced and action taken by the appropriate safety personnel.

While Handling Liquid Nitrogen:

- Your hands must be protected by a pair of thick heavy duty gloves.
- Lab coat must be worn and legs and feet protected.
- Liquid Nitrogen must be kept and transported in Dewar flasks.
- Liquid Nitrogen splatters easily when pouring, especially if the glassware or plastic ware is not pre-chilled before use. Hence special caution ought to be exercised.

Handling of Phenol:

- Phenol must be handled with appropriate protection and in the chemical fume hood.
- Phenol must be stored in resistant containers made of glass or Teflon.
- If one's skin comes in contact with Phenol, it must be rinsed immediately with lots of water, followed by washing with soap and water.
- Spills must be attended to immediately and not left to dry unattended.
- Stains left by chemical spills must be cleaned up immediately.
- Hand towel dispensers must be made available in all labs.
- Appropriate gloves for handling corrosives, hot / cold objects, organic solvents and other specific chemicals must be available.
- When a process is known to result in chemical fumes, wearing appropriate masks must be mandatory. Please note that normal surgical masks and dust masks are not suitable protection against chemical fumes.

4. General Chemical Disposal

Not all chemicals can be thrown into the drain. Ensure that the chemical is safe for discharge into the sewer. If not, store in empty reagent bottles or carboys for processing and disposal by a waste disposal company. As a general guideline, strong flammable and acute toxic chemicals must not be discharged into the sewer.

- Dilute all chemicals that will be thrown into the sewer.
- Acids and bases must be neutralized properly before discharging into the sewerage system.
- All gels (excluding those stained with Ethidium Bromide) must be disposed into special plastic bags. These bags, when full, must be double wrapped, secured properly and thrown with normal rubbish for disposal.
- Co-mingling of chemical waste in waste storage containers must be kept to separate confinement.
- Where the above is not possible, aqueous waste must be segregated into the following groups:
 - Halogenated
 - Flammable
 - Oxygen-Chloroform
- Flammable chemical waste must be stored in well-ventilated areas to reduce accumulation of flammable vapors.
- Solid chemical waste must be securely packaged before disposal into normal trash where they will eventually be incinerated. Exceptions to this are solids that sublime at room temperature and produce toxic gases. In such cases, try to convert the solids to a stable form and chemically inactivate it.

Organic Solvents:

- Solvents are disposed of in specifically-labeled (name of solvent, your name and your supervisor's name) waste bottles in a fume hood. Do not pour them down the sink. Only very small quantities (< 1 ml) may be flushed down the sink with lots of water.
- Chloroform and acetone must not be poured into the same bottle as they react to form an explosive chemical.
- Chemical containers must be tagged with information including chemical name, description, generator's name and date of disposal.
- All chemical disposal exercises must be documented.

7.22 Fire Safety Policy**Objectives**

GMU Fire Safety Policy is established for the purpose of minimizing the risk of fire and in the event of a fire, to limit its spread, ensuring the safety of all the University personnel and visitors, minimizing the potential of fire from disrupting teaching and research, and lastly minimizing property and environment damage.

Policy Statements

GMU is committed to a high standard of fire safety and will make all reasonable efforts to adopt best practices and compliance with current fire safety legislation and standards.

1. Unobstructed Passage of Escape

The premises on GMU shall have adequate means of escape in case of fire. All means of escape shall be correctly maintained, kept free from obstruction and available for safe and effective use at all times. Means of escape shall have adequate emergency lighting (in case of fire) which will be maintained in efficient working order

2. Provision of Fire Warning System

All buildings in GMU shall be provided with adequate fire detection and warning system. These shall be maintained in efficient working order

3. Fire Fighting Equipment

Adequate means for fighting fire shall be provided and these shall be maintained in efficient working order.

4. Training

Appropriate fire training shall be given to all designated staff working in lab-based facilities and/or have an active role in the implementation of fire emergency plan

5. Fire Safety Inspection

All premises owned and occupied by University shall be subjected to regular fire safety inspection. Where hazards are identified, action is taken to implement appropriate control measures. Measures taken to protect buildings, installations and equipment from fire shall commensurate with the risks and shall be appropriate to the value of teaching, research or commercial importance of those assets

Roles and Responsibilities

University staff has the following key responsibilities in implementing the fire safety policy.

Deans

Deans are required to ensure that:

- Departments under their charge implement this policy and other appropriate measures to minimize the risk of fire.

Heads of Department

The roles of the Heads of Department are to ensure that:

- Regular fire safety inspections are carried out for their Department;
- Action is taken to minimize the likelihood of fire occurring as a consequence of the Department's activities;
- Escape routes, that is, entrances/exits, corridors, staircases and stairwells, are kept clear of obstruction and free from storage of combustible materials;
- New members of the Department, including research and undergraduate students, receive the necessary information, instruction and training on fire safety as soon as possible;
- Any contractor(s) employed by the Department and any visitor(s) invited by the Department are aware of the action to be taken in the event of fire; and
- Fire drills are carried out at least annually.

Maintenance Department

The Department shall ensure University premises and service infrastructure are constructed and maintained periodically in compliance with fire safety regulations and building codes.

Administration Department

The department shall ensure:

- Overall institutional compliance with this policy and regulations; and
- Coordinate the implementation of Fire Safety precautions.

Employees', Students', Visitors' and Contractors' Responsibilities

Employees, Students, Visitors and Contractors are required to:

- Cooperate and comply with this Policy and instructions given to them in regards to fire safety and any other fire procedures;
- Know what to do in the event of a fire, including leaving equipment in a safe position, and be familiar with the escape routes from their location;
- Consider the risk of fire from their activities and reduce or control that risk;
- Not interfere or abuse any equipment provided for fire safety; and
- Report any observed shortcoming in fire precautions to the Administrative Department.

Safety Precautions

- Teach students how to properly notify the fire department.
- Install smoke alarms in corridors, Laboratories, Lecture Halls and Cafeteria.
- Maintain and regularly test smoke alarms and fire alarm systems.
- Regularly inspect rooms and buildings for fire hazards. Ask the local fire department for assistance.
- Inspect exit doors and windows and make sure they are working properly.
- Create and update detailed floor plans of buildings, and make them available to emergency personnel, and students.
- Conduct fire drills and practice escape routes and evacuation plans. Urge students to take each alarm seriously.
- Make sure electrical outlets are not overloaded and extension cords are used properly.
- Learn to properly use and maintain heating and cooking appliances.

7.23 Student Research Policy

7.23.1 Policies and Procedures for Conducting Research in GMU and its Affiliated Hospitals

GMU aspires to be known for the excellence and the impact of its research on the educational milieu of the nation and the outcome of clinical care and is committed to the attainment of its mission to:

- Prepare health science investigators in order to meet the health care needs of the nation and the region.
- Produce health care professionals who will integrate the advances in research with the best clinical practice.
- Promote health services, which incorporate the latest advances in scientific knowledge in a manner that supports education and research for the benefit of the community.

The university policies clearly describe the research activities and the procedures, which have been established to assure continued strong research productivity and require all Chairs of respective departments to ensure that all new academic, research and technical staff and all new research students are informed of the policy and its operation. One or more supervisors will supervise all student research that is conducted as a part of the course/program requirement.

The Research Committee is the principal research body of the Gulf Medical University and the Ethics Committee is the initial approving body for the research and experimental activities to be taken up by the Gulf Medical University and shall be responsible for the following:

- Where animal experiments are involved the globally accepted standards of laboratory animal care shall be followed.
- Carrying out research experiments involving human subjects shall conform to the ethical standards laid down in the Declaration of Helsinki.
- While collecting data from human subjects for research purpose all necessary conventions and formalities shall be adhered to.

7.23.2 Definitions

GMU conducts research of both social / behavioral nature, as well as Biomedical research both in the university, teaching and affiliated hospitals. As such, the organization follows the “Geneva Convention Regulations” regarding human subjects research. The following definitions are used in regard to “research” and “human subjects”:

Research means a systematic investigation*, including research development, testing and evaluation, designed to develop or contribute to generalizable** knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program, which is considered research for other purposes. For example, some demonstration and service programs may include research activities.

*The term systematic investigation refers to a study in which there is a research protocol to be followed in its conduct, specific research questions to be answered, or a hypothesis to be addressed.

**The term generalizable refers to a study designed to draw conclusions beyond the specific instances being studied, inform public policy, or generalize findings.

Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains (1) Data through intervention or interaction with the individual, or (2) Identifiable private information.

Intervention includes both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject or the subject's environment that are

performed for research purposes. Interaction includes communication or interpersonal contact between investigator and subject.

Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record). Private information must be individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human subjects.

Human subject means an individual who is or becomes a participant in research, either as a recipient of the test article or as a control. A subject may be either a healthy human or a patient.

7.23.3 Ethics Committee

The Ethics Committee is constituted to review all projects and activities that involve human subjects. The Ethics Committee reviews all research proposals for potential ethical concerns like the following:

- Does the research project involve any foreseeable legal risks, or does it involve any risk of physical, psychological or social distress to participants?
- Does the research project involve the collection or use of body tissues or body fluids (including excreta) from humans or animals?
- Does the research project involve the collection or use of data collected from human or animal participants?
- Does the research project involve the collection of data through the direct observation of human subjects?
- Does the research project involve the collection of data through the indirect observation of human subjects?
- Does the research project involve the administration of any drug, food substance or placebo to human or animal subjects?
- Does the research project involve exposing human or animal participants to any abnormal or painful physical or sensory stimuli (including auditory, visual and olfactory stimuli)?
- Does the research project require human or animal participants to undergo abnormal physical, psychological or emotional stress (including dehydration, exercise, sensory deprivation, confinement or sleeplessness)?
- Does the research project involve exposing staff, students or participants to topics or issues that might cause embarrassment (including exposure to controversial, offensive or illegal ideologies)?
- Does the research project involve withholding information by deceiving participants?
- Does the research project involve participants who are potentially vulnerable or unable to give informed consent (including children under the age of 18, people

with learning difficulties, people with cognitive disorders and people with debilitating illnesses)?

- Informed Consent Form attached with the proposals are reviewed for the following areas of concern:
 - a. Does the methodology protect the rights and welfare of subjects?
 - b. Does the risks to the subjects far outweigh the potential benefits to either the subject directly or to scientific understanding in general?

7.23.4 Informed Consent

Whenever any research activity involves human subjects, it is mandatory that the investigator, or his or her duly certified representative, obtain the informed consent of any and all such subjects. The informed-consent procedures and documents employed for this purpose should not contain exculpatory language through which the subject is made to waive, or to appear to waive, any of his or her legal rights, or to release GMU or its representatives from any liability for negligence.

To ensure maximum protection of human subjects and to ensure compliance with GMU and Research Committee regulations, investigators must follow the procedures outlined herein. While writing a detailed protocol for the proposed activity, the protocol should contain copies of informed-consent documents to be used, and a complete explanation of how informed consent will be obtained. Informed-consent documents should be designed to cover the specific study.

The following items ensure that all necessary elements of a Consent Form(s) have been addressed.

- Header contains name of institute/venue of study.
- Identity of the Principal Investigator(s) and contact information.
- Research topic/question, nature of participation, duration, and involved procedures are clearly stated.
- Risks and benefits of participation are clearly stated.
- Provision of feedback to the participants is mentioned.
- Provision for participant's anonymity has been made.
- Confidentiality of participant's information has been assured.
- Provision made for withdrawal and refusal to respond.
- Data storage, length of retention, and method of disposal are clearly stated.
- Provision made for distribution of a copy of the consent form to all participants.

[An example of an Informed-Consent document may be obtained from your Supervisor]

STUDENTS' RIGHTS & RESPONSIBILITIES

8.0 Students' Rights and Responsibilities

8.1 Students' Rights

All students must become familiar with the academic policies, curriculum requirements, and associated deadlines as outlined in the University Catalog, student handbook & course syllabi. The academic advisor shall advise the student on all matters related to their program of study and will aid the student in the interpretation of policies whenever necessary.

However, it shall ultimately be the student's responsibility to meet all stated requirements for the degree and the policies related thereof. It is also the student's responsibility to actively utilize their campus email and the university web site, observe netiquette, observe the policies on internet use as published and made available in the Student Handbook as it tends to be a major communication resource and is often the primary form of communication between students.

Gulf Medical University shall maintain an academic environment in which the freedom to teach, conduct research, learn, and administer the university is protected. Students will enjoy maximum benefit from this environment by accepting responsibilities commensurate with their role in the academic community. The principles found herein are designed to facilitate communication, foster academic integrity, and defend freedom of inquiry, discussion, and expression among members of the university community.

8.1.1 Rights in the Pursuit of Education

Students will have the right:

- To pursue an education free from illegal discrimination and to be judged on the basis of relevant abilities, qualifications, and performance;
- To fair and impartial academic evaluation and a means of recourse through orderly procedures to challenge action contrary to such standard;
- To an academic environment conducive to intellectual freedom; and
- To a fair and orderly disciplinary process.

8.1.2 Right to Access Records and Facilities

Students will have the right:

- To access their own personal and educational records and to have the university maintain and protect the confidential status of such records, as required by appropriate legal authority; and
- To have access to accurate information regarding tuition fees and charges, course availability, general requirements for establishing and maintaining acceptable academic standing, and graduation requirements.

8.1.3 Right to Freedom of Association, Expression, Advocacy & Publication

Students will have the right:

- To free inquiry and expression;
- To organize and join association/s to promote their common and lawful interests; and
- To be able to protest in a manner which does not obstruct or disrupt teaching, research, administration, and / or other activities authorized by the university.

8.1.4 Right to Contribute to University Governance and Curriculum

Students will have the right:

- Through student representatives, to participate in formulating and evaluating institutional policies.

8.2 Students' Responsibilities

Students shall be expected to balance these rights with the responsibility to respect the learning environment for others and for themselves and to make their best effort to meet academic challenges undertaken. Students will be responsible for compliance with the University Code of Conduct.

The standards of professional behavior in the educational setting are related to three domains:

1. Individual Performance;
2. Relationships with students, faculty members, staff members, patients, community and others; and
3. Support of the ethical principles of the medical profession.

Individual performance:

- Demonstrates educational experiences (i.e., exams, clinics, rounds, small group sessions, appointments at the clinical skills center).
- Adheres to dress code consistent with institutional standards.
- Maintains appropriate relationships with students, faculty members, staff members, patients and community.
- Establishes effective rapport.
- Establishes and maintains appropriate professional / personal boundaries in all learning situations.
- Is respectful at all times to all parties involved.
- Demonstrates humanism in all interactions.
- Respects the diversity of race, gender, religion, sexual orientation, age, disability and socio-economic status in all interactions.
- Resolves conflict in a manner that respects the dignity of every person involved.
- Uses professional language being mindful of the environment.

- Maintains awareness and adapts to differences in individual patients including those related to culture and medical literacy.
- Supports ethical principles of the medical profession.
- Maintains honesty in all personal and professional dealings.
- Contributes to an atmosphere conducive to learning and is committed to advance scientific knowledge.
- Protects patients' confidentiality, while handling health information.

8.3 GMU Honor Code

The students of Gulf Medical University Ajman, must recognize that they form an essential part of the medical profession and society. The 'Honor Code' lays emphasis on student's behavior to meet the expectation of their profession, family and general public. The Honor Code is administered at the White Coat Ceremony. Students are required to read the pledge and sign an undertaking to observe all the rules as specified in the code.

8.4 Salient Features of the Honor Code

The code strives to emphasize the importance of ethical behavior and compassion in patient care. It helps a professional to understand the importance of the power of healing when all health care professionals work together as a team. It guides students to interact among their fellow colleagues and mentors. The honor code formally acknowledges a sense of trust, responsibility and professional behavior among students, staff and faculty members.

8.5 Breach of Honor Code

The following acts are considered as violation of the honor code:

1. Illegal, unethical and inappropriate academic conduct or professional behavior with colleagues and mentors either in college, hospital campus or in any professional gathering.
2. Failure to maintain confidentiality of a patient's health data.
3. Failure to provide the highest level of patient care.
4. Failure to report any situation where the 'honor code' has not been followed or failure to take appropriate action when the 'honor code' has been violated.

8.6 Effects of Committing an 'Honor Offence'

When a student, member of the administrative staff or faculty commits an offense against the rules of the honor code, it becomes violation of the 'code' and is termed as an Honor Offense. The matter must be reported to the Dean of GMU. The report would be taken to a committee formed by student and faculty representatives. Once the person is proved guilty, the Committee will initiate appropriate action depending on the degree of the offense.

UNIVERSITY RESOURCES & SERVICES

9.0 University Resources & Services

9.1 Introduction

The GMU Information and Learning Centre provides year-round reference and information services and assists students in the development of effective search strategies. Staff members at the Learning Centre assist students in identifying new and additional resources, confirming citations and providing instructions on how to use online databases and search engines.

9.2 Vision

To achieve its vision, the library shall acquire, manage and link information resources both physical and virtual and provide quality instruction to empower users to benefit from the full potential of the universe of knowledge. The information technology professionals and library staff shall together ensure that the GMU library shall meet the complex information needs of the 21st century for life-long learners to achieve excellence in undergraduate, graduate and professional studies.

9.3 Mission

The mission of the GMU Information & Learning Centre is to provide resources and instructional material to support the delivery of the curriculum. It also encourages appropriate practices in accessing and using information consistent with the GMU policies. The GMU Learning Centre is committed to maintaining the state-of-the-art information technology infrastructure to meet the current and changing information needs of the GMU community.

9.4 Library

The library at the GMU campus is a modern facility strategically located on the first floor of the Information and Learning Center. Library resources are accessed by faculty members, staff members and the students for stipulated periods according to the circulation policy.

9.4.1 Timings:

The library remains open from Sunday through Thursday between 8:00 AM to 10:00 PM and on Saturday between 8:30 AM to 6:00 PM (Except on official holidays). The official timings are further extended during study periods and examinations at the request of the students.

9.4.2 Library Resources

- Books
- E-Books (Access Medicine)
- Journals (Online)
- Journals (Hard copy)
- CDs
- Video Tapes

- Online Databases:
Proquest, Access Medicine, Cochrane, UpToDate, USMLEasy, Micromedex

9.4.3 Library Orientation

During the Library Orientation Program at the beginning of each academic year, the library staff member/s provide orientation and bibliographic instructions to the library users on the following topics:

- Issue of official username and passwords
- Use of various electronic resources
- Availability of resources in particular subjects / areas of interest
- Library rules and regulations and library services.

9.4.4 Audio Visual Equipment

The library has the facility for viewing medical video tapes and CD ROMs. A collection of VHS tapes and CDs on latest medical topics are available.

9.4.5 Scanning and Printing

Scanning and printing of learning materials without infringing the copyright laws are provided in the library.

9.4.6 Photocopy

Photocopy services are provided at a nominal charge of one dirham per 10 pages. The Information and Learning Center abides by existing national and international copyright laws.

9.4.7 Journal Article Request Service

The GMU users can get copies of Journal articles from the library on request. For getting a copy of the article, users have to submit a Journal Article request to the library in the prescribed form. The request form is available on the GMU library website. The applicant shall get a copy of the article within three working days, if it is available in the GMU library.

9.4.8 Cataloguing

The GMU library follows the Anglo-American Cataloguing Rules (AACR 2) for Cataloguing and the National Library of Medicine USA coding for its classification system. The GMU library is using “AutoLib System Software”.

9.4.9 Online Public Access Catalogue (OPAC)

The GMU Library provides Online Public Access Catalogue (OPAC) through the library website (www.gmu.ac.ae/library). The user can search the catalogue by author, Course Title, subject, ISBN or a key word.

9.4.10 Security Gates

GMU central library has two security gates (3M library security system) for the protection of the library resources.

3M Library Security System: The 3M Library Security System consists of several components including 3M Tattle-Tape, circulation accessories, and a detection system. The key to the effectiveness of the system is protecting the library resources with 3M Tattle-Tape security strips. The security systems set off an alarm when any book is removed from the library without issuing it.

9.5 Library Policy and Procedures

- Adequate library and learning resources are essential to teaching and learning. The purpose of the library is to support the academic, research, health services and continuing education programs of the university by providing students, faculty and staff members with the information resources and IT services they need to achieve their educational objectives.
- The library staff members work closely with the Head of respective Departments, faculty members, students and community patrons in determining their needs in terms of additional resources and services.
- Gulf Medical University maintains an adequate level of professional librarians and support staff at the Gulf Medical University Campus and Thumbay Hospital, Ajman (A GMU Teaching Hospital) and the affiliated hospitals.
- The Gulf Medical University selects and purchases the required print and non-print materials in adequate quantity, including the lease of information databases suitable for the instructional needs of the university with the goal of providing access to the maximum amount of relevant information available within the constraints of the libraries' budget.
- Gulf Medical University provides automated systems in the following areas: online public access catalog, circulation, cataloging and acquisitions.
- Gulf Medical University provides bibliographic instruction to the university community and interested groups, including orientation programs, personal assistance, computer-assisted instruction and printed information in the form of flyers.
- Gulf Medical University provides regular and extended hours of service to suit the needs of its learning community.
- Gulf Medical University maintains and continues to improve the facilities and equipment for housing and using the print / non-print materials.
- Gulf Medical University evaluates the resources and services annually via student surveys, reviews of holdings by library staff and faculty members, comparison with similar institutions, and direct feedback from all users.

9.6 Library Rules and Regulations:

Students are required to abide by the following code of conduct while using library resources.

- Separate areas have been designated in the library for men and women students. The reading rooms and computer facilities have been arranged accordingly.
- Students are expected to use the designated reading rooms and computer areas separately marked for men and women in the library.
- Students who are seen in areas other than those specifically designated for their use are liable to face disciplinary action. Video library facilities shall be arranged on separate days for men and women students.
- Students are not allowed to sit on the steps or passages near the library or in other vacant parts of the University.
- Students are reminded that defacing or stealing library material is classified as personal misconduct and is liable to invite censure.
- Personal laptops are allowed into the library; however, other personal items and handbags may be deposited in the area provided before entering the library. No foods and drinks are allowed inside the library.
- The students are requested to carry Identity Cards at all times. These are coded and are required to issue books.
- Books may be issued from the GMU campus only. Books may be reserved using online services. Books may be issued for limited periods up to 2 weeks at a time. The library in Thumbay Hospital, Ajman and other affiliated hospitals do not issue books. Instructions on how to access subscribed online text books and databases are prominently displayed.
- The library staff is available at all times for locating books, CDs, Videos, Journals and any other library services (such as inter-library loan, accessing electronic resources, other cooperative arrangements, orientation, training).
- Photocopying class handouts is permitted. However, international laws regarding image reproduction and copyright laws shall be strictly followed.

9.7 Circulation Policy and Procedures

GMU circulation policies are designed to permit prompt and equitable access to library materials. The staff at the circulation service desk is focused on meeting the needs of the library users.

1. Circulation privileges are accorded to those holding valid GMU identification cards. The ID must be presented on request in order to use the Library facilities and services. Cards are not transferable.
2. Two books will be issued for a maximum period of two weeks. This can be renewed once as long as there is no holding request for the same book.
3. Short loan for reference books will be allowed ranging from one hour to a maximum of three days.
4. A fine of AED 1.00 per day will be levied for over-due books. If the fine is more than the cost of latest edition of the book, the user has to pay the cost of the

- latest edition of the book including procuring expenses equivalent to 10% of cost of book. Users cannot borrow further books until due items are returned and penalties paid.
5. The users are not allowed to make any marking / underlining / highlighting in the library books and journals. They should not indulge in any act that may damage the books / journals. If any page is torn away or damage is caused to any book or journal, the borrower will be asked to pay the penalty one and half times the cost of the book / journal and also be referred to the disciplinary committee for further action.
 6. In case of loss, users have to replace the latest edition of the new book or pay the cost of the latest edition of the book including procuring expenses equivalent to 10% of cost of the book.
 7. Reservation may be placed for loaned item.
 8. The Library will not issue a “No Dues Certificate” until all books are returned and fines are paid.
 9. Students are encouraged to take the responsibility of returning the books on time. Accumulation of fines and non-payment may result in non-issue of Admit cards before examinations.

9.8 Multimedia Labs

The Computer Center located on the ground floor of the Information and Learning Center of Gulf Medical University shall provide a basic technological infrastructure for all academic activities.

The Multimedia Lab includes the provision for networks, intra-GMU links and appropriate hardware and software for administration and academic needs. The Multimedia Lab shall ensure support of a full time IT instructor so that the technological infrastructure is used effectively. For this purpose, among others, the Center assumes a significant role in user support and training.

9.9 Smart Classroom

Our smart classrooms are equipped to provide two-way communication between 70 inch 4K display and user smartphones or tablets. Work live annotating over and collaborating with any application program, in 42 language, plus live voice and video recording.

It also provides users with a thoroughbred polling solution and offers a high level of collaboration and annotation functionality on mobile devices. Follow presentations in real time, annotate, collaborate, share, send and save on iOS, Windows or Android devices.

9.10 Network Infrastructure

The Local Area Network (LAN) Infrastructure encompasses all academic offices, lecture halls, laboratories, administrative & faculty offices. The network provides high

bandwidth servicing data, voice & video accessories, and is connected to the Internet through two DSL lines, which is protected behind a secured firewall & monitored 24 X 7.

The Multimedia Lab is a state-of-the-art data center, which houses the GMU servers, and the backbone network switches and houses the data and software required for administrative packages as well as fulfilling other faculty, staff and student uses.

All GMU students shall be provided individual accounts so that they can access the system to obtain current information on all academic matters, access online learning materials and tools, use discussion forums and interact with faculty members. Users can also use the Web mail to access their e-mail through the Internet. The video conferencing facilities enable video meetings and distance learning.

9.11 Wi-Fi Network

All wireless access to university networks shall be authenticated by Information Technology Security (ITS) approved methods. Faculty / staff members, students and visitors at the university can only access the wireless network using this encrypted network.

9.12 Online Resources

GMU has an online e-learning facility to enhance the learning process and help students improve their knowledge by offering additional instructional material/s. It allows students to access the facility from the campus as well as hostels and residences. The Center focuses on the creation of an environment where all students will have easy access to information resources by providing innovative technologies and learning resources.

9.13 Servers & Supports

All the computers within the campus are connected to high end rack servers which itself is supported by a power back up of 3 hours and monitored round the clock. The servers are installed with antivirus software, which is updated regularly, and entry is restricted to authorized members only.

9.14 IT Training

Appropriate training sessions are being conducted for all students at regular intervals around the year to update them with the use of the latest software and learning tools in the field of Information Technology.

9.15 Internet Services

The GMU Information and Learning Center provides Internet facilities for all students, faculty and staff members. Search can be carried out freely by individual users or with

the help of the librarian. Users can print their search results or directly send the documents by e-mail to any registered e-mail accounts.

9.16 Technology Support for Learning

All the class rooms are equipped with adequate technology support comprising computers, projectors to learning, meet the needs of the University community with local access port for both faculty members and students. A protected Wi-Fi is available to facilitate usage of portable IT gadgets among the students and faculty / staff members within the campus.

9.17 IT Support Team

The Gulf Medical University IT Support Desk (Help Desk) is manned by a technical support team that provides prompt, knowledgeable, courteous computing support services through the phone, in person and email. The Help Desk is available to everyone who uses the GMU Computing Service and is the first point of contact for any technical queries.

One of the tasks of the Help Desk is to help members of the GMU to be more productive through the use of the available IT facilities.

GMU IT Support Team constantly collects valuable feedback about the services and its quality in a bid to improve what they offer. The GMU IT Support Team was set up to handle users' initial calls for technical assistance.

Name	Position	Telephone	Mobile	Email ID
Mr. Glen Francis	IT Support Engineer	06-7431333 Ext: 1222	056 2296745	glen@it.thumbay.com
Mr. Rakesh Maruthiyottu	Desktop Support Technician	06-7431333 Ext: 1222	055 7902143	rakesh@it.thumbay.com
Mr. Seyed Zunaïd Ahamed	Desktop Support Technician	06-7431333 Ext: 1222	055 3081014	zunaid@gmu.ac.ae
Mr. Shaiju A K	Network Administrator	06-7431333 Ext: 1392	055 7067041	shaiju@it.thumbay.com

9.18 User accesses and Security

Access to operating systems is controlled by a secure login process which ensures:

- No display of any previous login information e.g. username.
- Limiting the number of unsuccessful attempts and locking of the account if exceeding the limit.
- The hiding of password characters by symbols.
- Display of a general warning notice that only authorized users are allowed.
- All access to operating systems is via a unique login id that will be audited and can be traced back to each individual user.

- All University systems, vulnerable to attack by malware shall be protected by antivirus software wherever possible unless a specific exclusion has been granted and alternative measures have been taken to provide the same degree of protection.
- Centrally Managed Kaspersky Antivirus 8.0 using Kaspersky Security Center protects client systems running under Microsoft Windows XP, Vista 7, Windows 7, Windows 8 and server systems running under Windows Server 2003, 2008 R2 from all types of malicious programs. The product is designed specifically for high-performance corporate servers that experience heavy loads.

9.19 E-Learning at GMU

The GMU e-learning has an effective system that caters to a self-paced personal learning through resources available over the Internet.

The Gulf Medical University uses Moodle as an open source e-learning platform. Students can access the e-learning system from any location of their choice, since the system is completely online. The University has campus-wide Wi-Fi services to facilitate e-learning practices. Computers with Internet access have been provided in addition at all clinical training sites, in the library, student common rooms and residence halls.

Students are provided instructions on the proper use of the e-learning medium. Accessing protected computer accounts or other computer functions, knowingly transmitting computer viruses and unethical use of GMU access is prohibited.

To be granted the use of a computer account, users have to agree to abide by universal guidelines on use of the computing and Internet services.

Access to the use of computer facilities is permitted only through authorized computer accounts. A computer account consists of a unique login ID and a password. Students are requested to keep their password secret. To activate the GMU account, the user shall be instructed to go to the GMU website and follow the instructions.

9.20 Student IT Support Policy

The IT Support Policy provides guidelines on IT support to all its stakeholders including faculty & staff members, students and various other relevant stakeholders. This policy encompasses IT support (Hardware / Software / Allied Services) for IT resources and infrastructure owned and managed by Gulf Medical University. IT policies also cover faculty owned and student owned hardware and Software.

9.21 Electronic Recording Policy

Electronic Recording Policy provides guidelines regarding digital archiving of the processes that are recorded as per the university policy. This helps in providing archives of various academic and extra-curricular activities. This policy applies to all electronic

recording equipment that monitors or record processes / facilities of Gulf Medical University.

Gulf Medical University has installed electronic recording equipment's like Video cameras and / Micro phone/s, CCTV camera/s, Web cameras etc. for digital archiving, as required of academic, examination, non-academic process/es and / or other extracurricular activities in the University in compliance with university policy and other federal laws.

9.22 Procedures for IT Support for faculty-owned and student-owned hardware and software.

- IT Department shall provide limited hardware and software support for faculty-owned and student-owned hardware and software.
- IT Department shall also assist in recommending required compatible hardware and software for meeting the academic / research / other scholarly activities for its registered users.
- IT Department shall provide support to configure the student-owned and faculty-owned hardware to access the University Network.
- IT Department shall provide assistance in installing or upgrading of licensed software owned by the student / faculty / staff members in their own IT devices.
- IT Department shall provide assistance in downloading and installing open source software/ free downloadable software's in faculty-owned and student-owned devices in compliance with existing local and international laws as amended from time to time.
- IT Department shall not provide support in any case that leads to violation and infringement of the terms and conditions of warranty of the faculty-owned or student-owned hardware/software.
- IT Department shall endeavor to guide the students / faculty / staff members regarding methods to avail the required support service/s from the nearest authorized service provider with ease and to their satisfaction.
- The IT personnel providing hardware / software support shall also guide the concerned stakeholder/s to facilitate the backup of data in storage device(s), if required before seeking the resolution of hardware or software services/support from an authorized vendor.
- The IT personnel shall provide assistance in resolution of problems related to networking, internet, email accounts, network operating system accounts, browsers, and access to Learning Management System of the University.
- The IT personnel shall provide onsite-service to student-owned and faculty-owned devices only in the IT support office/s designated for the purpose.

THUMBAY HOSPITAL, AJMAN
[A Gulf Medical University
Teaching Hospital]

10.0 Thumbay Hospital, Ajman

The Thumbay Hospital, Ajman (A Gulf Medical University Teaching Hospital), the first teaching hospital under the private sector in UAE, became operational in October 2002 by the Thumbay Group. With its unique approach to healthcare, bringing together the best professional expertise and infrastructure at affordable prices, the hospital constantly strives to fulfill its motto of "Healing through knowledge and wisdom".

10.1 Vision

The vision of the hospital is to be recognized as a leading Academic Healthcare Centre providing high quality patient centric specialty healthcare services to the community integrated with medical research and clinical training.

10.2 Mission

The mission of the hospital is to provide ethical patient care focused on patient safety, high quality care and cost effective services. The Thumbay Hospital is committed to integrate the latest trends in education to produce competent healthcare professionals who are sensitive to the cultural values of the clients they serve.

The Thumbay Hospital continues to strive to attain the highest quality and accreditation standards.

The Thumbay Hospital is committed to promote ethical clinical research that will enhance the outcomes of clinical care.

10.3 Clinical Departments and Services

The Thumbay Hospital is the first JCI accredited hospital in Ajman. Being a multi-specialty hospital, it houses the Departments of Anesthesiology, Accident & Emergency, Internal Medicine including Cardiology, Dermatology & Venereology, Gastroenterology, Neurology, Nephrology, Pulmonology, Psychiatry, Family Medicine; General Surgery including Orthopedics, Urology, ENT, Ophthalmology, Pediatric Surgery, Plastic Surgery; Obstetrics & Gynecology, Pediatrics & Neonatology, Clinical Nutrition, Physical Therapy, Radiology and Critical Care Units (ICU, CCU and NICU), Cath Lab and Dialysis Unit, Dentistry with General Dentistry, Prosthodontics, Endodontics, Orthodontics, Pedodontics and Periodontics.

Specialized services include a medical imaging department with state of the art equipment like spiral CT scan, BMD, MRI, Mammography, Ultrasound, Color Doppler, Ultrasound and Radiography. An advanced laboratory caters to the requirements of all the clinical departments and is equipped for routine and advanced investigations in Biochemistry, Clinical Pathology, Serology and Hormone Studies.

With the establishment of the Center for Advanced Biomedical Research and Innovation [CABRI], the diagnostic laboratory services today caters to the needs of patient care supported by evidence of clinical research.

A Student posted in the Thumbay Hospitals for clinical training is required to obey the following "Do's" and "Don'ts":

10.3.1 Do's

- Procure the Thumbay Hospital Student Guide Book.*
- Wear the student ID badge at all times in the hospital.
- Follow the dress code as stated in the handbook. (*refer section: 9.1 - dress code*)
- Maintain punctuality, professional and ethical behavior at all times when posted in the hospital.
- Attend the Orientation program of the hospital and comply with the Infection control & Fire safety guidelines.
- Complete the vaccination / screening record for Hepatitis B & C Virus and other infectious diseases.
- Complete the Basic Life Support (BLS) Certification requirement. (*preferable*)
- Complete Arabic Language Certification requirement. (*for non-Arab students preferable*)
- Complete Patient safety Self-assessment Form at the end of each clinical rotation.
- Maintain 80% attendance in the clinics, lectures, Case based discussions / CBL.
- Attend all the CME/CPD programs conducted at the hospital.
- Follow all the hospital rules and regulations to safeguard patient safety and patient care.
- Be responsible for one's personal belongings, and be committed when posted in the clinics and wards.
- Report to the Office of Academic Affairs for any clarifications towards one's learning when faced with a problem.

10.3.2 Don'ts

- DO NOT involve in activities that endanger patient care and safety.
- DO NOT use mobile phones in the clinics and wards.
- DO NOT access the patient information without prior approval. No entries are to be made in the patient's file.
- DO NOT take history or examine a patient without taking prior consent and approval of the patient and the directions from the supervising faculty.
- DO NOT prescribe medications.
- DO NOT show favors to any patient against the rules of the hospital.
- DO NOT discuss the patient information in public places or outside the classroom.
- DO NOT try to complete on your own any clinical rotation that was missed without approval of the Academic Affairs' Office.
- DO NOT loiter in the hospital during the nights and other timings after scheduled training hours.
- DO NOT violate any rules of the hospital.

10.3.3 Violation Warning

- First violation will lead to an oral warning.
- Second violation will lead to a written warning.
- Third violation will be discussed in the Students Welfare Committee for disciplinary action which may lead to suspension / discontinuation of the training.

Note: All students posted in Thumbay Hospitals are required to procure the **Thumbay Hospital Student Guide Book which states the rules and regulations of the hospital in detail. Students are required to submit the signed disclaimer form to the Academic Affairs' office after reading the Guide Book.*

10.4 Student Research

A student who is conducting a research study as part of the course requirement is required to submit a letter from the Provost seeking permission from the Hospital Director, for conducting his / her research work before starting the project.

10.5 Office of Academic Affairs

Dr. Meenu Cherian Director – Academic Affairs Telephone No.: 06-746 3333; Ext. 2275, Speed Dial: 2054	Mrs. Aruna Haridas Academic Coordinator Tel: 06 7431333; Ext. 1306
Mr. Celso Viernes Academic Secretary SKH Hospital (Clinical Site) Telephone No.: 06-746 3333; Ext. 2181, Speed Dial: 2089	Ms. Mikaela Ledesma Academic Secretary Umm Al Quwain Hospital (Clinical Site) Telephone No.: 06-746 3333; Ext. 2181, Speed Dial: 2159
Ms. Rita Lorly Azarce Academic Secretary MBBS Program Telephone No.: 06-746 3333; Ext. 2181	Ms. Manjusha Latheesh Academic Secretary BPT & Pharm D & Master programs Telephone No.: 06-746 3333; Ext. 2181
Ms. Jean Latoza Gandeza Academic Secretary DMD & BHS Program Telephone No.: 06-746 3333; Ext. 2181	Mr. Abdul Razak Office Assistant, Academic Affairs

10.6 Clinical Training Coordinators

Program	Clinical Training Coordinators
MBBS	Dr. Ishwar Chandra Premsagar Associate Dean – Clinical Department of Neurosurgery, Thumbay Hospital, Ajman Telephone No.: 06-746 3333; Ext. 2311, Speed Dial: 2139
	Dr. Pankaj Lamba MBBS Phase III Coordinator Department of Ophthalmology, Thumbay Hospital, Ajman Telephone No.: 06-746 3333; Ext. 2384, Speed Dial: 2085
	Dr. Lubna Ahmed Clinical Site Coordinator, Thumbay Hospital, Ajman Telephone No.: 06-746 3333; Ext. 2274

BPT	Ms. Annamma Mathew BPT Clinical Site Coordinator Department of Physiotherapy, Thumbay Hospital,, Ajman Telephone No.: 06-746 3333; Ext. 2167
DMD	Dr. Hossam Abdelatty Eid Abdelmagyd Associate Dean – Clinical Surgical Sciences Department – Dental (Periodontics) Gulf Medical University, Ajman Telephone No.: 06-7431333; Ext. 1606
	Dr. Praveen Kumar Shetty Bolar Clinical Coordinator, Super Specialty Dental Center Department of Conservative Dentistry Thumbay Hospital, Ajman Telephone No.: 06-746 3333; Ext. 2277
Pharm D	Dr. Shahbaz Mohiuddin Ghulam Clinical Pharmacist and Preceptor Department of Pharmacy Telephone No.: 06-746 3333; Ext. 2233
BHS – MLS	Mr. Kiran S Gopinath Clinical Site Coordinator Department of Medical Laboratory Sciences – CoAHS Gulf Medical University, Ajman Telephone No.: 06-7431333; Ext. 1602
BHS - MIS	Mr. Albin Babu M Wilson Clinical Site Coordinator Department of Medical Imaging Sciences – CoAHS Gulf Medical University, Ajman Telephone No.: 06-7431333; Ext. 1602
BHS - AST	Ms. Sija Binoy Clinical Site Coordinator Department of Anesthesia & Surgical Technology – CoAHS Gulf Medical University, Ajman Telephone No.: 06-7431333; Ext. 1538
BHS - NS	Ms. Remya Radhakrishnan Pillai Clinical Site Coordinator Department of Nursing Sciences – CoAHS Gulf Medical University, Ajman Telephone No.: 06-7431333; Ext. 1538

STUDENT FINANCE

11.0 Student Finance

11.1 Student Finance Policy

The University publishes in the Undergraduate Catalog, the Student Handbook and other publications the university's financial policy towards tuition fees and other payments for student services provided.

All tuition fees shall be deposited before completing the registration process either in cash or by Demand Draft / Cheque payable to GMU due on the date of registration for new admissions. Students in the University rolls must pay all fees before commencement of the academic year.

Students who are unable to pay the full tuition fees for registration may pay the tuition fee in two installments after obtaining approval from the management. The first installment shall be payable on the date of completion of registration (dated current) and the second installment shall be paid by a postdated cheque due four months after the first payment. A penalty shall be levied on all returned cheques. The hostel fees along with a security deposit shall be paid in full before occupying the room in the hostel.

Payment for other student services shall be levied in addition to tuition fee towards provision of visa, conduct of examinations, issue of ID and library cards and reissue of a lost ID or library card, lab coat, convocation, issue of certificates verifying bonafides of the student, issue of duplicate academic transcripts / course certificate / duplicate hall ticket; replacement of a lost hostel key and annual rent for lockers provided.

Two or more children of the same family shall be entitled each to a 5% sibling scholarship in the tuition fees provided they are registered in the same academic year. The request shall be supported by the following documents; an application in person, a copy of the schedules of the course being attended and a copy of their student ID. Other details shall be provided by the Office of Accounts.

The University shall arrange scholarship for students who have secured more than 95% marks in their final higher secondary examinations and if approved by the sponsoring agencies.

11.2 Tuition Fees* [Academic Year 2016 – 2017]

Program	Tuition Fee if Paid Yearly	Tuition Fee if Paid in Two Installments
BHS-NS 1 st , 2 nd & 3 rd Year	30,000	15,000

** All tuition and other fees are subject to revision by the Gulf Medical University's Board of Governors in accordance with University requirements. Every year, fees are reviewed and subject to revision. However the amount shall not exceed 15%. As and when fees are revised, the new fees will be applicable to all existing and new students. The amounts shown in this document represent fees as currently approved.*

11.3 Hostel Fees

11.3.1 Women's Hostel (Ajman)

Single Room - Studio	AED 28,000 per year + AED 1000/- Security deposit
Single – 2 Bed Room	AED 24,000 per year + AED 1000/- Security deposit
Sharing – 1 Bed Room	AED 23,000 per year + AED 1000/- Security deposit
Sharing – 2 Bed Room	AED 19,000 per year + AED 1000/- Security deposit

11.3.2 Men's Hostel (Ajman)

Single Room - A	AED 25,000 per year + AED 1000/- Security deposit
Single Room - B	AED 24,000 per year + AED 1000/- Security deposit
Sharing – 1 Bed Room	AED 23,000 per year + AED 1000/- Security deposit
Sharing Room	AED 19,000 per year + AED 1000/- Security deposit

11.4 Utility Charges

Utility Charges	AED 1,100 (AED 100 per month for 11 months)
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11.5 Evaluation Fees

Program	Fees
BHS-NS	AED 500

11.6 Examination Fees

Program	End Semester Examination	Re-sit Examination
BHS-NS	AED 750 per semester	AED 150 per course

11.7 Course Repeating Fees

Program	Fees
BHS-NS	AED 300 per credit

11.8 Examination Fees – Repeating Course

Program	Fees
BHS-NS	AED 150 per course

11.9 Visa Charges

New Visa Fee – Normal Visa Stamping	AED 2,300
Visa Renewal Fee	AED 1,400
Visa Cancellation Fee – Student Outside UAE	AED 300
Visa Cancellation Fee – Student in UAE	AED 100

Urgent Visa Processing fee	AED 100
Emirates ID Fee	AED 170

11.10 Caution Deposit

Caution Deposit	AED 1,500 (Refundable)
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11.11 Living Expense for International Students

Living Expense for International Students	AED 5,500
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Living expense required for the purpose of meeting miscellaneous expenses towards cost of transportation, groceries, clothing & shoes, sports & leisure and other personal expenses.

Students living on their own in rented apartments may add cost of rent per month / annum and utilities and local travel. Those using their own vehicles will be required to factor in oil prices.

11.12 Fees for other Services

Description	Fees
Graduation Fee	AED 1,500
Third Party Liability (TPL) Insurance	AED 200 per year
Online Examination	AED 200 per year
Compensatory / Remedial Clinical Posting	AED 250 per session
Protective Antibody Panel Test	AED 800
Infection Screen Panel Test	AED 135
Application for Initial Registration	AED 150
Bonafide Letter (Certificate of true facts)	AED 100
Duplicate copy of Academic Transcript (Mark list)	AED 100
Replacement of lost hostel key / locker key	AED 100
Fee levied for damage to Locker	AED 100
Locker Annual Rent	AED 30
ID Card / Library Card	AED 25
Replacement of lost ID / Library Card	AED 25
Duplicate copy of hall ticket in place of original	AED 25

11.13 Transportation Fees

Destination	One Year	Six Months	One Month
Ajman	AED 3,850	AED 2,400	AED 450
Sharjah	AED 4,950	AED 3,000	AED 550
Dubai	AED 6,050	AED 3,600	AED 650

11.14 Payment of Fees

Fees must be paid in full before completing the enrollment process either in cash or by Demand Draft / Cheque payable to GMU due on the date of registration for new admissions. Students on GMU rolls must pay all fees before commencement of each

semester. However, for those unable to pay the tuition fees in full upon registration, fees may be paid in two installments after approval from the management: the first half to be paid on the date of completing the registration and the second half by postdated cheque due four months after the first payment. Any further delay in payment will attract an additional penalty of a late payment fees. Hostel fees must be paid in full prior to occupying the hostel.

11.15 Late Fees and Fines

The name of student shall not be entered into the class register until all dues are paid. Late payment of fees shall invite a penalty of AED 75 per day up to the Add or Drop period for the credit bearing programs / 3 weeks for the non-credit bearing programs. The University shall not be responsible for the attendance deficits of students who fail to complete the payment on time. Any further delay in payment will attract an additional penalty of a late payment fees.

Please note that a penalty of AED 500 is imposed on returned cheques and the returned cheque will not be handed over to the student unless the penalty is paid in cash.

11.16 Financial Aid and Scholarships

Two or more children of the same family are entitled each to a 5% sibling scholarship in the fees, when they are registered for the same or different programs in GMU in the same academic year. Students are requested to apply in person with the supporting documents. GMU will assist in obtaining financial aid from charitable agencies or commercial banks for needy students. Further details in this regard may be obtained from the Office of the Accounts Department.

11.16.1 Care & Share - Sponsor a Medical or an Allied Health Professional Program

At GMU, it is believed that health is the harbinger of prosperity for the present and future generations. However, it is GMU's experience that many societies worldwide are under serviced in terms of their health parameters owing to an acute shortage of a skilled health workforce. There are many meritorious students who wish to pursue education in the health sector, but are not able to do so because of financial constraints. GMU proposes to make a small contribution in setting this imbalance right through its Care & Share – Sponsor a Medical or an Allied Health Professional Program. This program enables corporate bodies, philanthropists, NGOs, health care providers and agencies to sponsor a student for an internationally recognized medical or other allied health education programs offered by GMU. Through a Care & Share Program, GMU would like to give an opportunity for the economically weak but academically bright students to enroll in any one of its academic programs.

11.17 Refund of Fees

In the event of a student formally withdrawing from the university, the following refund schedule will apply:

Withdrawal from the University	
One week before the first day of classes	100% refund
Before the end of the first week of classes	100% refund
During the second week of classes	50% refund
During the third week of classes	25% refund
During / After the fourth week of classes	0% refund

A Student withdrawing from the program after being admitted to GMU on having completed the registration process by paying the tuition fees will not be refunded the fees amount paid by the enrolled student under any circumstances during or after fourth week of the Academic Year. The above refunds are subject to a deduction of actual bank charges incurred to the university.

11.18 Revision of Tuition and other Fees

All tuition and other fees are subject to revision by Board of Governors in accordance with University requirements.

Every year, fees are reviewed and subject to revision. However the amount shall not exceed 15%. As and when fees are revised, the new fees will be applicable to all enrolled and new students. The amounts shown in this document represent fees as currently approved.

If a student discontinues the academic program for any reason and rejoins / gets re-admission in the program after one year or more shall be governed by the tuition and other fees as applicable at the time of his / her re-admission to the program.

ACADEMIC POLICIES

12.0 Academic Policies

12.1 Program Completion Policy

All students are expected to study and complete successfully the courses listed in the Plan of Study. The Course Description of the respective courses as mentioned in course syllabi has been provided in the Student Handbook and the Undergraduate University Catalog. For any one degree, all requirements under the terms of any catalog in effect at or after their admission must be met. Candidates must satisfy all university requirements and all requirements established by the faculty members of the program. The individual programs may have higher standards and / or more restrictive requirements as compared to the university minimum requirements.

The university mandates the following general degree completion requirements in order for students to receive their degrees. Each Undergraduate student must:

- Be continuously enrolled in the program from admission to graduation.
- Have satisfied all conditions of his or her admission, such as provisional admission.
- Successfully complete a comprehensive examination or equivalent as determined by the individual degree program.
- Complete the program with an overall score of 70% or higher.
- Submit a thesis or research project, if required by the academic program, to the University that meets the format requirements set forth in the Thesis Manual.

The students shall fulfill the requirements of each course as prescribed, published and made available to the students. The student shall be responsible for attending all the classes and completing the requirements of the chosen program of study. The course completion and degree requirements of each program are published in the respective sections of the Undergraduate Catalog and available online on My GMU student portal at www.gmu.ac.ae.

12.2 Academic Progress Policy

Students are expected to attend all classes as per the schedule notified by their college. The schedules are available online in the respective courses listed under each course semester wise at My GMU. Classroom activities are essential to learning and to the application of knowledge. The student is responsible for knowing and meeting all course requirements, including tests, assignments, and class participation as indicated by the course instructor. The schedules shall be published and prominently displayed on the notice boards in the department and the general notice board of their college and university. It shall also be uploaded and made available on the e-platform MYGMU and the LAN available in the multimedia labs.

The responsibility for making up work missed during an absence rests with the student. Students are encouraged to initiate negotiations with the instructor regarding missed

work as early as possible. If a student is unable to attend class on an exam day, the instructor is to be notified in advance.

Students must complete all clinical requirements. If a student is unable to attend a scheduled rotation, the student must notify the instructor prior to the rotation period or at the earliest possible time. Students are responsible for contacting the instructors for make-up work. All leaves must be approved by the Dean for further consideration.

All leave applications must be approved by Dean for attendance consideration. The Office of the Dean reserves the right to accept or reject medical certificates after scrutiny of its authenticity.

It is the responsibility of the students to interact with the concerned department to verify and ensure about their attendance records from time to time. The compiled attendance records are downloaded each week and scrutinized for attendance deficits.

In the case of **Clinical rotation/s**, a minimum aggregate of 100% attendance is mandatory for the student to permit them to appear for the professional examination. Even when the reason for absence constitutes approved leave, the minimum aggregate of 80% must be satisfied by attending compensatory postings.

Attendance shall be entered daily by the department in the Student Management System. The comprehensive attendance shall be downloaded and displayed prominently each month and forwarded to the Office of the Dean for information and necessary action.

Deficits in attendance, if any shall be noted and brought to the notice of the students / guardians to enable the student to improve the situation. Academic advising shall be offered by the faculty and course coordinators to delineate the cause of the learning deficit and help the students to overcome the contributing problems, if any.

The performance at the class tests / quizzes and mid semester examinations shall be closely monitored to identify students with learning difficulties. Academic advising by the faculty and the course coordinators shall be available at all times to resolve the problem.

The attendance deficits and unsatisfactory performance in the Continuous Assessments held by the departments and the college shall be used as parameters to identify students who are not progressing in the courses.

Students should be regular and punctual at lectures, demonstrations, seminars, practical, fieldwork and other academic activities. They are required to attend all the scheduled classes in each of the prescribed courses.

Leave on medical grounds shall be considered only on the recommendation of the Medical Board constituted by the University for a maximum period of 15 days. The Leave application must be supported by a Medical Certificate issued by a licensed physician preferably from any of the GMU affiliated teaching hospitals. A maximum of 15 days leave on medical grounds may be approved for compensating attendance deficits at the end of a course.

A maximum of 10 days Hajj leave will be approved once during the period of study.

In the credit bearing programs, a maximum of 7 to 8 days medical leave will be considered in a semester and a maximum of 15 days for an Academic Year.

Students must provide appropriate documents to support leave of absence for purposes like **renewal of residence permit abroad** within one week after return to the University. The period of absence will not be approved if this regulation is not followed.

Students who miss classes in connection with completion of **GMU Visa formalities** shall be required to submit supporting documents indicating the date and time of absence, within three days of completing the procedure. Such leave shall be approved.

Prolonged Absence: Students are required to inform the Dean's office in writing in instances of absence from classes or clinical rotations exceeding 3 months with reasons for the absence. The college reserves the right to remove the names of those students from the rolls for periods exceeding three months and those who fail to inform in writing giving valid reasons for the absence.

The admissions committee of the university will review absences with prior information in writing for up to a period of 1 year, before the student is allowed to rejoin the program. The admissions committee of the university will not consider the case of any student for rejoining the program if the period of absence exceeds 18 months.

The prescribed courses shall be completed within the specified time periods.

The progress that a student makes in achieving the goals and objectives of the curriculum are regularly evaluated.

Formative Assessment shall be a continuous process carried throughout the academic period and consists of weekly or end of the unit class-tests, tutorials, computer based tests and small group discussions.

12.3 Grading, Assessment and Progression Policy

Refer Section: 15.0

12.4 Online Examination (Exam Soft)

GMU has entered into a license agreement with the Exam Soft Worldwide Inc. USA for usage of their software for item banking, exam delivery, result scoring and item analysis.

From the AY 2012-13 onwards the Mid Semester, End Semester Examination for the academic programs wherever applicable shall have online examination of MCQs using Exam Soft application.

The students are hereby notified that the online examination will be conducted in the Testing Center halls I, II & III and in the Multi Media labs. The schedule of the examination for each program with the details of venue, date & time will be notified by the examination department.

MISCONDUCT & DISCIPLINARY PROCEDURES

13.0 Misconduct and Disciplinary Procedures

13.1 Student Misconduct & Disciplinary Procedures

13.1.1 Academic Misconduct

The college may discipline a student for academic misconduct, which is defined as any activity that tends to undermine the academic integrity of the institution and undermine the educational process. Academic misconduct includes, but is not limited to the following:

a. Cheating

A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, including, but not limited to:

- External assistance in professional or any “in class” examination. This prohibition includes use of books, notes, mobiles, cross talk between students.
- Use of another person as a substitute in the examination.
- Stealing examination or other source material.
- Use of any unauthorized assistance in a laboratory, or during a fieldwork.
- Altering the marks / scores in any way.
- Claiming as his / her work done by others or completed jointly with others.

b. Fabrication

A student must not falsify or invent any information or data in an academic work, including records or reports, laboratory results, etc.

c. Plagiarism and Copyright Violation

Gulf Medical University takes strong exception to plagiarism and copyright violation by students, faculty members or support staff.

Plagiarism

Plagiarism is using the ideas created and words written by others as one’s own, and without indicating the source.

Plagiarism encompasses ideas, opinions or theories, facts, statistics, graphs, drawings, images, photographs, videos, movies, music and other similar intellectual property, with the exception of information that is categorized under “common knowledge”.

Plagiarism includes:

- Turning in someone else’s work as your own.
- Copying ideas from someone else without giving credit.
- Failing to put a quotation within quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words by copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source to make up the majority of the work.

Students are reminded that ideas written by researchers or other authorities or the content appearing in text books, recommended readings or journals need to be paraphrased before they are included in your project work, assignment reports, posters or manuscripts. Paraphrasing involves reading the original text, understanding the meaning and then presenting the information in your own words: maintaining the original sentence structure with a few words changed in places is not acceptable paraphrasing.

Copyright Violation/s

Intellectual property such as graphs, essays, poems, drawings, images, photographs, videos, movie clips, music tracks, statistics and other similar creations automatically become copyright the day they are made public by the author. Unless the copyright owner has specifically mentioned that the items are copyright free, using any of these in students' own compositions is a copyright violation. The exception to this stipulation is when the user is covered under "fair use", which is the limited use of copyright material for research, scholarship and teaching. In such case, the need for obtaining permission from the copyright owner does not arise.

Preventing Plagiarism

Gulf Medical University subscribes to plagiarism detection software called 'Turnitin'. GMU requires the students to submit their projects, reports, assignments and manuscripts prepared as electronic files through the portal that is made available through the IT Department. While allowing the student to submit the document instantaneously, the software also checks the document for plagiarism. When detected, the percentage of similarity and the site where the original document had appeared will be indicated. As headings of sections and references in the document may be similar to those that appear in other texts, a 15-20% of similarity is taken as falling within the acceptable limit, and is not considered as plagiarism.

Deciding on the percentage of plagiarism allowable is empirical, contingent solely upon evaluator's discretion. The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The extent of plagiarism is only relevant in determining the form and level of sanction.

Consequences of Plagiarism

Plagiarism is considered an act of academic misconduct. Plagiarism of any sort or any degree is not condoned under any circumstances, and students convicted of plagiarism after due procedures are liable to punitive action by the university authorities.

Academic Misconduct Procedures

(A) Initiation of Proceedings

When a student in a course commits an act of academic misconduct like plagiarism, the faculty member who has detected the misconduct has the authority to initiate academic misconduct proceedings against the student. Before this, the faculty is required to hold an informal meeting with the student concerning the matter. If the faculty member affirms that the student did commit the act of misconduct as alleged, then at the conclusion of the informal meeting, the faculty member is required to report the matter to the Student Welfare Committee in writing.

Upon reviewing the complaint and after enquiry & verification, the committee will forward the report to the College Council presided over by the Dean. On the consensus reached by the Council, the Dean has the discretion to decide whether disciplinary proceedings should be instituted.

A disciplinary proceeding is initiated by the Dean sending a notice to the student who is the subject of the complaint. The notice sent is to inform the student that charges are pending and that a hearing has been scheduled. It shall inform the student of the reported circumstances of the allegedly wrongful conduct.

It also specifies that if the student fails to appear for the meeting, the Dean may re-schedule the meeting.

The notice shall inform the student that the College Council may impose straightaway any of the below mentioned disciplinary penalties, if it is reasonably believed that the failure of non-appearance is without a good cause, it may weigh this as a negative factor in future appeals.

(B) Disposition

When the student appears as required, the Dean shall inform the student as fully as possible of the facts alleged.

If, after discussion and such further investigation as may be necessary, the Dean determines that the violation occurred, as alleged, the Dean shall so notify the student and may impose anyone or a combination of the below mentioned sanctions for facts of academic misconduct. If the student fails to adhere to the sanctions imposed, the student may be subjected to additional sanctions, including suspension or expulsion. The sanctions include lowered or failing grade on the particular assignment or the possibility of an additional administrative sanction, (like the under mentioned) in case the academic misconduct extends to other deeds mentioned below:

- a. A failing grade in the examination, paper, research or creative project;
- b. A specified reduction in the course grade;
- c. Non-inclusion of scores earned in continuous assessment; and

- d. **Multiple Sanctions:** More than one of the sanctions listed above may be imposed for any single violation;

Reprimand and Warning - An undertaking is signed by the student not to repeat the offence. The student may face suspension if he / she engages in the same misconduct again or commits any other violation.

Suspension - A student may be prohibited from participating in all aspects of college life for a specified period of time.

The student may appeal against the decision of the Dean to the Provost. The appeal for the latter decision rests with the discretion of the Provost.

Appeal to and Action by the Provost

The Provost shall inquire into the facts of the appeal and shall discuss the matter individually with the student, the faculty member, the Dean and make a decision concerning the merits of the appeal. The Provost may affirm the original decision concerning the disciplinary sanction to be imposed, reverse the original decision and direct that the complaint be dismissed; impose a different sanction, amounting to commutation.

Appeal to and Action by the President

The President shall inquire into the facts of the appeal and shall discuss the matter individually with the student, the faculty member, the Dean, the Provost and make a decision concerning the merits of the appeal. The original decision concerning the disciplinary sanction to be imposed, may be affirmed, the original decision reversed and directed that the complaint be dismissed or imposed a different sanction, amounting to commutation.

13.1.2 Personal Misconduct

13.1.2.1 Personal Misconduct on University Premises

The college may discipline a student for the following acts of personal misconduct, which occur on college property and its allied teaching sites:

- False accusation of misconduct, forgery, alteration of university / college / individual document (record, identification, etc.).
- Making a false report on emergency / catastrophe.
- Lewd, indecent or obscene conduct, gesture/s and /or remark/s.
- Disorderly conduct, which interferes with teaching or any other college activity.
- Failure to comply with the directions of authorized college officials.
- Unauthorized possession of college and / or others' property.
- Physical damage to University related and / or others' property.

The Committee will place the facts of the case before the Student Welfare Committee, presided over by the Dean, Student Affairs and a decision on the nature of act, and sanction to be imposed is taken. The nature of the act and the sanction to be imposed is reviewed by the Provost, taking into consideration the following:

- (i) Previous act/s of misconduct.
- (ii) Record of repeated act/s of misconduct.

13.1.2.2 Personal Misconduct Outside University Premises

The college may discipline a student for acts of personal misconduct that are not committed on college property, if the acts arise from activities that are being conducted off the campus, or if the misconduct undermines the security of the GMU community or the integrity of the educational process/es.

Personal Misconduct Procedures

(A) Initiation of Proceedings

A report that a student has committed an act of personal misconduct may be filed by any person; it must be submitted in writing to the Dean, Student Affairs.

After reviewing a complaint, after enquiry & verification, the Dean, Student Affairs will forward the report to the Student Welfare Committee, presided over by the Provost. On the consensus reached by the Committee, the Dean, Student Affairs has the discretion whether disciplinary proceedings should be instituted.

A disciplinary proceeding is initiated by the Provost sending a notice to the student who is the subject of the complaint. The notice sent is to inform the student that charges are pending and that a hearing has been scheduled. It shall inform the student of the reported circumstances of the allegedly wrongful conduct.

It also specifies that if the student fails to appear for the meeting, the Dean, Student Affairs may re-schedule the meeting.

The notice shall inform the student that the committee may impose straightaway any of the below mentioned disciplinary penalties, if it is reasonably convinced regarding the failure of non-appearance is without good cause, this may weigh this as a negative factor in future appeals.

(B) Disposition

When the student appears as required, the Dean, Student Affairs shall inform the student as fully as possible of the facts alleged.

The student is given a fair opportunity to explain her / his position / views regarding the allegations leveled against her / him.

If, after discussion and such further investigation as may be necessary, the Dean, Student Affairs and members of the committee determines that the violation occurred, as

alleged, the Dean, Student affairs, shall so notify the student and may impose any one or a combination of the below mentioned sanctions for facts of personal misconduct. If the student fails to adhere to the sanctions imposed, the student may be subjected to additional sanctions, including suspension or expulsion. The student may appeal against the decision of the committee to the Provost of the university. The sanctions include:

Reprimand and warning - That the student may receive additional sanction/s if the student engages in the same misconduct again or commits any other violation/s.

Disciplinary probation is for a specified period of time under conditions specified by the Dean. As a condition of probation, the student may be required to participate in a specific program, such as a counseling program, a program designed, to stimulate good citizenship within the college community, or any other activity which would foster civic participation.

Restitution - A student may be required to pay the cost for the replacement or repair of any property/ies damaged by the student.

Expulsion from University Hostel - A student may be expelled from university hostel and the student's contract for university hostel may be rescinded.

Suspension - A student may be suspended / debarred from participating in all aspects of college life for a specified period of time.

Expulsion - A student may be expelled from the university permanently. Furthermore, the student may not thereafter petition for re-admission to the university.

(C) Appeal to and Action by the Provost

The student may appeal against the decision of the committee to the Provost of the university, who may take any of the following actions:

- Affirm the original decision that the student did commit the alleged act of misconduct.
- Affirm the original decision concerning the disciplinary sanction to be imposed.
- Reverse the original decision that the student did commit the alleged act of misconduct and direct that the complaint be dismissed.
- Set aside the original decision concerning the disciplinary sanction to be imposed and impose a different sanction, amounting to commutation.

(D) Appeal to and action by the President

The student may appeal against the decision of the Provost to the President of the university, who may take any of the following actions:

- Affirm the original decision that the student did commit the alleged act of misconduct.
- Affirm the original decision concerning the disciplinary sanction to be imposed.
- Reverse the original decision that the student did commit the alleged act of misconduct and direct that the complaint be dismissed.
- Set aside the original decision concerning the disciplinary sanction to be imposed and impose a different sanction, amounting to commutation.

Repeated Misconduct Procedure (Personal)

In cases of repeated personal misconduct by a student, the Student Welfare Committee will study the advice, recommendation/s and instruction/s imparted by the committee against the student on previous occasions. Serious warnings or disciplinary proceedings against the student by the Student Welfare Committee on earlier occasions constitute enough grounds for the committee to recommend dismissal of the student with immediate effect if the present episode of misconduct warrants such action.

Procedures for Handling Misconduct by Student Organizations

Personal misconduct proceedings and disciplinary proceedings against individual members of a student organization are governed by the procedures otherwise applicable to students alleged to have committed acts of Personal misconduct.

GMU procedures for imposing disciplinary sanctions are designed to provide students with the guarantees of due process and procedural fairness, to ensure equal protection for all students, and to provide for the imposition of similar sanctions for similar acts of misconduct.

13.2 Students' Rights and Responsibilities

13.2.1 Students' Rights and Responsibilities Policy

The student must become familiar with the academic policies, curriculum requirements, and associated deadlines as outlined in the course syllabus / academic calendar. The academic advisor shall advise the student on all matters related to their program of study and will aid the student in the interpretation of policies whenever necessary.

However, it shall ultimately be the student's responsibility to meet all stated requirements for the degree and the policies related thereof. It is also the student's responsibility to actively utilize their campus email and the university web site, observe netiquette, observe the policies on internet use as published and made available in the Student Handbook as it tends to be a major communication resource and is often the primary form of communication between students.

Gulf Medical University shall maintain an academic environment in which the freedom to teach, conduct research, learn, and administer the university is protected. Students will enjoy maximum benefit from this environment by accepting responsibilities commensurate with their role in the academic community. The principles found herein are designed to facilitate communication, foster academic integrity, and defend freedoms of inquiry, discussion, and expression among members of the university community.

13.2.2 Rights in the Pursuit of Education

Students will have the rights:

- To pursue an education free from illegal discrimination and to be judged on the basis of relevant abilities, qualifications, and performance;
- To fair and impartial academic evaluation and a means of recourse through orderly procedures to challenge action contrary to such standard;
- To an academic environment conducive to intellectual freedom; and
- To a fair and orderly disciplinary process.

13.2.3 Rights to Access Records and Facilities

Students will have the rights:

- To access their own personnel and education records and to have the university maintain and protect the confidential status of such records, as required by appropriate legal authority;
- To have access to accurate information regarding tuition, fees and charges, course availability, general requirements for establishing and maintaining acceptable academic standing, and graduation requirements.

13.2.4 Rights to Freedom of Association, Expression, Advocacy, and Publication

Students will have the rights:

- To free inquiry and expression;
- To organize and join association/s to promote their common and lawful interests;
- To be able to protest on university premises in a manner which does not obstruct or disrupt teaching, research, administration, or other activities authorized by the university;

13.2.5 Rights to Contribute to University Governance and Curriculum

Students have the right through the student representatives, to participate in formulating and evaluating institutional policies.

13.2.6 Students' Responsibilities

Students shall be expected to balance these rights with the responsibilities to respect the learning environment for others and for themselves and to make their best effort to meet academic challenges undertaken. Students will be responsible for compliance with the University Code of Conduct.

The standards of professional behavior in the educational settings are related to three domains:

- 1) Individual Performance;
- 2) Relationships with students, faculty, staff, patients and community, others; and
- 3) Support of the ethical principles of the medical profession, as explained below:

Individual performance:

- Regularly attends educational experiences (i.e. exams, clinics, rounds, small group sessions, appointments at the clinical skills center).
- Adheres to dress code consistent with institutional standards.
- Maintains cordial relationships with students, faculty, staff, patients and community.
- Establishes effective rapport.
- Establishes and maintains appropriate boundaries in all learning situations.
- Demonstrates respect at all times to all parties involved.
- Demonstrates humanism in all interactions
- Respects the diversity of race, gender, religion, sexual orientation, age, disability and socioeconomic status.
- Resolves conflict in a manner that respects the dignity of every person involved.
- Uses professional language being mindful of the environment.
- Maintains awareness and adapts to differences in individual patients including those related to culture and medical literacy.
- Supports ethical principles of the medical profession.
- Maintains honesty in personal and professional transactions.
- Contributes to an atmosphere conducive to learning and is committed to advance scientific knowledge.
- Protects patient's confidentiality while handling health information and related data.

**BACHELOR OF HEALTH
SCIENCES – NURSING
SCIENCES [BHS-NS]**

14.0 Bachelor of Health Sciences–Nursing Sciences [BHS-NS]

14.1 Overview

Nursing is a profession within the health care sector focussed on the care of individuals, families and community so that they may attain, maintain or recover optimum health and improve their quality of life. As both an art and a science, nursing is oriented to the provision of care that promotes the well-being of the people it serves.

Nurses are the health care professionals who are trained to care for sick or injured people. They develop plan of care working collaboratively with the physician, the patient, patient's family and other health team members. Nurses provide care both interdependently with other health care professionals and independently as nurse practitioners. They practice in a wide diversity of practice area with a different scope of practice and level of independence in each.

The practice of nursing is rapidly changing and the contemporary nurse practitioners are expected to have a higher level of knowledge and skills needed to meet a new demand for autonomous practice in nursing, and to fulfill the professional desire for evidence-based practice.

The Bachelor of Health Sciences– Nursing Sciences (BHS-NS) program learning outcomes are aligned to Level 7 of the NQF Emirates (National Qualifications Framework).

14.2 Vision

The Bachelor of Health Sciences in Nursing Sciences Program aspires to be a model of excellence, recognized nationally and internationally, for innovative education, dynamic programs of research, and creative approaches to practice. We are committed to develop leaders in nursing whose actions, discoveries and voices strengthen and transform the health care of individuals and community worldwide.

14.3 Mission

To advance the profession of nursing in the UAE and Middle East by graduating nurses who demonstrate highly competent, evidence-based practice and professional behaviors in a dynamic health care environment.

To prepare a highly capable nursing workforce in patient care delivery, multi-faceted leadership, research and scientific discovery to improve the lives of individuals, families and communities.

14.4 Goals and Objectives

Goal:

This program has been developed to enable the graduates of the Bachelor of Health Sciences- Nursing Sciences to integrate a broad generic base of knowledge, skills and

behaviours common to all health professions while developing professional skills specific to nursing. This will help the graduate to work effectively both as a team member in multi professional health care delivery teams and in an individual capacity to assume responsibilities as professional competent nurses and midwives in providing preventive, promotive, curative and rehabilitative services. They are also expected to assume the role of teacher, supervisor and manager in a clinical/public health setting/school of nursing and conduct research studies in the areas of nursing practice.

Objectives:

On completion of the four year BHS-Nursing Science program, the graduate will be able to:

1. Apply knowledge from physical, biological, behavioural, medical and nursing sciences in providing nursing care to individuals, families and communities.
2. Provide nursing care based on nursing process concept in collaboration with individuals and groups.
3. Utilize the latest trends and technology in providing health care.
4. Demonstrate critical thinking skills in making decisions in all situations in order to provide quality care.
5. Practice within the framework of code of ethics, professional conduct and acceptable standards of practice within the legal boundaries.
6. Communicate effectively with individual, groups and members of the health team in order to promote effective interpersonal relationship and team work.
7. Demonstrate skills in teaching to individual and groups in clinical/community health settings/school of nursing.
8. Demonstrate leadership and managerial skills in clinical/community health settings.
9. Conduct need based research studies in various settings and utilize the research findings to improve the quality of care.
10. Develop a right attitude and interest to contribute towards advancement of the self and the profession.

14.5 Program Learning Outcomes

This Program provides opportunities for students to develop and demonstrate:

(i) Knowledge

On completion of this program, students will be able to:

- A1:** Demonstrate comprehensive knowledge, critical thinking and clinical judgement in prioritizing patient needs to individualize care and improve nursing outcomes.
- A2:** Identify a research problem, assess it from relevant angles and relate with the sources of current and new research and knowledge with integration of concepts from outside fields.
- A3:** Integrate theory and evidence from nursing and related sciences for the delivery of safe, effective and evidence based nursing care to diverse population and various systems of health care delivery.

(ii) Skill

On completion of this program students, will be able to:

- B1:** Communicate effectively with clients/patients, co-workers, superiors, other healthcare professionals and members of the public through written, verbal, nonverbal and electronic means employing appropriate interpersonal communication and establishing rapport in interactions with conditional autonomy in nursing.
- B2:** Demonstrate the use of evidence based practice and critical clinical judgment in planning and evaluating the outcome of care in predictable and new contexts.
- B3:** Train health care personnel and educate members of the public, students assigned and co-workers using instructional methods that incorporate relevant educational principles where appropriate in the nursing profession.
- B4:** Provide patient centered care by applying the nursing process and ensuring safety of patient and self in workplace.

(iii) Aspects of Competence

Autonomy and Responsibility:

On completion of this program students, will be able to:

- C1a:** Assume leadership role by employing requisite qualities, leadership skills and management abilities for advancement of nursing profession in all dimensions of nursing practice.
- C1b:** Maintain confidentiality of patient's/client's health information while entering and transmitting data to appropriate agencies.

Role in Context:

On completion of this program, students will be able to:

- C2a:** Participate as a member of a health care team in promotive, preventive and restorative health care system; serving as a resource person as well as liaison between the community and the health care facility by assessing, understanding and applying the nursing process.
- C2b:** Use critical analysis, research systems, evaluative problem solving techniques and appropriate management skills to resolve problems arising in the workplace.
- C2c:** Arrive at decisions and take actions based on sound judgment, moral reasoning and professional values when faced with ethical and legal issues in the workplace.

Self-Development:

On completion of this program, students will be able to:

- C3a:** Develop personal qualities required for contributing to the advancement of one's profession, adapting constantly to advances in technology and practicing ethical values in personal and professional life.

- C3b:** Demonstrate commitment to life-long learning, improving competencies and self-evaluation and so that the members of the community would receive an optimum level of service based on current knowledge in the profession of nursing.

14.6 Program Structure

The Bachelor of Health Sciences – Nursing Sciences [BHS- NS] is a 4 year / 8 Semester / 128 Credit Hours program offered by College of Allied Health Sciences. This program is based on the universal concept that patient care involves a team approach in which personnel belonging to different professions are gaining importance.

The curriculum includes a combination of courses in General Education, Allied Health Sciences, Biomedical Sciences and Professional courses in Nursing Sciences that focus on imparting knowledge and developing skills to conduct various nursing procedures.

Students who fulfill the graduation requirements and have successfully demonstrated the achievements of all competencies will be awarded the degree of Bachelor of Health Sciences (Nursing Sciences).

The program consists of 128 Credit Hours

Courses	Credit Hours
General Education Courses	21
Allied Health Sciences Courses	36
Professional Courses - Nursing Sciences	71
TOTAL	128

14.7 Plan of Study

14.7.1 Plan of Study for 2014 & 2015 Batches

Year 1 Semester – 1

Course Code	Course Title	C H	L H	N L H	Pre-requisites
GE-ENG 101	English Language and Composition	3	3	0	None
GE-MHP 101	Mathematics for Allied Health Professionals	2	2	0	None
GE-CCA 101	Computer Concepts and Applications	3	2	2	None
GE-GCH 101	General Chemistry	3	3	0	None
AH-CMB 201	Cell and Molecular Biology	3	3	0	None
AH-CSK 201	Communication Skills for Health Professionals	1	1	0	None
AH-HCS 201	Health Care Systems	1	1	0	None
Semester Credit Hours		16	15	2	

Year 1 Semester – 2

Course Code	Course Title	C H	L H	N L H	Pre-requisites
GE-GPH 101	General Physics	3	3	0	None
GE-USO 101	UAE Society	1	1	0	None
GE-IBS 101	Introduction to Behavioral Sciences	2	2	0	AH-CSK 201
AH-HAP I 201	Human Body Systems I (Anatomy and Physiology)	4	2	4	AH-CMB 201
AH-HPR 201	Health Professions	1	1	0	AH-HCS 201
AH-LET 201	Law and Ethics for Health Care Professionals	2	2	0	None
AH-CDH 201	Cultural Diversity in Health Care	1	1	0	None
AH-FLS 201	First Aid and Basic Life Support	2	2	0	None
Semester Credit Hours		16	14	4	

Year 2 Semester – 3

Course Code	Course Title	C H	L H	N L H	Pre-requisites
GE-ICU 101	Islamic Culture	2	2	0	None
AH-HAP II 202	Human Body Systems II (Anatomy and Physiology)	4	2	4	AH-HAP I 201
AH-HIM 201	Introduction to Health Information Management	1	1	0	AH-HPR 201, AH-LET 201
AH-LSD 201	Lifespan Development	2	2	0	AH-HAP I 201
NS-FNP 201	Fundamentals of Nursing Practice	2	2	0	AH-FLS 201
NS-PPN 201	Principles and Practice in Nursing	2	1	2	AH-FLS 201
NS-CIN 201	Concepts in Nursing	1	1	0	None
NS- PRA I 201	Practicum I	2	0	4	None
Semester Credit Hours		16	11	10	

Year 2 Semester – 4

Course Code	Course Title	C H	L H	N L H	Pre-requisites
AH- EPH 201	Exercise Physiology	1	1	0	AH-HAP II 202
AH-SIC 201	Promotion of Safety and Infection Control	3	2	2	None
AH-PAP 201	Patho Physiology	3	3	0	AH-HAP II 202
AH-PTH 201	Pharmacology and Therapeutics	2	2	0	GE-GCH 101, AH-HAP II 202
NS-MSN I 201	Medical and Surgical Nursing I	2	1	2	AH-HAP II 202
NS-MHN I 201	Mental Health Nursing I	2	2	0	GE-IBS 101
NS-CMN I 201	Community Health Nursing I	2	1	2	AH-CDH 201
NS-PRA II 201	Practicum II	2	0	4	NS-PRA I 201
Semester Credit Hours		17	12	10	

Year 3 Semester – 5

Course Code	Course Title	C H	L H	N L H	Pre-requisites
GE-RMB 101	Research Methods and Biostatistics	2	2	0	GE-MHP 101
AH-NDI 201	Nutrition and Diets	1	1	0	AH-CMB 201
AH-HWL 201	Health and Wellness for Life	1	1	0	AH-LSD 201
AH-PHS 201	Professionalism in Health Care Settings	1	1	0	None
NS-MSN II 301	Medical and Surgical Nursing II	4	2	4	NS-MSN I 201
NS-CHN I 301	Child Health Nursing I	2	1	2	None
NS-MHN II 301	Mental Health Nursing II	2	1	2	NS-MHN I 201
NS-PRA III 301	Practicum III	2	0	4	NS-PRA II 201
Semester Credit Hours		15	9	12	

Year 3 Semester – 6

Course Code	Course Title	C H	L H	N L H	Pre-requisites
AH-FEP 201	Foundations of Epidemiology	1	1	0	AH-SIC 201
AH-SHC 201	Social Issues in Health Care	1	1	0	None
NS-MSN III 301	Medical and Surgical Nursing III	2	1	2	NS-MSN II 301
NS-CHN II 301	Child Health Nursing II	3	2	2	NS-CHN I 301
NS-CMN II 301	Community Health Nursing II	2	1	2	NS-CMN I 201
NS-OBG I 301	Obstetrics and Gynecology Nursing I	3	1	4	None
NS-PRA IV 301	Practicum IV	4	0	8	NS-PRA III 301
Semester Credit Hours		16	7	18	

Year 4 Semester – 7

Course Code	Course Title	C H	L H	N L H	Pre-requisites
NS-CHN III 401	Child Health Nursing III	3	2	2	NS-CHN II 301
NS-OBG II 401	Obstetrics and Gynecology Nursing II	2	1	2	NS-OBG I 301
NS-NAD 401	Nursing Administration	2	1	2	None
NS-NED 401	Nursing Education	3	2	2	None
NS-PRA V 401	Practicum V	6	0	12	NS-PRA IV 301
Semester Credit Hours		16	6	20	

Year 4 Semester - 8

Course Code	Course Title	C H	L H	N L H	Pre-requisites
NS-INR 410	Internship and Research	16	0	32	Successful completion of all the courses offered in semesters 1 to 7
Semester Credit Hours		16	0	32	
Total Credit Hours		128			

14.7.2 Plan of Study for 2016 Batch

Semester – 1

Course Code	Course Title	C H	L H	N L H	Pre-requisites
GE-ENG 101	English Language and Composition	3	3	0	None
GE-MHP 101	Mathematics for Allied Health Professionals	2	2	0	None
GE-CCA 101	Computer Concepts and Application	3	3	0	None
GE-GCH 101	General Chemistry	3	3	0	None
AH-CMB 201	Cell and Molecular Biology	3	3	0	None
AH-CSK 201	Communication Skills for Health Professionals	1	1	0	None
AH-HCS 201	Health Care Systems	1	1	0	None
Semester Credit Hours		16	16	0	

Semester – 2

Course Code	Course Title	C H	L H	N L H	Pre-requisites
GE-GPH 101	General Physics	3	3	0	None
GE-USO 101	UAE Society	1	1	0	None
GE-IBS 101	Introduction to Behavioral Sciences	2	2	0	None
AH-HAP I 201	Human Body Systems – I (Anatomy and Physiology)	4	2	4	AH-CMB 201
AH-HPR 201	Health Professions	1	1	0	None
AH-LET 201	Law and Ethics for Health Care Professionals	2	2	0	None
AH-CDH 201	Cultural Diversity in Health Care	1	1	0	None
AH-FLS 201	First Aid and Basic Life Support	2	2	0	None
Semester Credit Hours		16	14	4	

Semester – 3

Course Code	Course Title	C H	L H	N L H	Pre-requisites
GE-ICU 101	Islamic Culture	2	2	0	None
AH-HAP II 202	Human Body Systems – II (Anatomy and Physiology)	4	2	4	AH-HAP I 201
AH-HIM 201	Introduction to Health Information Management	1	1	0	None
AH-LSD 201	Lifespan Development	2	2	0	AH-HAP I 201
NS-FNP 201	Fundamentals of Nursing Practice	2	2	0	AH-FLS 201
NS-PPN 201	Principles and Practice in Nursing	2	1	2	AH-FLS 201
NS-CIN 201	Concepts in Nursing	1	1	0	None
NS- PRA I 201	Practicum - I	2	0	4	None
Semester Credit Hours		16	11	10	

Semester – 4

Course Code	Course Title	C H	L H	N L H	Pre-requisites
AH- EPH 201	Exercise Physiology	1	1	0	AH-HAP II 202
AH-SIC 201	Promotion of Safety and Infection Control	3	2	2	None
AH-PAP 201	Patho Physiology	3	3	0	AH-HAP II 202
AH-PTH 201	Pharmacology and Therapeutics	2	2	0	GE-GCH 101, AH-HAP II 202
NS-MSN I 201	Medical and Surgical Nursing-I	2	1	2	AH-HAP II 202
NS-MHN I 201	Mental Health Nursing- I	2	2	0	GE-IBS 101
NS-CMN I 201	Community Health Nursing -I	2	1	2	AH-CDH 201
NS-PRA II 201	Practicum - II	2	0	4	NS-PRA I 201
Semester Credit Hours		17	12	10	

Semester – 5

Course Code	Course Title	C H	L H	N L H	Pre-requisites
GE-RMB 101	Research Methods and Biostatistics	2	2	0	GE-MHP 101
AH-NDI 201	Nutrition and Diets	1	1	0	AH-CMB 201
AH-HWL 201	Health and Wellness for Life	1	1	0	None
AH-PHS 201	Professionalism in Health Care Settings	1	1	0	None
NS-MSN II 301	Medical and Surgical Nursing-II	4	2	4	NS-MSN I 201
NS-CHN I 301	Child Health Nursing- I	2	1	2	None
NS-MHN II 301	Mental Health Nursing- II	2	1	2	NS-MHN I 201
NS-PRA III 301	Practicum - III	2	0	4	NS-PRA II 201
Semester Credit Hours		15	9	12	

Semester – 6

Course Code	Course Title	C H	L H	N L H	Pre-requisites
AH-FEP 201	Foundations of Epidemiology	1	1	0	AH-SIC 201
AH-SHC 201	Social Issues in Health Care	1	1	0	None
NS-MSN III 301	Medical and Surgical Nursing-III	2	1	2	NS-MSN II 301
NS-CHN II 301	Child Health Nursing- II	3	2	2	NS-CHN I 301
NS-CMN II 301	Community Health Nursing -II	2	1	2	NS-CMN I 201
NS-OBN I 301	Obstetrics and Gynecology Nursing- I	3	1	4	None
NS-PRA IV 301	Practicum - IV	4	0	8	NS-PRA III 301
Semester Credit Hours		16	7	18	

Semester – 7

Course Code	Course Title	C H	L H	N L H	Pre-requisites
NS-CHN III 401	Child Health Nursing- III	3	2	2	NS-CHN II 301
NS-OBG II 401	Obstetrics and Gynecology Nursing- II	2	1	2	NS-OBN I 301
NS-NAD 401	Nursing Administration	2	1	2	None
NS-NED 401	Nursing Education	3	2	2	None
NS-PRA V 401	Practicum - V	6	0	12	NS-PRA IV 301
Semester Credit Hours		16	6	20	

Semester – 8

Course Code	Course Title	C H	L H	N L H	Pre-requisites
NS-INR 410	Internship and Research	16	0	32	Successful completion of All Courses from Semester 1 to 7
Semester Credit Hours		16	0	32	
Total Credit Hours		128			

14.8 Course Description

Semester – 1

GE-ENG 101: English Language and Composition

The course provides an intensive instruction in the writing process focusing on the organization of ideas in well-developed expository and argumentative essays with some emphasis on developing vocabulary and writing the examination answer. In the process the student will be able to document their clinical encounters and their learning effectively.

GE-MHP 101: Mathematics for Allied Health Professionals

This is a basic level course which reviews the concepts of mathematics that has application in health care settings while performing different procedures. The basic of statistics and logarithm is dealt with in this course which will improve the computational skills of health professionals.

GE-CCA 101: Computer Concepts and Applications

This course is an introduction to the most common software applications of computers and includes "hands-on" use of computers and some of the major commercial software. These software packages shall include typical features of office suites, such as word processing, spreadsheets, database systems, and other features found in current software packages.

GE-GCH 101: General Chemistry

The course covers topics related to the different chemical reactions, measurements and figures, electronic structures and periodicity; chemical bonding, molecular forms, intermolecular bonding and forces are also discussed in addition to the physical and chemical properties.

AH-CMB 201: Cell and Molecular Biology

The course provides an overview of the organization, function, and regulation of the eukaryotic cell. The cell as a basic unit of life is dealt with extensively at the structural, functional and molecular levels. A concrete learning experience is provided in the laboratory. The course lays foundation to the understanding of the human body systems and the human body as a whole.

AH-CSK 201: Communication Skills for Health Professionals

The course introduces the student to the principles of communication that enhance interpersonal communication between self and other individuals in small and large group settings. Examples from hospital settings will help the learners to visualize themselves in their future roles; lay emphasis to the increasing importance of communication between patient/client and care providers; and the connection between communication practices and quality patient care outcomes.

AH-HCS 201: Health Care Systems

This course deals with making the students aware of the important factors that influence today's health care services. A comparison of national and international health care systems is made to highlight the disparities in health care delivery based on health care economics. Health care for designated populations such as ambulatory clients, long term care clients & mental health clients will be highlighted.

Semester – 2

GE-GPH 101: General Physics

This is an introductory course that includes the study of mechanics, thermo-dynamics, vibrations and wave motions. It is a fundamental course and a basic one for health professional students. Examples of application in clinical laboratory services shall increase the relevance of this foundational course.

GE-USO 101: UAE Society

This course focuses on the unique nature of the UAE society and its political, geographical, cultural, demographical, and social aspects. It highlights the Emirati perspective of contemporary global changes. This course allows the students to explore the Emirati society in global context.

GE-IBS 101: Introduction to Behavioral Sciences

The course is designed to give an overview of the main topics in general psychology and sociology including biological basis of behavior, mental processes: sensation and perception:

learning, motivation, intelligence, human development, personality and behavioral disorders, socialization and social environment contributing to human behavior.

AH-HAP I 201: Human Body Systems I (Anatomy and Physiology)

The first part of the 2-semester course is designed to introduce the student to the major organs and tissues that form the human body systems including body planes, directions and cavities, Integumentary, Skeletal, Muscular and Nervous Systems and Special Senses. This will be done through didactic sessions in the multimedia labs with opportunities for interactive learning activities. The Gross Anatomy Laboratory sessions will use models and manikins as well as plastinated body parts to make the learning a truly concrete experience.

AH-HPR 201: Health Professions

The students will be introduced to the different health professions. The course provides opportunities to explore the nature of all the major health professions. The training requirement, job responsibilities, and employment opportunities of each will be compared. The challenges of meeting the growing demands of health care and the shortfall in workforce numbers will be discussed.

AH-LET 201: Law and Ethics for Health Care Professionals

In this course, the student will learn the legal and ethical concepts of healthcare, review the basic principles of ethics and law and discuss how law and ethics are involved in all decisions made in health care settings in the set of case studies provided.

AH-CDH 201: Cultural Diversity in Health Care

The course deals with the diversity of patient/client populations that the healthcare professionals serve due to increasing globalization. In UAE the expatriate population forms 70-80% of the population made up of people from different countries and 20-30% of Emiratis. The course will highlight the factors that make individuals unique. The course will also highlight how these differences disappear when we learn to respect cultural diversity.

AH-FLS 201: First Aid and Basic Life Support

This course is an essential for all students pursuing a health professional career. The course introduces them to the proper techniques of administering first aid limited to bleeding, shock, poisoning, burns, heat and cold exposure, bone and joint injuries and sudden illness. Methods of cardiopulmonary resuscitation for infants, children, adults and choking victims are also covered in this course.

Semester – 3

GE-ICU 101: Islamic Culture

The course aims to introduce the learner to the concepts and beliefs in Islam that form the basis of Islamic culture. The students are expected to identify the differences, values, and preferences in Islamic culture with the existing ones. The course consists of a general review of Islam as a religion and as an approach to life.

AH-HAP II 202: Human Body Systems II (Anatomy and Physiology)

The second part of the 2-semester course is designed to introduce the student to the major organs and tissues that form the human body systems including, Circulatory, Lymphatic, Respiratory, Digestive, Urinary, Endocrine and Reproductive Systems and common tests and procedures specific to the organ systems. This will be done through didactic sessions in the multimedia labs with opportunities for interactive learning activities. The Gross Anatomy Laboratory sessions will use models and manikins as well as plastinated body parts to make the learning a truly concrete experience.

AH-HIM 201: Introduction to Health Information Management

An introductory course with emphasis on the basics of data generated during the delivery of care for patients/clients by individuals directly involved in health management or indirectly involved when pursuing a career in a health related activity. The course will provide an overview of the health information generated in this process to understand the current trends in the management of information from the time it is entered into patient medical records and until it is subsequently used for the purpose of billing and reimbursement, quality assurance, health surveys for accreditation, research and in developing or changing health policies. During the practicum, the use of information management systems and the protection of the health information will be emphasized.

AH-LSD 201: Lifespan Development

This course is about the development of human beings from conception to death. The systematic changes of human development will be dealt with under three categories: physical, cognitive and psychological development through the perinatal period, infancy, childhood, adolescence and adulthood to old age.

NS-FNP 201: Fundamentals of Nursing Practice

This course aims at developing an understanding of the philosophy, objectives and responsibilities in nursing as a profession to the learners. The course imparts knowledge and skills in the current concepts involved in the practice and developments in the nursing profession.

NS-PPN 201: Principles and Practice in Nursing

This course is designed to provide knowledge and develop skills in the nursing techniques to practice them on patients. The course promotes skills in the use of nursing process to provide nursing care.

NS-CIN 201: Concepts in Nursing

This course provides knowledge on the basic concepts that form the foundations of nursing practice. The course provides information on nursing history, health, wellness – illness and the nursing care.

NS-PRA I 201: Practicum I

This course is the first of a series of five clinical practicum courses, which provides clinical experiences wherein the student is trained to develop basic skills in: communication,

meeting basic physical, mental and spiritual needs of individual patients, reporting and recording of signs and symptoms, history taking, nursing process and recognizing patient as an individual with basic human needs, a member of the family and community, carrying out simple nursing procedures and assisting in treatments under direct supervision of a clinical faculty.

Semester - 4

AH-EPH 201: Exercise Physiology

This course aims at introducing the learner to understand the basic concepts of exercise physiology, nutrition and human energy expenditure for various activity levels. This course imparts the core knowledge, skills and attitudes needed to assess the systems of energy delivery and its utilization. This course further imparts knowledge regarding different types of nutrition required for various levels of sports performance.

AH-SIC 201: Promotion of Safety and Infection Control

The course has two basic themes: promotion of safety and infection control. The first part will lay emphasis on hazardous physical and chemical agents that affect health of the worker and the patient/client in health care settings. The second part deals with infectious agents and the risk of transmission of infections due to lapses in observation of standard precautions on the part of health professionals. Field visits to the hospital and demonstrations in the skills laboratory will form a vital part of the learning experience.

AH-PAP 201: Patho Physiology

This course introduces the students to the study of causes and mechanisms of diseases. The responses to injury are dealt first at the cellular level followed by changes at the level of tissues and organs. The topics include cellular pathology, inflammation and tissue repair, hemodynamic, genetic and immune disorders, neoplasia, disorders of nutrition and environmental pathology. The students then learn to apply the concepts of disease mechanisms in the setting of each organ system. The underlying pathologic basis of systemic diseases will be dealt extensively.

AH-PTH 201: Pharmacology and Therapeutics

This course presents basic pharmacologic principles along with the mechanism of action and side effects of drugs commonly used in health professional practice. The lessons are organized using a systems approach and will deal with the pathophysiology of disease and discuss the drug groups used for treatment. Case studies will be used to discuss how drugs affect medical intervention and how host factors may affect drug effectiveness.

NS-MSN I 201: Medical and Surgical Nursing I

The course introduces and develops the student's knowledge and skills in patient care with medical and surgical problems. It includes review of relevant anatomy and physiology, pathophysiology and management in specific problems and the nursing management as an introduction to medical and surgical nursing.

NS-MHN I 201: Mental Health Nursing I

This course develops the learners to recognize and appreciate the causes, symptoms and process of abnormal human behavior. It helps the learners in understanding the treatment modalities that are used in the present days with a comparison to the past, cultural and religious practices. The course describes the principles and practice in psychiatric nursing. There will be a development of beginning skills in mental health nursing care both in all the set up and facilities.

NS-CMN I 201: Community Health Nursing I

The course is designed to develop in depth understanding and expertise in the field of community health nursing. The student will gain knowledge regarding the principles of promotion and maintenance of physical, mental and environmental health of individuals, families & groups as well as develop skills required to manage various emergency situations and population explosion.

NS-PRA II 201: Practicum II

This course is the second of a series of five clinical practicum courses, which provides clinical experiences in medical-surgical nursing procedures and community health nursing procedures under direct supervision of a clinical faculty member.

Semester - 5

GE-RMB 101: Research Methods and Biostatistics

This course introduces the basic concepts of Research Methods and Biostatistics. The students learn to compute simple qualitative or quantitative data into meaningful information using statistical techniques and to design a research project.

AH-NDI 201: Nutrition and Diets

This introductory course covers all basic aspects of nutrition from nutrients, guidelines, and assessment to how nutrition affects each aspect of the life cycle. The student will be able to relate the topics and issues like a balanced diet and weight management to their own lives.

AH-HWL 201: Health and Wellness for Life

This course helps the students to improve their health habits and introduces life skills that enhance the quality and longevity of life. The course covers many holistic perspectives of personal health, including physical, emotional, mental, social, environmental and spiritual perspectives with a central theme of self-responsibility for one's behaviour.

AH-PHS 201: Professionalism in Health Care Settings

This course focuses on the transferable or "soft skills" rather than on the hands-on technical skills that are needed to be performed by all health professionals in a professional, ethical, legal, and competent manner, regardless of one's job function and position in any type of health care organization to present a professional image and to be successful in his/her job.

These generic skills include communicating appropriately, working well with teams, respecting and valuing differences in culture, and interacting effectively with co-workers, patients, visitors and guests.

NS-MSN II 301: Medical and Surgical Nursing II

The course builds on the knowledge and aims at enhancing the skills in caring patients with medico-surgical complications. Relevant anatomy, physiology, pathology and general management principles are discussed in detail here.

NS-CHN I 301: Child Health Nursing I

This course is aimed at developing and understanding different approaches to child care, growth and development and common behavioral, social, mental problems of children. Also this course deals with the perioperative care in children and health education of children and their family.

NS-MHN II 301: Mental Health Nursing II

This course builds on the knowledge gained earlier and understanding of the modern approach to mental health. It prepares the learners in the identification, prevention, treatment and nursing management of common mental health problems. This course also helps to develop an understanding of the various therapeutic modalities for the individual, family and community.

NS-PRA III 301: Practicum III

This course is the third of a series of five clinical practicum courses, which provides clinical experiences in medical surgical nursing procedures, child health nursing procedures and mental health nursing under direct supervision of a clinical faculty.

Semester - 6

AH-FEP 201: Foundations of Epidemiology

The course introduces the student to the principles and methods of epidemiology. The student will be able to understand the role of epidemiology while studying the impact of both natural and man-made risk factors on human health.

AH-SHC 201: Social Issues in Health Care

The course introduces the students to the social issues that affect the delivery of health care. The student will be guided to read literature available in this regard to understand the inequalities and inadequacies that occur in delivery of health care as a result of social factors that can be addressed by and those that are beyond the control of the individual health professional.

NS-MSN III 301: Medical and Surgical Nursing III

This course imparts knowledge and skills in providing advanced nursing care in different settings and facilities to the patients with medical and surgical problems. It gives the

necessary knowledge to function independently in providing nursing care. The students gain skills to identify the patient's needs comprehensively and manage it accordingly.

NS-CHN II 301: Child Health Nursing II

This course aims at developing and understanding the approach to child-care, identification, prevention and nursing management of common problems of neonates and children systematically.

NS-CMN II 301: Community Health Nursing II

This course imparts knowledge and skills to practice community health nursing with individuals, family and groups. The course gives knowledge and skills to provide nursing care at both urban and rural settings by using the principles and concepts of community health nursing.

NS-OBG I 301: Obstetrics and Gynecology Nursing I

This course gives an introduction to obstetrics and gynecology nursing. It orients the learners to the concepts in obstetrics and gynecology nursing. The course reviews the relevant anatomy and physiology and imparts knowledge and skills in assessment and management of normal obstetrics and gynecology cases.

NS-PRA IV 301: Practicum IV

This course is the fourth in the series of five practicum courses, which provides clinical experiences in medical and surgical nursing procedures, child health nursing procedures, community health nursing and obstetrics and gynecology nursing procedures under direct supervision of a clinical faculty member.

Semester - 7

NS-CHN III 401: Child Health Nursing III

This course is aimed at developing an understanding of approach to child-care, identification, prevention and nursing management of common problems in reproductive system, oncology, burns, crisis, pediatric emergencies, challenged children and various diagnostic procedures in pediatric population.

NS-OBG II 401: Obstetrics and Gynecology Nursing II

This course imparts knowledge and skills in the nursing management during complicated pregnancy and delivery. It develops the student's knowledge to differentiate normal and abnormal conditions in obstetrics and gynecology. Student will gain skills and knowledge in maternal and fetal monitoring during pregnancy and labor.

NS-NAD 401: Nursing Administration

This course is designed to enable students to acquire understanding of management of clinical and community health nursing services and nursing educational programmes. This course also aims at the understanding of the professional responsibilities, prospects and contribution to the growth of the profession.

NS-NED 401: Nursing Education

The course introduces the learner with the basic knowledge of education, nursing education, its philosophy, objectives and the teaching- learning process which includes the methods of teaching and the use of audio-visual aids. It also gives the learner knowledge on the evaluation process and the tools that aid in assessment.

NS-PRA V 401: Practicum V

This course is the fifth in the series of five clinical practicum courses, which provides clinical experiences in child health nursing, Obstetrics and gynecology nursing, nursing administration and nursing education under direct supervision of a clinical faculty member.

Semester-8

NS-INR 410: Internship and Research

This course is to provide practical clinical experience in nursing care. Students are required to work with maximum independence and less supervision. They have to obtain expertise in the subjects that are learned during the course period both theory and practical. The gap between the theory and practical has to be established and clear awareness on this is maintained. Independent quality nursing care by following the standards and principles in all aspects is expected. The student will also conduct a research study and submit a project report.

14.9 Internship Project Guidelines

The guidelines for internship project will be as follows.

- Interns can choose the topic of project from any of the fields
 - A. Medical Surgical Nursing
 - B. Pediatric or Child Health Nursing
 - C. Community Health Nursing
 - D. Obstetrics and Gynecology Nursing
 - E. Mental Health Nursing
 - F. Nursing Education
 - G. Testing of Nursing Theories and models
- Topic should be selected and approved by the Internship coordinator.
- The research protocol will be submitted for Ethics and Research committee approval.
- Once a research topic is selected with the approval of the internship coordinator a guide will be allotted and the intern shall contact the concerned guide for any further help.
- The student should confirm the research topic with the guide 2 weeks before starting the internship postings.
- The intern must incorporate clinical data of at least 30 patients. The cases the student selects should be of one particular diagnosis only.
- The student should do a thorough assessment of the selected patients based on standard protocols.

- The student should identify the need of a particular study or project work and select the appropriate sample size and research setting.
- The student will have to write a detailed report on the case.
- A detailed review of evidence based publications and similar research study on the particular topic should also be included.
- The project should have the student's reflection on the particular case.
- Project should include real patient pictures and prior consent from the selected patients, institution and department must be taken.
- The investigator should follow the legal and ethical rules of conducting a research study according to the standard protocol.
- The minimum number of pages of the project work will be 150, length should be approximately 5,000 words, with a further 5000 words allocated to supporting data, appendices and literature review.
- Printing font specifications:

Chapter title 16"

Subtitle 14"

Matter 12"

- Internship coordinator should approve the draft copy of the project work before finalizing it.
- The stipulated time period to complete and submit the project is 2 weeks allotted for the same in the internship period.
- 3 bound copies of the project in the specified printed format (A4 size printed format) along with a copy in the form of CD have to be submitted to the Internship coordinator for evaluation on completion of project work.
- Students who do not submit their project by the end of internship will not be eligible for the convocation that year.
- Upon submission and completion of internship, the intern should do a presentation of the project work in front of the Dean (CoAHS) and all faculties of the Nursing Sciences department and other invited faculties from GMU.
- Upon successful completion of internship and submission of the internship log book along with the project work in the specified format, the Internship coordinator will assign the project work for evaluation to a faculty member other than the guide.
- Grading will be based on the merit of printed material and presentation. Faculty member will evaluate it using a standard format and the grading will be as follows:
 - Excellent
 - Very Good
 - Good
 - Fair
 - Poor
- Internship completion certificate shall be issued to the students only after the satisfactory completion of each clinical assignment, submission of project and the presentation.
- Interns can contact the Internship coordinator through email.

GRADING, ASSESSMENT, PROGRESSION AND COMPLETION POLICIES

15.0 Grading, Assessment, Progression and Completion Policies

15.1 Grading Policy

Classification	Marks scored in Percentage	Letter Grade	Grade Value
Pass	90 - 100	A	4
	85 - 89	B+	3.5
	80-84	B	3
	75-79	C+	2.5
	70-74	C	2.0
Fail	< 70	F	0

15.2 Assessment Policy

Assessment shall be both formative and summative.

15.2.1 Formative Assessment

This is a continuous process carried throughout the period of study and consists of weekly or end of unit class tests, tutorials, interactive computer-based tests, and feedback during small group discussions.

15.2.2 Summative Assessment

Theory examination will be in the form of essays, SAQs, and MEQs; objective type questions like, MCQs. The practical examination will be in the form of wet experiments / laboratory exercises / OSPEs and OSCEs. Viva Voce will form a part of the practical examination. Additional assessment methods appropriate in measuring the course specific outcomes have been selected.

The final examination at the end of each course shall be the End Semester Examination.

A Practicum manual will be prepared with details of the rotations and the expected learning objectives as listed under the courses. The program outcomes shall be assessed as listed in the course outline of the internship. Logbooks will be used to keep a record of the skills/procedures with entries for self-reflection and self-assessment.

Rubrics for assessing the performance will help in a uniform and objective evaluation of all clinical experiences.

15.3 Progression Policy

Normal duration of the program shall be four years. Each semester is made up of about 15 weeks. Maximum Permissible duration of the BHS course is 6 years.

The program is credit-based. 5 to 8 courses are offered in each semester totaling to a credit load of 15 to 17 distributed across the 8 semesters.

Each course carries a specified number of credit hours. A student must earn a GPA of 2.0 or above in each of the courses offered in a semester and a CGPA of 2.0 or above to successfully complete that semester.

A student shall be placed on probation and allowed to progress to the next semester if he/she has < 2.0 GPA in any of the courses and a CGPA of <2.0 in the previous semester.

He/she will have to improve his/her GPA to 2.0 in the respective course(s) in not more than 2 successive retakes, failing which he/she will be dismissed from the program.

If in any of the courses he/she fails to earn a GPA of 2.0, and that course is a prerequisite for a course(s) in the subsequent semesters, he /she shall not be allowed to register for that course.

At any time, the credit load in any semester should not exceed 24 credits. Students who have a CGPA of less than 2.0 shall not be permitted to register for new courses until they have successfully completed all previous failed courses.

A student, who discontinues the academic program for any reason and rejoins the program at a later date, shall be governed by the rules, regulations, courses of study and course syllabi in force at the time of his/her rejoining the program.

15.4 Completion Policy

All BHS-NS students are expected to study and note the program and course description provided in the student handbook and the university catalog listed under the College of Allied Health Sciences. For the degree, all requirements under the terms of the catalog in effect at and after their admission must be met.

Candidates must satisfy all university, college and Majors requirements established by the faculty members. The individual programs may have higher standards and/or more restrictive requirements as compared to the university minimum requirements.

The university mandates the following general degree completion requirements in order for students to receive their degrees. Each student must:

- Be continuously enrolled in the program from admission to graduation.
- Have satisfied all conditions of his or her admission.
- Successfully complete a comprehensive examination or equivalent as determined by the individual degree program.
- Submit a thesis or research project, if required by the academic program, to the University that meets the format set forth in the Thesis Manual.

The students shall fulfill the requirements of each course as prescribed and published and made available to the students. The student shall be responsible for attending all the classes and completing the requirements of the chosen program of study.

Specific Completion Requirements of the BHS-NS Program include:

- Successful completion of 128 credit hours.
- A minimum pass mark of 70% (Grade C) for each course.
- A minimum CGPA of 2.0.
- Submitting and defending a project work up to the satisfaction of the project judging committee with a minimum pass mark of 70%

15.5 Appeal Policy

A candidate who fails in any subject in the professional examination can appeal for retotaling. No revaluation shall be allowed under any circumstances. Applications for retotaling should be made within 30 days after the publication of results. The Dean Assessment & Evaluation may appoint a member of the Assessment Committee for review and retotaling. If any error is noticed, the correction and amendment shall be made by the Dean, Assessment & Evaluation.

15.6 Attendance Policy

The 100% attendance is mandatory for fulfillment of credit requirements. A student must attend all scheduled lectures, practical, tutorials, class tests or any other form of teaching learning activities. In case, if a student is unable to attend the classes due to medical reasons, renewal of residence permit abroad, Hajj leave etc. a waiver of up to a maximum of 20% attendance will be considered by the attendance review committee, subject to the submission of medical certificate or any other supporting documents related to the absence from the class. In case the attendance is below 80% in any course, this will be treated as non-fulfillment of the credit hour requirement and F grade will be awarded automatically and the student shall be asked to register again for the course

15.7 Continuous Assessment

The students will be evaluated for their participation and performance in coursework, assignments, laboratory work, practical/skills assessments, class tests and mid semester examinations, which shall contribute to continuous assessments.

WEEKLY TEACHING SCHEDULE

16.0 Weekly Teaching Schedule

16.1 Semester - 1 (Fall 2016)

Time Day	8:30 AM to 9:30 AM	09:30 AM to 10:30 AM	10:30 - 11:00 BREAK	11: 00 AM to 12:00 PM	12:00 PM to 1:00 PM	1:00 - 1:30 BREAK	1:30 PM to 2:30 PM	2:30 PM to 3:30 PM
Sun	Class Test / SDL	GE-ENG 101 (L1)		GE-GCH 101 (L1)	SDL		SDL	SDL
Mon	GE-CCA 101 (P1)			SDL	AH-CSK 201 (L1)		AH-CMB 201 (L1)	SDL
Tue	Class Test / SDL	AH-HCS 201 (L1)		GE-MHP 101 (L1)	AH-CMB 201 (L2)		SDL	SDL
Wed	GE-CCA 101 (L1)	GE-MHP 101 (L2)		GE-ENG 101 (L2)	GE-GCH 101 (L2)		AH-CMB 201 (L3)	SDL
Thu	Class Test / SDL	GE-CCA 101 (L2)		SDL	GE-GCH 101 (L3)		GE-ENG 101 (L3)	SDL

16.2 Semester - 2 (Spring 2017)

Time Day	8:30 AM to 9:30 AM	9:30 AM to 10:30 AM		11: 00 AM to 12:00 PM	12:00 PM to 1:00 PM		1:30 PM to 2:30 PM	2:30 PM to 3:30 PM
Sun	Class Test / SDL	SDL	10:30-11:00 B R E A K	AH-HPR 201 (L1)	SDL	01:00-01:30 B R E A K	GE-GPH 101 (L1)	SDL
Mon	GE-GPH 101 (L2)	AH-LET 201 (L1)		AH-FLS 201 (L1)	GE-USO 101 (L1)		SDL	SDL
Tue	Class Test / SDL	AH-LET 201 (L2)		AH-HAP I 201 (L1)	AH-CDH 201 (L1)		GE-IBS 101 (L1)	AH-FLS 201 (L2)
Wed	SDL	SDL		GE-GPH 101 (L3)	SDL		AH-HAP I 201 (P1)	
Thu	Class Test / SDL	AH-HAP I 201 (L2)		GE-IBS 101 (L2)	SDL		AH-HAP I 201 (P2)	

16.3 Semester - 3 (Fall 2016)

Time Day	8:30 AM to 9:30 AM	9:30 AM to 10:30 AM	10:30 - 11:00 B R E A K	11: 00 AM to 12:00 PM	12:00 PM to 01:00 PM	1:00 - 1:30 B R E A K	1:30 PM to 2:30 PM	2:30 PM to 3:30 PM	
Sun	Class Test	SDL		SDL	AH-LSD 201 (L1)		GE-ICU 101 (L1 & L2)		
Mon	NS-FNP 201 (L1)	NS-PPN 201 (L1)		NS-PPN 201 [CASH Lab] (P1)			AH-HAP II 202 (L1)	AH-HIM 201 (L1)	
Tue	NS-FNP 201 (L2)	AH-LSD 201 (L2)		AH-HAP II 202 (L2)	SDL		SDL	SDL	
Wed	Class Test	NS-CIN 201 (L1)		SDL	SDL		AH-HAP II 202 [Practical-Anatomy lab] (P1)		
Thu	NS- PRA I 201 [Practical-CASH Lab] (P1)			NS- PRA I 201 [Practical-CASH Lab] (P2)			AH-HAP II 202 [Practical-Anatomy lab] (P2)		

16.4 SEMESTER -4 (Spring 2017)

Time Day	8:30 AM to 9:30 AM	09:30 AM to 10:30 AM	10:30 - 11:00 B R E A K	11: 00 AM to 12:00 PM	12:00 PM to 1:00 PM	1:00 - 1:30 B R E A K	1:30 PM to 2:30 PM	2:30 PM to 3:30 PM
Sun	AH- EPH 201 (L1)	SDL		AH-PTH 201 (L1)	AH-SIC 201 (L1)		NS- MSN I 201 (L1)	SDL
Mon	Class Test	NS- MHN I (L1)		NS-CMN I 201 (L1)	AH-PAP 201 (L1)		AH-PTH 201 (L2)	SDL
Tue	NS- MHN I 201 (L2)	AH-PAP 201 (L2)		SDL	AH-SIC 201 (L2)		NS- MSN I 201 (P1)	
Wed	NS- CMN I 201 (P1)			SDL	AH-PAP 201 (L3)		NS- PRA II 201 (P1)	
Thu	Class Test	SDL		AH-SIC 201 (P1)			NS- PRA II 201 (P2)	

16.5 Semester - 5 (Fall 2016)

Time Day	8:30 AM to 9:30 AM	9:30 AM to 10:30 AM	10:30 - 11:00 BREAK	11: 00 AM to 12:00 PM	12:00 PM to 1:00 PM	1:00 - 1:30 BREAK	1:30 PM to 2:30 PM	2:30 PM to 3:30 PM
Sun	SDL	NS-MSN II 301 (L1)		AH- NDI 201 (L)	AH-PHS 201 (L)		SDL	Class test
Mon	NS-MSN II 301 (L2)	GE-RMB 101 (L1)		NS-CHN I 301 (L1)	AS-HWL 201 (L)		NS-MSN II 301 (P1)	
Tue	SDL	NS-MHN II 301 (L1)		NS-CHN I 301 (P)			NS-MSN II 301 (P2)	
Wed	NS-MHN II 301 (P)			SDL	GE-RMB 101 (L2)		SDL	SDL
Thu	NS- PRA III 301 (P1)		NS- PRA III 301 (P2)		SDL	Class test		

16.6 Semester -6 (Spring 2017)

Time Day	8:30 AM to 09:30 AM	9:30 AM to 10:30 AM	10:30-11:00 BREAK	11:00 AM to 12:00 PM	12:00 PM to 1:00 PM	1:00-1:30 BREAK	1:30 PM to 2:30 PM	2:30 PM to 3:30 PM
Sun	SDL	NS-MSN III 301 (L)		AH-FEP 201 (L)	SDL		NS-CMN II 301 (P)	
Mon	NS-CMN II 301 (L)	NS-CHN II 301 (L1)		NS-CHN II 301 (P)			NS-MSN III 301 (P)	
Tue	NS-CHN II 301 (L2)	NS-OBNI 301 (L)		Class test	AH-SHC 201 (L)		NS-OBNI 301 (P1)	
Wed	NS- PRA IV 301 (P1)			NS- PRA IV 301 (P2)			NS-OBNI 301 (P2)	
Thu	NS- PRA IV 301 (P3)			NS- PRA IV 301 (P4)			SDL	Class test

**LIST OF COURSE TEXTS,
RECOMMENDED READINGS,
INSTRUCTIONAL MATERIAL
AND LEARNING RESOURCES**

17.0 List of Course Texts, Recommended Readings, Instructional Material and Learning Resources

Semester - 1

English Language and Composition

Course Texts:

1. Leki I. Academic Writing: Exploring Processes and Strategies, 2nd Edition. New York: Cambridge University Press; 2009. ISBN-13: 978-052-1657-686.
2. Reinking JA, Von Der Osten R. Strategies for Successful Writing: A Rhetoric, Research Guide, Reader and Handbook, 6th Edition. USA: Prentice Hall; 2002. ISBN-13: 978-013-0406-736.

Recommended Reading:

1. Reinking JA, Von Der Osten R. Strategies for Successful Writing: A Rhetoric, Research Guide, Reader and Handbook, 10th Edition. USA: Prentice Hall; 2013. ISBN-10: 020-5883-109, ISBN-13: 978-020-5883-103.

Mathematics for Allied Health Professionals

Course Texts:

1. Hickey R. Saunders Math Skills for Health Professionals, 1st Edition. Missouri: Saunders Elsevier; 2010. ISBN-13: 978-141-6047-551.
2. Timmons DL, Johnson CW. Math Skills for Allied Health Careers. Prentice Hall; 2008. ISBN-10: 013-5035-805, ISBN-13: 978-013-5035-801.

Recommended Reading:

1. Hickey R. Saunders Math Skills for Health Professionals, 2nd Edition. Missouri: Saunders; 2015. ISBN-10: 032-3322-484, ISBN-13: 978-032-3322-485.

Computer Concepts and Application

Course Texts:

1. Vermaat ME, Shelly GB. Microsoft Office 2010: Introductory, 1st Edition. Cengage Learning; 2010. ISBN-10: 143-907-8386, ISBN-13: 978-143-9078-389.

Recommended Readings:

1. Vermaat ME. Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach, Enhanced Edition, 1st Edition. Cengage Learning; 2015. ISBN-10: 130-5409-035, ISBN-13: 978-130-5409-033.
2. Beskeen D, Duffy J, Friedrichsen L, Reding EE. Microsoft Office 2013 for Medical Professionals, 1st Edition. Cengage Learning; 2013. ISBN-13: 978-128-5083-902.
3. Vermaat ME. Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach, 1st Edition. Cengage Learning; 2013. ISBN-13: 978-128-5169-538.

General Chemistry

Course Texts:

1. Hein M, Arena S. Foundations of College Chemistry, 14th Edition USA: Wiley; 2011. ISBN-13: 978-111-8133-552.
2. Hein M, Peisen JN, Miner RL. Foundations of College Chemistry in the Laboratory, 13th Edition. USA: Wiley; 2011. ISBN-13: 978-047-0554-906.
3. Beran JA. Laboratory Manual for Principles of General Chemistry, 9th Edition. USA: Wiley; 2011. ISBN-13: 978-047-0647-899.

Recommended Readings:

1. Hein M, Peisen JN, Miner RL. Foundations of College Chemistry in the Laboratory, 15th Edition. USA: Wiley; 2015. ISBN-10: 111-9083-907, ISBN-13: 978-111-9083-900.
2. Beran JA. Laboratory Manual for Principles of General Chemistry, 10th Edition. USA: Wiley; 2013. ISBN-10: 1118-621-514, ISBN-13: 978-111-8621-516.
3. Ebbing DD, Gammon SD. General Chemistry, 9th Edition. USA: Houghton Mifflin; 2009. ISBN-13: 978-143-9043-998.

Cell and Molecular Biology

Course Text:

1. Alberts B, Bray D, Hopkin K, Johnson AD, Lewis J, Raff M, Roberts K, Walter P. Essential Cell Biology, 4th Edition. USA: Keith Roberts and Peter Walter Publishers: Garland Science/Taylor & Francis Group; 2013. ISBN-13: 978-081-5344-544.

Communication Skills for Health Professionals

Course Text:

1. Beebe SA, Beebe SJ, Ivy DK. Communication: Principles for a Lifetime, 4th Edition. USA: Pearson Education Inc.; 2009. ISBN-13: 978-020-5632-688.

Recommended Readings:

1. Pagano MP. Interactive Case Studies in Health Communication. USA: Bartlett & Jones; 2010. ISBN-13: 978-076-3760-182.
2. Van Servellen G. Communication Skills for the Health Care Professional: Concepts, Practice, Evidence, 2nd Edition. USA: Bartlett & Jones; 2009. ISBN-13: 978-076-3755-577.

Health Care Systems

Course Texts:

1. Williams SJ, Torrens PR. Introduction to Health Services, 7th Edition. USA: Thomson Delmar Learning; 2008. ISBN-13: 978-141-8012-892.

2. Simmers L. Diversified Health Occupations, 7th Edition, Second Custom Edition for Savannah Technical College. USA: Delmar Learning; 2004. ISBN-13: 978-143-5424-760.

Recommended Reading:

1. Williams SJ. Essentials of Health Services, 2nd Edition. USA: Delmar Cengage Learning; 2000. ISBN-13: 978-076-6818-859.

Semester - 2

General Physics

Course Texts:

1. Serway RA, Vuille C. College Physics, 10th Edition. Cengage Learning; 2015. USA. ISBN-13: 978-128-5737-027.
2. John R Gordon, Charles Teague, Raymond A Serway. Student Solutions Manual & Study Guide for Serway and Vuille's College Physics, 9th Edition, Vol 2, Brookes/ Cole Cengage Learning; 2011. USA: ISBN-13: 978-111-1573-607.

Recommended Readings:

1. Walker J, Halliday D, Resnick R. Fundamentals of Physics, 10th Edition. USA: John Wiley & Sons; 2014. ISBN-13: 978-111-8230-718.
2. Halliday D, Resnick R, Walker J. Fundamentals of Physics Halliday & Resnick, 10th Edition. USA: John Wiley & Sons; 2014. ISBN-13: 978-111-8230-664.

UAE Society

Course Text:

1. As'eed MT, Shorab YM. Emirates Society: Originality and Contemporary, 2nd Edition. United Arab Emirates: Al Falah Books; 2011. ISBN-13: 978-995-7170-981.

Recommended Reading:

1. Abu Bashaa, F. H. The Social and Political Environment and its Effects on the Establishment of the State of Emirates. Emirates Centre for Research and Documents; 2002.

Introduction to Behavioral Sciences

Course Texts:

1. Myers DG. Psychology, 9th Edition. USA: Worth Publishers; 2009. ISBN-13: 978-142-9215-978.
2. Feldman RS. Essentials of Understanding Psychology, 8th Edition. USA: McGraw-Hill; 2008. ISBN-13: 978-007-3370-200.

3. Willis K, Elmer S. Society, Culture and Health: An Introduction to Sociology for Nurses, 2nd Edition. UK: Oxford University Press; 2011. ISBN-13: 978-019-5574-623.
4. Parvis L. Understanding Cultural Diversity in Today's Complex World, 5th Edition. Lulu.com; 2006. ISBN-10: 141-1658-426, ISBN-13: 978-141-1658-424.

Recommended Readings:

1. Myers DG. Psychology, 11th Edition. USA: Worth Publishers; 2015. ISBN-10: 146-4140-812, ISBN-13: 978-146-4140-815.
2. Feldman RS. Essentials of Understanding Psychology, 11th Edition. USA: McGraw-Hill; 2014. ISBN-10: 007-7861-884, ISBN-13: 978-007-7861-889.
3. Keirns NJ, Strayer E, Griffiths H, Cody-Rydzewski S, Scaramuzzo G. Introduction to Sociology, 1st Edition. Openstax College; 2012. ISBN-13: 978-193-8168-017.
4. Browne K. An Introduction to Sociology, 4th Edition. USA: Polity Press Malden; 2011. ISBN-13: 978-074-5650-074.
5. Myers DG, DeWall CN. Psychology in Everyday Life, 3rd Edition. USA: Worth; 2011. ISBN-13: 978-146-4109-362.
6. Bird CE, Conrad P, Fremont AM, Timmermans S. Handbook of Medical Sociology, 6th Edition. Vanderbilt University Press; 2010. ISBN-13: 978-082-6517-203.

Human Body Systems- I

Course Texts:

1. Colbert BJ, Ankney JJ, Lee K. Anatomy & Physiology for Health Professions: An Interactive Journey, 2nd Edition. United States: Prentice Hall; 2011. ISBN-13: 978-013-5060-773.
2. Rhind J, Greig J. Riddle's Anatomy and Physiology: Applied to Health Professions, 7th Edition. United States: Churchill Livingstone; 2003. ISBN-13: 978-044-3070-310.

Recommended Readings:

1. Colbert BJ, Ankney JJ, Lee KT. Anatomy & Physiology for Health Professions: An Interactive Journey, 3rd Edition. United States: Prentice Hall; 2015. ISBN-10: 013-3851-117, ISBN-13: 978-013-3851-113.
2. Moore KL, Agur AMR, Dalley AF. Moore Clinically Oriented Anatomy, 7th International Edition. United States: Lippincott Williams & Wilkins; 2013. ISBN-13: 978-145-1184-471.
3. Braude S, Goran D, Miceli A. Case Studies for Understanding the Human Body, 2nd Edition. United States: Jones and Bartlett; 2012. ISBN-13: 978-144-9604-998.

Health Professions

Course Texts:

1. Stanfield PS, Cross N, Hui YH. Introduction to the Health Professions, 5th Edition. United States: Jones and Bartlett; 2009. ISBN-13: 978-076-3758-233.
2. Lecca PJ, Valentine PA, Lyons KJ. Allied Health: Practical Issues and Trends in the New Millennium, 1st Edition. New York: Haworth Press; 2009. ISBN-13: 978-078-9018-472.

3. Simmers L. Health Science Career Exploration, Workbook Edition. United States: Thompson Delmar Learning; 2004. ISBN-13: 978-140-1858-124.

Recommended Reading:

1. Stanfield PS, McWay D. Introduction to the Health Professions, 7th Edition. United States: Jones and Bartlett; 2016. ISBN-10: 128-4098-80X, ISBN-13: 978-128-4098-808.

Law and Ethics for Health Professionals

Course Texts:

1. Pozgar GD. Legal and Ethical Issues for Health Professionals, 3rd Edition. United States: Jones and Bartlett; 2012. ISBN-13: 978-144-9672-119.
2. Sandstrom RW, Lohman H, Bramble JD. Health Services: Policy and Systems for Therapists, 2nd Edition. United States: Pearson; 2009. ISBN-13: 978-013-5146-521.

Recommended Reading:

1. Pozgar GD. Legal and Ethical Issues for Health Professionals, 4th Edition. United States: Jones and Bartlett; 2014. ISBN-10: 128-4036-790, ISBN-13: 978-128-4036-794.
2. Sandstrom RW, Lohman H, Bramble JD. Health Services: Policy and Systems for Therapists, 3rd Edition. United States: Pearson; 2013. ISBN-10: 013-3110-613, ISBN-13: 978-013-3110-616.
3. Nicholson SK. The Physical Therapist's Business Practice and Legal Guide, 1st Edition. Jones & Bartlett; 2008. ISBN-13: 978-076-3740-696.

Cultural Diversity in Health Care

Course Texts:

1. Rose PR. Cultural Competency for Health Administration and Public Health, 1st Edition. United States: Jones Bartlett Publishers; 2011. ISBN-13: 978-076-3761-646.
2. Spector RE. Cultural Diversity in Health and Illness, 7th Edition. USA: Prentice Hall; 2008. ISBN-13: 978-013-5035-894, ISBN-10: 013-5035-899.
3. Kavanagh KH, Kennedy PH. Promoting Cultural Diversity: Strategies for Health Care Professionals. USA: Sage Publications; 1992. ISBN: 13- 978-080-3946-569.

Recommended Readings:

1. Bucher RD. Diversity Consciousness: Opening Our Minds to People, Cultures, and Opportunities, 4th Edition. USA: Prentice Hall Publisher; 2014. ISBN-13: 978-032-1919-068.
2. Edberg M. Essentials of Health, Culture, and Diversity: Understanding People, Reducing Disparities, 1st Edition. USA: Jones & Bartlett Learning; 2013. ISBN-13: 978-076-3780-456.
3. Spector RE. Cultural Diversity in Health and Illness, 8th Edition. USA: Prentice Hall; 2012. ISBN-10: 013-2840-065, ISBN-13: 978-013-2840-064.

4. Lambert J, Myers S. The Diversity Training: Activity Book: 50 Activities for Promoting Communication and Understanding at Work. USA: Amacom; 2009. ISBN- 13: 978-081-4415-368.
5. Parvis L. Understanding Cultural Diversity in Today's Complex World, 4th Edition. Lulu.com; 2005. ISBN-13: 978-141-1658-424.
6. Berger PL, Huntington SP. Many Globalizations: Cultural Diversity in the Contemporary World. UK: Oxford University Press; 2003. ISBN-13: 978-019-5168-822.
7. Ferguson VD. Case Studies in Cultural Diversity: A Workbook, 1st Edition. National League for Nursing. USA: Jones & Bartlett Publishers; 1999. ISBN-13: 978-076-3709-211.

First Aid and Basic Life Support

Course Text:

1. Thygerson AL, Gulli B. First Aid, CPR and AED, 4th Edition. USA: Jones and Bartlett Publishes; 2005. ISBN-13: 978-076-3730-161.

Recommended Reading:

1. American Academy of Orthopaedic Surgeons (AAOS) (Author), American College of Emergency Physicians (ACEP), Thygerson AL, Thygerson SM. First Aid, CPR and AED: Advanced, 7th Edition. USA: Jones and Bartlett Publishes; 2016. ISBN-10: 128-4105-318, ISBN-13: 978-128-4105-315.

Semester - 3

Islamic Culture

Course Text:

1. Zakaryya, Mohamed AH. Islamic Thought & Culture (Revised and Edited By Ahmed. M. Abdel-Hady), 4th Edition. UAE: Al-Falah Books; 2014. ISBN-13: 978-995-7170-707.

Recommended Reading:

1. Nasr SH, Oliver L. History of Islamic Philosophy. Great Britain: Digital Printing, British Library Cataloguing Publication Data. ISBN-10: 041-5056-675.

Human Body Systems- II

Course Texts:

1. Colbert BJ, Ankney JA, Lee KT. Anatomy & Physiology for Health Professions: An Interactive Journey, 2nd Edition. United States: Prentice Hall; 2011. ISBN-13: 978-013-5060-773.
2. Jennifer R, Joyce G. Anatomy and Physiology Applied to Health Professions, 7th Edition. United States: Churchill Livingstone; 2003. ISBN-13: 978-044-3070-310.

Recommended Readings:

1. Colbert BJ, Ankney JJ, Lee K. Anatomy & Physiology for Health Professions: An Interactive Journey, 3rd Edition. United States: Prentice Hall; 2015. ISBN-10: 013-3851-117, ISBN-13: 978-013-3851-113.
2. Moore KL, Agur AMR, Dalley AF. Moore Clinically Oriented Anatomy, 7th International Edition. United States: Lippincott Williams & Wilkins; 2013. ISBN-13: 978-145-1184-471.
3. Braude S, Goran D, Miceli A. Case Studies for Understanding the Human Body, 2nd Edition. United States: Jones and Bartlett; 2012. ISBN-13: 978-144-9604-998.

Introduction to Health Information Management

Course Text:

1. Green MA, Bowie MJ. Essentials of health information management: Principles and Practices. USA: Cengage Learning; 2005. ISBN-13: 978-076-6845-022.

Recommended Readings:

1. Bowie MJ, Green MA. Essentials of Health Information Management: Principles and Practices, 3rd Edition. USA: Cengage Learning; 2015. ISBN-10: 128-5177-266, ISBN-13: 978-128-5177-267.
2. Johns M. Health Information Management Technology: An Applied Approach, 2nd Edition. Chicago, IL: American Health Information Management Association (AHIMA); 2006. ISBN-13: 978-158-4261-414.
3. Johns M. Health Information Management Technology: An Applied Approach, Student Workbook, 2nd Edition. Chicago, IL: American Health Information Management Association (AHIMA); 2006. ISBN-13: 978-158-4261-612.

Life Span Development

Course Text:

1. Berk LE. Exploring Lifespan Development, 2nd Edition. USA: Allyn & Bacon Publishers; 2011. ISBN- 13: 978-020-5718-726.

Recommended Readings:

1. Feldman RS. Development Across The Life Span, 7th Edition. USA: Prentice-Hall Publishers; 2014. ISBN- 13: 978-020-5956-159.
2. Sigelman CK, Rider E. Human Development Across the Life Span, 7th Edition. USA: Wadsworth Cengage Learning Publishers; 2012. ISBN- 13: 978-111-1343-156.

Fundamentals of Nursing Practice

Course Texts:

1. Berman A, Snyder S. Kozier & Erb's Fundamentals of Nursing: Concepts, Process, and Practice, 9th Edition. USA: Prentice Hall Publishers; 2011. ISBN- 13: 978-013-2611-374.

2. Reed PG, Shearer NB. Perspectives on Nursing Theory, 6th Edition. Philadelphia: Lippincott Williams & Wilkins; 2011. ISBN- 13: 978-160-9137-489.

Recommended Readings:

1. Potter PA, Perry AG, Stockert P, Hall A. Fundamentals of Nursing, 9th Edition. USA: Mosby; 2016. ISBN-10: 032-3327-400, ISBN-13: 978-032-3327-404.
2. Taylor C, Lillis C, Lynn P. Fundamentals of Nursing: The Art and Science of Person-Centered Nursing Care, 8th Edition. Philadelphia: Lippincott Williams and Wilkins Publishers; 2014. ISBN-10: 145-1185-618, ISBN-13: 978-145-1185-614.
3. Finkelman A, Kenner C. Professional Nursing Concepts: Competencies for Quality Leadership, 3rd Edition. USA: Jones and Bartlett Learning; 2014. ISBN-10: 128-4067-769, ISBN-13: 978-128-4067-767.
4. Grace PJ. Nursing Ethics and Professional Responsibility in Advanced Practice, 2nd Edition. USA: Jones and Bartlett Publishers; 2013. ISBN- 13: 978-144-9667-429
5. Kozier B, Erb G, Berman A, Snyder S, Lake R, Harvey S. Fundamentals of Nursing: Concepts, Process and Practice, 2nd Edition. USA: Pearson Education; 2012. ISBN-10: 027-3739-085, ISBN-13: 978-027-3739-081.
6. Kozier B, Erb G, Berman A, Snyder S, Lake R, Harvey S. Fundamentals of Nursing: Concepts, Process and Practice, 1st Edition. USA: Pearson Education; 2007. ISBN- 13: 978-013-1976-535.
7. Nancy MSJ. Principles and Practices of Nursing, Vol. I, II. 4th Edition. India: NR Publishing House; 2002. ISBN- 13: 978-818-5605-074.

Principles and Practice in Nursing

Course Texts:

1. Berman A, Snyder S. Kozier & Erb's Fundamentals of Nursing: Concepts, Process, and Practice, 9th Edition. USA: Prentice Hall Publishers; 2011. ISBN- 13: 978-013-2611-374.
2. Reed PG, Shearer NB. Perspectives on Nursing Theory, 6th Edition. Philadelphia: Lippincott Williams & Wilkins; 2011. ISBN- 13: 978-160-9137-489.

Recommended Readings:

1. Potter PA, Perry AG, Stockert P, Hall A. Fundamentals of Nursing, 9th Edition. USA: Mosby Publishers; 2016. ISBN-10: 032-3327-400, ISBN-13: 978-032-3327-404.
2. Finkelman A, Kenner C. Professional Nursing Concepts: Competencies for Quality Leadership, 3rd Edition. USA: Jones and Bartlett Learning; 2014. ISBN-10: 128-4067-769, ISBN-13: 978-128-4067-767.
3. Grace PJ. Nursing Ethics and Professional Responsibility in Advanced Practice, 2nd Edition. USA: Jones and Bartlett Publishers; 2013. ISBN- 13: 978-144-9667-429
4. Kozier B, Erb G, Berman A, Snyder S, Lake R, Harvey S. Fundamentals of Nursing: Concepts, Process and Practice, 2nd Edition. USA: Pearson Education; 2012. ISBN-10: 027-3739-085, ISBN-13: 978-027-3739-081.
5. Craven RF, Hirnle C, Jensen S. Fundamentals of Nursing: Human Health and Function, 7th Edition. Philadelphia: Lippincott Williams and Wilkins Publishers; 2011. ISBN- 13: 978-160-5477-282.

6. Kozier B, Erb G, Berman A, Snyder S, Lake R, Harvey S. Fundamentals of Nursing: Concepts, Process and Practice, 1st Edition. USA: Pearson Education; 2007. ISBN- 13: 978-013-1976-535.
7. Nancy MSJ. Stephanie's Principles and Practices of Nursing. Vol. II, 7th Edition. India: NR Publishing House; 2002. ISBN- 13: 978-818-5605-074.

Concepts in Nursing

Course Texts:

1. Berman A, Snyder S. Kozier & Erb's Fundamentals of Nursing: Concepts, Process, and Practice, 9th Edition. USA: Prentice Hall Publishers; 2011. ISBN- 13: 978-013-2611-374.
2. Reed PG, Shearer NB. Perspectives on Nursing Theory, 6th Edition. Philadelphia: Lippincott Williams & Wilkins; 2011. ISBN- 13: 978-160-9137-489.

Recommended Readings:

1. Potter PA, Perry AG, Stockert P, Hall A. Fundamentals of Nursing, 9th Edition. USA: Mosby Publishers; 2016. ISBN-10: 032-3327-400, ISBN-13: 978-032-3327-404.
2. Finkelman A, Kenner C. Professional Nursing Concepts: Competencies for Quality Leadership, 3rd Edition. USA: Jones and Bartlett Learning; 2014. ISBN-10: 128-4067-769, ISBN-13: 978-128-4067-767.
3. Grace PJ. Nursing Ethics and Professional Responsibility in Advanced Practice, 2nd Edition. USA: Jones and Bartlett Publishers; 2013. ISBN- 13: 978-144-9667-429
4. Kozier B, Erb G, Berman A, Snyder S, Lake R, Harvey S. Fundamentals of Nursing: Concepts, Process and Practice, 2nd Edition. USA: Pearson Education; 2012. ISBN-10: 027-3739-085, ISBN-13: 978-027-3739-081.
5. Craven RF, Hirnle C, Jensen S. Fundamentals of Nursing: Human Health and Function, 7th Edition. Philadelphia: Lippincott Williams and Wilkins Publishers; 2011. ISBN- 13: 978-160-5477-282.
6. Kozier B, Erb G, Berman A, Snyder S, Lake R, Harvey S. Fundamentals of Nursing: Concepts, Process and Practice, 1st Edition. USA: Pearson Education; 2007. ISBN- 13: 978-013-1976-535.
7. Nancy MSJ. Principles and Practices of Nursing. Vol. II. 4th Edition. India: Nr Publishing House; 2002. ISBN- 13: 978-818-5605-074.

Semester – 4

Exercise Physiology

Course Texts:

1. McArdle WD, Katch FL, Katch VL. Essentials of Exercise Physiology, 3rd Edition. USA: Lippincott Williams and Wilkins; 2005. ISBN- 10: 078-1749-913.

Recommended Readings:

1. McArdle WD, Katch FL, Katch VL. Essentials of Exercise Physiology, 5th Edition. USA: Lippincott Williams and Wilkins; 2015. ISBN-10: 149-6302-095, ISBN-13: 978-149-6302-090.

2. Roberts SO, Robergs RA, Hanson P. Clinical Exercise Testing and Prescription: Theory and Application, 1st Edition. USA: CRC Press; 1997. ISBN-13: 978-084-9345-937.
3. Robergs RA, Roberts SO. Exercise Physiology: Exercise Performance and Clinical Applications. USA: William C Brown Pub.; 1997. ISBN-13: 978-081-5172-413.

Promotion of Safety and Infection Control

Course Texts:

1. Galt KA, Paschal KA. Foundations in Patient Safety for Health Professionals, 1st Edition. United States of America: Jones and Bartlett; 2011. ISBN: 13-978-076-3763-381.
2. Simmers L. Diversified Health Occupations, 6th Edition. Canada: Thomson Delmar Learning; 2004. ISBN-13: 978-140-1814-564.

Recommended Reading:

1. Simmers LM, Simmers-Nartker K, Simmers-Kobelak S. Simmers DHO Health Science, 8th Edition. Canada: Thomson Delmar Learning; 2013. ISBN-10: 113-3693-61X, ISBN-13: 978-113-3693-611.
2. Occupational Safety and Health Administration. OSHA for the Medical Office (CD-ROM version), 11th Edition. USA: Prentice Hall; 2011. ISBN- 13: 978-013-8023-065.

Pathophysiology

Course Texts:

1. Damjanov I. Pathology for the Health Professions, 4th Edition. USA: Saunders; 2011. ISBN-13: 978-143-7716-764.
2. Kumar V, Abbas AK, Fausto N, Mitchell RN. Robbins Basic Pathology, 8th Edition. USA: Saunders/Elsevier; 2007. ISBN-13: 978-141-6029-731.

Recommended Readings:

1. Damjanov I. Pathology for the Health Professions, 5th Edition. USA: Saunders; 2016. ISBN-10: 032-3357-210, ISBN-13: 978-032-3357-210.
2. Kumar V, Abbas AK, Aster JC. Robbins Basic Pathology, 9th Edition. USA: Saunders/Elsevier; 2012. ISBN-10: 143-7717-810, ISBN-13: 978-143-7717-815.

Pharmacology and Therapeutics

Course Texts:

1. Woodrow R, Colbert BJ, Smith DM. Essentials of Pharmacology for Health Occupations, 6th Edition. USA: Cengage Learning; 2010. ISBN-13: 978-143-5480-339.
2. Turley SM. Understanding Pharmacology for Health Professionals, 4th Edition. USA: Prentice Hall; 2009. ISBN-13: 978-013-5145-708.

Recommended Readings:

1. Turley SM. Understanding Pharmacology for Health Professions, 5th Edition. USA: Prentice Hall; 2015. ISBN-10: 013-3911-268, ISBN-13: 978-013-3911-268.

2. Woodrow R, Colbert BJ, Smith DM. Essentials of Pharmacology for Health Occupations, 7th Edition. USA: Cengage Learning; 2014. ISBN-10: 128-5077-881, ISBN-13: 978-128-5077-888.

Medical and Surgical Nursing –I

Course Text:

1. Lewis SM, Collier IC, Heitkemper MM. Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 4th Edition. USA: Mosby Publishers; 1996. ISBN- 13: 978-081-5153-016.

Recommended Readings:

1. Hinkle JL, Cheever KH. Brunner and Suddarth's Textbook of Medical-Surgical Nursing, 13th Edition. Philadelphia: Lippincott Williams & Wilkins Publishers; 2013. ISBN-10: 145-1130-600, ISBN-13: 978-145-1130-607.
2. Black JM, Hawks JH. Medical-Surgical Nursing: Clinical Management for Positive Outcomes, 8th Edition. USA: Saunders Publishers; 2009. ISBN- 13: 978-141-6036-418.

Mental Health Nursing –I

Course Texts:

1. Kapoor B. Textbook of Psychiatric Nursing, Volume 2, 1st Edition. India: Kumar Publishing House; 2012. ISBN- 13: 978-819-2406-015, ISBN- 13: 978-819-2406-022.
2. Stuart GW. Principles and Practice of Psychiatric Nursing, 9th Edition. USA: Mosby Publishers; 2009. ISBN- 13: 978-032-3052-566.

Recommended Readings:

1. Sadock BJ, Sadock VA. Kaplan and Sadock's Synopsis of Psychiatry: Behavioral Sciences/Clinical Psychiatry, 11th Edition. Philadelphia: Lippincott Williams & Wilkins; 2014. ISBN-10: 160-9139-712, ISBN-13: 978-160-9139-711.
2. Shives LR. Basic Concept of Psychiatric-Mental Health Nursing, 8th Edition. Philadelphia: Lippincott Williams & Wilkins; 2011. ISBN- 13: 978-160-5478-876.
3. Stuart GW, Laraia MT. Stuart & Sundeen's Principles Practice of Psychiatric Nursing, 7th Edition. USA: Mosby; 2000. ISBN-10: 032-3012-54X, ISBN-13: 978-032-3012-546.
4. Taylor CM. Essentials of Psychiatric Nursing, 14th Edition. USA: Mosby Publishers; 1994. ISBN- 13: 978-081-5189-206.
5. Rawlins RP, Williams SR, Beck CK. Mental Health – Psychiatric Nursing: A Holistic Life-Cycle Approach, 3rd Edition. USA: Mosby Publishers; 1993. ISBN- 13: 978-080-1663-314.

Community Health Nursing I

Course Text:

1. Park K. Park's Textbook of Preventive and Social Medicine, 23rd Edition. India: Bhano Publishers; 2015. ISBN- 13: 978-938-2219-057.

Recommended Readings:

1. Nies MA, McEwen M. Community/Public Health Nursing: Promoting the Health of Populations, 6th Edition. Philadelphia: Saunders Publishers; 2014. ISBN-10: 032-3188-192, ISBN-13: 978-032-3188-197.
2. Stanhope M, Lancaster J. Foundations of Nursing in the Community: Community-Oriented Practice, 4th Edition. USA: Mosby Publishers; 2013. ISBN-13: 978-032-3100-946.
3. Allender J, Rector C, Warner K. Community & Public Health Nursing: Promoting the Public's Health, 8th Edition. Philadelphia: Lippincott Williams & Wilkins; 2013. ISBN-13: 978-160-9136-888.
4. Basavanthappa BT. Community Health Nursing, 2nd Edition. India: Jaypee Brothers Medical Publishers; 2008. ISBN- 13: 978-818-4480-962.
5. Janice H, Schubert PE, Thomas SA. Community Health Nursing: Caring in Action, 2nd Edition. USA: Delmar Cengage Learning; 2002. ISBN-13: 978-111-1319-526.

Semester - 5

Research Methods and Biostatistics

Course Texts:

1. Hulley SB, Cummings SR, Browner WS, Grady DG, Newman TB. Designing Clinical Research, 3rd Edition. USA: Lippincott Williams and Wilkins; 2007. ISBN: 10-078-1782-104.
2. Marczyk G, DeMatteo D, Festinger D. Essentials of Research Design and Methodology, 1st Edition. USA: John Wiley & Sons, Inc.; 2005. ISBN-13: 978-047-1470-533.
3. Daniel WW. Biostatistics: A Foundation for Analysis in the Health Sciences, 8th Edition. USA: John Wiley and Sons Inc.; 2005. ISBN-10: 047-0117-966.
4. Dawson B, Trapp RG. Basic and Clinical Biostatistics, 3rd Edition. USA: Lange Medical Books/McGraw –Hill Medical Publishing Division; 2001. ISBN-13: 978-083-8505-106.

Recommended Readings:

1. Hulley SB, Cummings SR, Browner WS, Grady DG, Newman TB. Designing Clinical Research, 4th Edition. USA: Lippincott Williams and Wilkins; 2013. ISBN-10: 160-8318-044, ISBN-13: 978-160-8318-049.
2. Harris M, Taylor G. Medical and Health Science Statistics Made Easy, 2nd Edition. USA: Jones and Bartlett; 2009. ISBN-13: 978-076-3772-659.
3. World Health Organization. Health Research Methodology-A Guide for Training in Research Methods, 2nd Edition. Regional Office for the Western Pacific, Manila; 2001. ISBN-10: 929-0611-57X, ISBN-13: 978-929-0611-578.

Nutrition and Diets

Course Text:

1. Insel P, Ross D, McMahon K, Bernstein M. Nutrition, 4th Edition. USA: Jones & Bartlett; 2011. ISBN-13: 978-076-3776-633.

Recommended Readings:

1. Schlenker E, Gilbert JA. Williams' Essentials of Nutrition and Diet Therapy, 11th Edition, Revised Reprint. USA: Mosby; 2014. ISBN-10: 032-3185-800, ISBN-13: 978-032-3185-806.
2. Peckenpaugh NJ. Nutrition Essentials and Diet Therapy, 11th Edition. USA: Elsevier Health Sciences; 2009. ISBN-13: 978-143-7703-184.

Health and Wellness for Life

Course Text:

1. Edlin G, Golanty E. Health and Wellness, 10th Edition. USA: Jones & Bartlett Publishers; 2010. ISBN-13: 978-076-3765-934.

Recommended Readings:

1. Edlin G, Golanty E. Health and Wellness, 12th Edition. USA: Jones & Bartlett Learning; 2015. ISBN-10: 128-4067-297, ISBN-13: 978-128-4067-293.
2. Alters A, Schiff W. Essential Concepts for Healthy Living, 5th Edition. United States of America: Jones & Bartlett Publishers; 2008. ISBN-13: 978-076-3756-413.

Professionalism in Health Care Settings

Course Texts:

1. Scott RW. Guide for the New Health Care Professional, 1st Edition. USA: Jones and Bartlett; 2007. ISBN-13: 978-076-374-3512.
2. Makely S. Professionalism in Health Care: A Primer for Career Success, 2nd Edition. USA: Prentice Hall; 2004. ISBN-10: 013-1145-096.

Recommended Reading:

1. Makely S. Professionalism in Health Care: A Primer for Career Success, 5th Edition. USA: Pearson; 2016. ISBN-10: 013-4415-671, ISBN-13: 978-013-4415-673.

Medical and Surgical Nursing- II

Course Text:

1. Lewis SM, Collier IC, Heitkemper MM. Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 4th Edition. USA: Mosby Publishers; 1996. ISBN- 13: 978-081-5153-016.

Recommended Readings:

1. Hinkle JL, Cheever KH. Brunner and Suddarth's Textbook of Medical-Surgical Nursing, 13th Edition. Philadelphia: Lippincott Williams & Wilkins Publishers; 2013. ISBN-10: 145-1130-600, ISBN-13: 978-145-1130-607.
2. Black JM, Hawks JH. Medical-Surgical Nursing: Clinical Management for Positive Outcomes, 8th Edition. USA: Saunders Publishers; 2009. ISBN- 13: 978-141-6036-418.

Child Health Nursing- I

Course Texts:

1. Hockenberry MJ, Wilson D. Wong's Essentials of Pediatric Nursing, 8th Edition. USA: Mosby; 2008. ISBN- 13: 978-032-3083-430.
2. Kliegman RM, Behrman RE, Jenson HB, Stanton B. Nelson Textbook of Pediatrics, 18th Edition. Philadelphia: Saunders Publishers; 2007. ISBN- 13: 978-141-6024-507.

Recommended Readings:

1. Hockenberry MJ, Wilson D, Rodgers CC. Wong's Essentials of Pediatric Nursing, 10th Edition. USA: Mosby; 2016. ISBN-10: 032-3353-169, ISBN-13: 978-032-3353-168.
2. Kliegman RM, Stanton B, Geme JS, Schor NF. Nelson Textbook of Pediatrics, 20th Edition, Volume 1 and Volume 2. Elsevier; 2015. ISBN-10: 145-5775-665, ISBN-13: 978-145-5775-668.
3. Bowden VR, Greenberg CS. Pediatric Nursing Procedures, 4th Edition. Lippincott Williams & Wilkins; 2015. ISBN-10: 145-1192-363, ISBN-13: 978-145-1192-360.
4. Ball JW, Bindler RC, Cowen KJ. Child Health Nursing: Partnering with Children and Families, 3rd Edition. Pearson; 2014. ISBN-10: 013-3937-518, ISBN-13: 978-013-3937-510.
5. Ball JW, Bindler RC, Cowen KJ. Principles of Pediatric Nursing: Caring for Children, 6th Edition. Pearson; 2014. ISBN-10: 013-3898-067, ISBN-13: 978-013-3898-064.
6. Cameron P, Jelinek G, Everitt I, Browne G, Raftos J. Textbook of Paediatric Emergency Medicine, 2nd Edition. USA: Churchill Livingstone; 2011. ISBN-10: 070-2033-685, ISBN-13: 978-070-2033-681.
7. Ghai OP, Gupta P, Paul VK. Ghai Essential Paediatrics, 7th Edition. India: CBS Publishers; 2007. ISBN- 13: 978-812-3911-632.
8. Ghosh S. Nutrition & Child Care: A Practical Guide, 2nd Edition. India: Jaypee Brothers Medical Publishers; 2007. ISBN- 13: 978-818-0612-077.
9. Walsh BE. Guide to the Care of the Low Birth Weight Infant (WHO Regional Publications), 1st Edition. Geneva: World Health Organization Publication; 1980. ISBN-13: 978-929-0221-104.

Mental Health Nursing-II

Course Texts:

1. Kapoor B. Text book of Psychiatric Nursing, Volume 2, 1st Edition. India: Kumar Publishing House; 2012. ISBN- 13: 978-819-2406-015, ISBN- 13: 978-819-2406-022.
2. Stuart GW. Principles and Practice of Psychiatric Nursing, 9th Edition. USA: Mosby Publishers; 2009. ISBN- 13: 978-032-3052-566.

Recommended Readings:

1. Sadock BJ, Sadock VA. Kaplan and Sadock's Synopsis of Psychiatry: Behavioral Sciences/Clinical Psychiatry, 11th Edition. Philadelphia: Lippincott Williams & Wilkins; 2014. ISBN-10: 160-9139-712, ISBN-13: 978-160-9139-711.
2. Shives LR. Basic Concept of Psychiatric-Mental Health Nursing, 8th Edition. Philadelphia: Lippincott Williams & Wilkins; 2011. ISBN- 13: 978-160-5478-876.
3. Stuart GW, Laraia MT. Stuart & Sundeen's Principles Practice of Psychiatric Nursing, 7th Edition. USA: Mosby; 2000. ISBN-10: 032-3012-54X, ISBN-13: 978-032-3012-546.
4. Taylor CM. Essentials of Psychiatric Nursing, 14th Edition. USA: Mosby Publishers; 1994. ISBN- 13: 978-081-5189-206.
5. Rawlins RP, Williams SR, Beck CK. Mental Health – Psychiatric Nursing: A Holistic Life-Cycle Approach, 3rd Edition. USA: Mosby Publishers; 1993. ISBN- 13: 978-080-1663-314.

Semester - 6

Foundations of Epidemiology

Course Text:

1. Greenberg R, Daniels SR, Flanders WD, Eley JW, Boring III JR. Medical Epidemiology, 4th Edition. USA: McGraw Hill companies; 2004. ISBN-13: 978-007-1416-375.

Social Issues in Health Care

Course Texts:

1. Macionis JJ. Sociology, 13th Edition. USA: Pearson; 2010. ISBN-13: 978-020-5735-747.
2. Earle S, Letherby G. The Sociology of Healthcare: A Reader for Health Professionals. USA: Macmillan Publishers Limited; 2008. ISBN-13: 978-140-3940-803.
3. Sheaff M. Sociology and Health Care: An Introduction for Nurses, Midwives and Allied Health Professionals, 1st Edition. Buckingham: Open University Press; 2005. ISBN-13: 978-033-5213-887.

Recommended Readings:

1. Macionis JJ. Sociology, 16th Edition. USA: Pearson; 2016. ISBN-10: 013-4255-275, ISBN-13: 978-013-4255-279.
2. Scambler G. Sociology as Applied to Medicine, 6th Edition. USA: Saunders; 2008. ISBN-13: 978-070-2029-011.
3. Katz AJ, Lurie A, Vidal C. Critical Social Welfare Issues: Tools for Social Work and Health Care Professionals, 1st Edition. Haworth Press; Inc. 1997. ISBN-13: 978-078-9001-610.

Medical and Surgical Nursing- III

Course Texts:

1. Lewis SM, Collier IC, Heitkemper MM. Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 4th Edition. USA: Mosby Publishers; 1996. ISBN- 13: 978-081-5153-016.

Recommended Readings:

1. Hinkle JL, Cheever KH. Brunner and Suddarth's Textbook of Medical-Surgical Nursing, 13th Edition. Philadelphia: Lippincott Williams & Wilkins Publishers; 2013. ISBN-10: 145-1130-600, ISBN-13: 978-145-1130-607.
2. Perry AG, Potter PA, Ostendorf W. Clinical Nursing Skills and Techniques, 8th Edition. USA: Mosby Publishers; 2013. ISBN- 13: 978-032-3083-836.
3. Black JM, Hawks JH. Medical-Surgical Nursing: Clinical Management for Positive Outcomes, 8th Edition. USA: Saunders Publishers; 2009. ISBN- 13: 978-141-6036-418.
4. Satoskar RS, Bhandarkar SD, Rege NN. Pharmacology and Pharmacotherapeutics, 2nd Edition. India: Popular Prakashan Ltd; 2009. ISBN-13: 978-817-9912-515.
5. Sorenson K, Luckman J. Basic Nursing: A Psychophysiologic Approach, 2nd Edition. Philadelphia: W B Saunders Publishers; 1986. ISBN-13: 978-072-1684-994.

Child Health Nursing-II

Course Texts:

1. Hockenberry MJ, Wilson D. Wong's Essentials of Pediatric Nursing, 8th Edition. USA: Mosby; 2008. ISBN- 13: 978-032-3083-430.
2. Kliegman RM, Behrman RE, Jenson HB, Stanton B. Nelson Textbook of Pediatrics. 18th Edition. Philadelphia: Saunders Publishers; 2007. ISBN- 13: 978-141-6024-507.

Recommended Readings:

1. Hockenberry MJ, Wilson D, Rodgers CC. Wong's Essentials of Pediatric Nursing, 10th Edition. USA: Mosby; 2016. ISBN-10: 032-3353-169, ISBN-13: 978-032-3353-168.
2. Kliegman RM, Stanton B, Geme JS, Schor NF. Nelson Textbook of Pediatrics, 20th Edition, Volume 1 and Volume 2. Elsevier; 2015. ISBN-10: 145-5775-665, ISBN-13: 978-145-5775-668.
3. Bowden VR, Greenberg CS. Pediatric Nursing Procedures, 4th Edition. Lippincott Williams & Wilkins; 2015. ISBN-10: 145-1192-363, ISBN-13: 978-145-1192-360.
4. Ball JW, Bindler RC, Cowen KJ. Child Health Nursing: Partnering with Children and Families, 3rd Edition. Pearson; 2014. ISBN-10: 013-3937-518, ISBN-13: 978-013-3937-510.
5. Ball JW, Bindler RC, Cowen KJ. Principles of Pediatric Nursing: Caring for Children, 6th Edition. Pearson; 2014. ISBN-10: 013-3898-067, ISBN-13: 978-013-3898-064.
6. Cameron P, Jelinek G, Everitt I, Browne G, Raftos J. Textbook of Paediatric Emergency Medicine, 2nd Edition. USA: Churchill Livingstone; 2011. ISBN-10: 070-2033-685, ISBN-13: 978-070-2033-681.
7. Ghai OP, Gupta P, Paul VK. Ghai Essential Paediatrics, 7th Edition. India: CBS Publishers; 2007. ISBN- 13: 978-812-3911-632.
8. Ghosh S. Nutrition & Child Care: A Practical Guide, 2nd Edition. India: Jaypee Brothers Medical Publishers Ltd; 2006. ISBN- 13: 978-818-0612-077.
9. Walsh BE. Guide to the Care of the Low Birth Weight Infant (WHO regional publications), 1st Edition. Geneva: World Health Organization Publication; 1980. ISBN-13: 978-929-0221-104.

Community Health Nursing- II

Course Text:

1. Park K. Park's Textbook of Preventive and Social Medicine, 23rd Edition. India: Bhanot Publishers; 2015. ISBN- 13: 978-938-2219-057.

Recommended Readings:

1. McKenzie JF, Pinger RR. An Introduction to Community Health, 8th Edition. USA: Jones & Bartlett Learning; 2014. ISBN-10: 128-4036-596, ISBN-13: 978-128-4036-596.
2. Stanhope M, Lancaster J. Foundations of Nursing in the Community: Community-Oriented Practice, 4th Edition. USA: Mosby Publishers; 2013. ISBN-13: 978-032-3100-946.
3. Allender J, Rector C, Warner K. Community & Public Health Nursing: Promoting the Public's Health, 8th Edition. Philadelphia: Lippincott Williams & Wilkins; 2013. ISBN-13: 978-160-9136-888.
4. Basavanthappa BT. Community Health Nursing, 2nd Edition. India: Jaypee Brothers Medical Publishers; 2008. ISBN- 13: 978-818-4480-962.
5. Janice H, Schubert PE, Thomas SA. Community Health Nursing: Caring in Action, 2nd Edition. USA: Delmar Cengage Learning; 2002. ISBN-13: 978-111-1319-526.
6. Fromer MJ. Community Health Care and the Nursing Process, 2nd Edition. USA: Mosby Publishers; 1983. ISBN-13: 978-080-1617-256.

Obstetrics and Gynecology Nursing I

Course Texts:

1. Dutta DC, Konar H. DC Dutta's Textbook of Gynecology, 6th Edition. India: New Central Book Agency (P) Limited; 2014. ISBN- 13: 978-935-1520-689.
2. Fraser DM, Cooper MA. Myles Textbook for Midwives, 15th Edition. USA: Churchill Livingstone; 2009. ISBN-13: 978-044-3069-390.
3. Dutta DC. Textbook of Obstetrics, 7th Edition. India: New Central Book Agency (P) Limited; 2001. ISBN-13: 978-817-3811-425.

Recommended Readings:

1. Marshall JE, Raynor MD. Myles Textbook for Midwives, 16th Edition. USA: Churchill Livingstone; 2014. ISBN-10: 070-2051-454, ISBN-13: 978-070-2051-456.
2. Buckley K, Kulb NW. High Risk Maternity Nursing Manual, 2nd Edition. Philadelphia: Williams & Wilkins; 1993. ISBN-13: 978-068-3161-441.
3. Hanretty KP. Obstetrics Illustrated, 7th Edition. USA: Churchill Livingstone; 2009. ISBN-13: 978-070-2030-789.
4. Dawn CS. Textbook of Obstetrics, Neonatology & Reproductive & Child Health Education, Revised 16th Edition. India: Dawn Books Publishers; 2004. ISBN-13: 978-800-0000-002.
5. Evans AT, DeFranco E. Manual of Obstetrics, 8th Edition. Philadelphia: Lippincott Williams & Wilkins; 2014. ISBN-10: 145-1186-770, ISBN-13: 978-145-1186-772.

Semester - 7

Child Health Nursing III

Course Texts:

1. Hockenberry MJ, Wilson D. Wong's Essentials of Pediatric Nursing, 8th Edition. USA: Mosby; 2008. ISBN- 13: 978-032-3083-430.
2. Kliegman RM, Behrman RE, Jenson HB, Stanton B. Nelson Textbook of Pediatrics. 18th Edition. Philadelphia: Saunders Publishers; 2007. ISBN- 13: 978-141-6024-507.

Recommended Readings:

1. Hockenberry MJ, Wilson D, Rodgers CC. Wong's Essentials of Pediatric Nursing, 10th Edition. USA: Mosby; 2016. ISBN-10: 032-3353-169, ISBN-13: 978-032-3353-168.
2. Kliegman RM, Stanton B, Geme JS, Schor NF. Nelson Textbook of Pediatrics, 20th Edition, Volume 1 and Volume 2. Elsevier; 2015. ISBN-10: 145-5775-665, ISBN-13: 978-145-5775-668.
3. Bowden VR, Greenberg CS. Pediatric Nursing Procedures, 4th Edition. Lippincott Williams & Wilkins; 2015. ISBN-10: 145-1192-363, ISBN-13: 978-145-1192-360.
4. Ball JW, Bindler RC, Cowen KJ. Child Health Nursing: Partnering with Children and Families, 3rd Edition. Pearson; 2014. ISBN-10: 013-3937-518, ISBN-13: 978-013-3937-510.
5. Ball JW, Bindler RC, Cowen KJ. Principles of Pediatric Nursing: Caring for Children, 6th Edition. Pearson; 2014. ISBN-10: 013-3898-067, ISBN-13: 978-013-3898-064.
6. Cameron P, Jelinek G, Everitt I, Browne G, Raftos J. Textbook of Paediatric Emergency Medicine, 2nd Edition. USA: Churchill Livingstone; 2011. ISBN-10: 070-2033-685, ISBN-13: 978-070-2033-681.
7. Ghai OP, Gupta P, Paul VK. Ghai Essential Paediatrics, 7th Edition. India: CBS Publishers; 2007. ISBN- 13: 978-812-3911-632.
8. Ghosh S. Nutrition & Child Care: A Practical Guide, 2nd Edition. India: Jaypee Brothers Medical Publishers Ltd; 2006. ISBN- 13: 978-818-0612-077.
9. Walsh BE. Guide to the Care of the Low Birth Weight Infant (WHO regional publications), 1st Edition. Geneva: World Health Organization Publication; 1980. ISBN- 13: 978-929-0221-104.

Obstetrics and Gynecology Nursing –II

Course Texts:

1. Dutta DC, Konar H. DC Dutta's Textbook of Gynecology, 6th Edition. India: New Central Book Agency (P) Limited; 2014. ISBN- 13: 978-935-1520-689.
2. Fraser DM, Cooper MA. Myles Textbook for Midwives, 15th Edition. USA: Churchill Livingstone; 2009. ISBN-13: 978-044-3069-390.
3. Dutta DC. Textbook of Obstetrics, 7th Edition. India: New Central Book Agency (P) Limited; 2001. ISBN-13: 978-817-3811-425.

Recommended Readings:

1. Marshall JE, Raynor MD. Myles Textbook for Midwives, 16th Edition. USA: Churchill Livingstone; 2014. ISBN-10: 070-2051-454, ISBN-13: 978-070-2051-456.
2. Evans AT, DeFranco E. Manual of Obstetrics, 8th Edition. Philadelphia: Lippincott Williams & Wilkins; 2014. ISBN-10: 145-1186-770, ISBN-13: 978-145-1186-772.
3. Hanretty KP. Obstetrics Illustrated, 7th Edition. USA: Churchill Livingstone; 2009. ISBN-13: 978-070-2030-789.
4. Dawn CS. Textbook of Obstetrics, Neonatology & Reproductive & Child Health Education, Revised 16th Edition. India: Dawn Books Publishers; 2004. ISBN-13: 978-800-0000-002.
5. Buckley K, Kulb NW. High Risk Maternity Nursing Manual, 2nd Edition. Philadelphia: Williams & Wilkins; 1993. ISBN-13: 978-068-3161-441.

Nursing Administration

Course Texts:

1. Marquis BL, Huston CJ. Leadership Roles and Management Functions in Nursing: Theory and Application, 7th Edition. USA: Lippincott Williams & Wilkins; 2011. ISBN- 13: 978-160-8316-854.
2. Basavanthappa BT. Nursing Administration, 2nd Edition. India: Jaypee Brothers Medical Publishers; 2009. ISBN- 13: 978-818-4486-971.
3. Barrett J. Ward Management and Teaching, 1st Edition. India: Konark Publishers; 2003. ISBN-13: 978-812-2002-904.

Recommended Readings:

1. Marquis BL, Huston CJ. Leadership Roles and Management Functions in Nursing: Theory and Application, 8th North American Edition. USA: Lippincott Williams & Wilkins; 2014. ISBN-10: 145-1192-819, ISBN-13: 978-145-1192-810.
2. Huber DL. Leadership and Nursing Care Management, 5th Edition. Philadelphia: Saunders; 2013. ISBN-10: 145-5740-713, ISBN-13: 978-145-5740-710.
3. Powell SK, Tahan HA. Case Management: A Practical Guide for Education and Practice, 3rd Edition. USA: Lippincott Williams & Wilkins; 2009. ISBN-13: 978-078-1790-383.
4. Tomey AM. Guide to Nursing Management and Leadership, 8th Edition. USA: Mosby Publishers; 2008. ISBN- 13: 978-032-3052-382.
5. Rider J, Harley CL. Managing and coordinating Nursing Care, 5th Edition. USA: Lippincott-Raven Publishers; 2008. ISBN-13: 978-078-1774-109.

Nursing Education

Course Texts:

1. Sankaranarayan B, Sindhu B. Learning and Teaching Nursing, 4th Edition. India: Jaypee Brothers; 2012. ISBN- 13: 978-935-0258-750.
2. Neeraja KP. Textbook Nursing Education, 1st Edition. India: Jaypee Brothers; 2003. ISBN-13: 978-818-0611-681.

3. Heidgerken LE. Teaching and Learning in Schools of Nursing: Principles and Methods. 3rd Edition. India: Konark Publishers; 1968. ISBN-13: 978-039-7540-389.

Recommended Readings:

1. Tyler RW. Basic Principles of Curriculum and Instruction, 1st Edition, Reprint Edition. USA: University Of Chicago Press; 2013. ISBN-10: 022-6086-50X, ISBN-13: 978-022-6086-507.
2. Gillbert JJ. Educational Handbook for Health Personnel, 6th Edition. Geneva: WHO Offset Publication; 1998. ISBN- 13: 978-924-1706-353.
3. De Tornyay R, Thompson MA. Strategies for Teaching Nursing, 3rd Edition. USA: Wiley Publishers; 1987. ISBN-13: 978-082-7342-286.
4. Brown AF. Curriculum Development. USA: Saunders Publishers; 1960. OCLC: 119-7921.

*GMU Online Resources and Databases. Available at: www.gmu-elibrary.com/resources from <http://www.gmu.ac.ae/mygmu/>.

DEAN'S MERIT LIST

18.0 Dean's Merit List

2015 Batch			
Sl. No.	Reg. No.	Name	CGPA
1	2015NS02	Jane Francis Ezeani	3.75

2014 Batch			
S. No.	Reg. No.	Name	CGPA
1	2014NS01	Jelilatu Abia Disu	3.36



جامعة خـليـج الطـبـيـة

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