FRONTIER MEDICAL AND DENTAL COLLEGE

Electives Policy for MBBS/BDS Students

Purpose:

To facilitate and streamline the process of students pursuing academic or clinical electives during the winter vacation in recognized institutions while maintaining academic oversight and ensuring proper documentation.

Scope:

Applicable to all **MBBS** of the institution intending to undertake electives during the official **winter vacation** period.

Policy Statement:

- Electives undertaken during winter vacations must not interfere with the academic schedule, internal assessments, or institutional responsibilities of the student.
- All electives must be formally approved through a structured process involving:

  Submission of application by the student

  Review and vetting by the Office of Student Affairs

  Final approval by the Dean (MBBS)
- A No Objection Certificate (NOC) will be issued by the Office of Student Affairs upon approval.

- Student must ensure that a joining report is shared with Student Affairs of FMDC.

• Upon completion of the elective, students must submit proof of participation (e.g., a certificate or supervisor's letter).

• The institution bears no financial responsibility for elective-related expenses unless specified by a signed agreement or funded program.

• All students must maintain professional conduct and adhere to the policies of both the home and host institutions.

Responsibility:

- Student Affairs department will be responsible for the smooth execution of the policy.

SOP for Electives of MBBS/BDS Students

Step 1: Submission of Elective Application

- Students must apply stating the following:
  - Name of host institution
  - Duration and dates of elective
  - Nature of elective (clinical/research)
- Application must be submitted **at least 4 weeks before** the start of the winter vacation.

Step 2: Review by Office of Student Affairs

- The Student Affairs Office will:
  - Verify eligibility (student must not be on academic probation)
  - Ensure dates do not conflict with exams or compulsory academic sessions
  - Check for appropriate documentation and host institution credibility

Step 3: Approval by Dean

- Once verified, the application will be forwarded to the **Dean of the respective program (MBBS/BDS)**.
- The Dean will review and approve the application based on:
  - Academic standing
  - Relevance of the elective
  - Institutional affiliation and safety

Step 4: Joining Report

- Upon joining, a joining report must be submitted to the Office of Student Affairs.

Step 5: Completion and Submission of Certificate

- Upon return, the student must submit the following to the Office of Student Affairs **within 2 weeks**:
    - **Certificate of completion** or letter from the host supervisor
    - **Reflective log** on the overall experience