FRONTIER MEDICAL AND DENTAL COLLEGE ABBOTTABAD

Policy for Academic Counseling of Medical Students

1. Purpose

The purpose of this policy is to establish a structured, supportive, and proactive academic counseling program that helps medical students achieve their educational goals, navigate academic challenges, and maintain well-being throughout their medical education journey.

2. Scope

This policy applies to all medical students enrolled in [University Name] School of Medicine, from the first-year undergraduate to final-year clinical students.

3. Goals of Academic Counseling

- To support students in achieving academic excellence.
- To provide guidance for personal and professional development.
- To assist students in identifying and overcoming academic challenges.
- To help students balance the rigorous demands of medical education with their well-being.
- To provide individualized support for students in academic distress or facing personal difficulties that impact academic performance.

4. Academic Counselors

- **Faculty Advisors**: Each student will be assigned a faculty advisor from the medical school staff upon enrolment. Faculty advisors will guide students on academic progress, career choices, and personal development.
- **Academic Counselors**: Dedicated professional academic counselors will be available to support students in areas such as study strategies, time management, and handling stress.
- **Peer Mentors**: Upper-year students who provide advice and guidance to first-year students, offering a peer perspective on managing the challenges of medical school.

5. Counseling Services

- **Individual Academic Counseling**: Counseling sessions will be scheduled by students or initiated by faculty when students are identified as struggling academically. Topics for these sessions may include:
  - Study techniques and learning styles.
  - Time management and prioritization skills.
  - Addressing specific subject-area difficulties.
  - Stress management and coping strategies.
- **Group Sessions**: Regular workshops or seminars on topics such as stress reduction, study skills, and work-life balance will be offered.
- **Mental Health Support**: The academic counseling team will collaborate with mental health professionals to ensure students' emotional and psychological needs are met. Referrals to psychologist will be made when necessary.

6. Academic Monitoring and Early Intervention

- **Regular Progress Reviews**: Students will meet with their academic counselor or advisor at least once per semester to review their progress, discuss any academic challenges, and set goals for the upcoming term.
- **Identification of At-Risk Students**: The medical school will utilize performance data (grades, exam results, attendance) to

identify students at risk of academic failure or those facing significant challenges.
- **Proactive Outreach**: Students who show signs of academic difficulty will be contacted early by their faculty advisor or academic counselor for intervention and support.

7. Confidentiality

All academic counseling sessions will be confidential. Information shared by the student during counseling will only be shared with other faculty or staff with the student's consent or as required by law (e.g., in cases of severe distress or threats to student safety).

8. Responsibilities of Students

- **Engagement**: Students are expected to actively engage in the counseling process, including attending scheduled meetings, following up on advice given, and communicating openly about their academic and personal challenges.
- **Seeking Help**: Students are encouraged to seek academic counseling whenever they feel the need for support, rather than waiting until difficulties become overwhelming.

9. Faculty and Staff Responsibilities

- **Monitoring Student Progress**: Faculty members would monitor their students' academic performance and raise concerns to the academic counseling team if there are signs of significant difficulty.
- **Referring to Academic Counsellors**: Faculty would refer students who need academic assistance, stress management, or mental health support to the academic counseling services.
- **Creating a Supportive Environment**: Faculty members would cultivate an inclusive, empathetic, and supportive environment for students, encouraging them to seek help when needed.

10. Resources and Tools

- **Online Learning Platforms**: Access to resources such as online tutorials, recorded lectures, and interactive study tools will be made available to support student learning.
- **Time Management Tools**: Students will be introduced to various time management and organizational tools (e.g., study planners, apps) to help manage their coursework and clinical responsibilities.
- **Academic Support Services**: These may include tutoring services, review sessions, and study groups to assist students in specific subject areas.

11. Evaluation and Continuous Improvement

- **Feedback from Students**: Students will be encouraged to provide feedback on their counseling experiences through anonymous surveys, which will be used to improve the academic counseling program.
- **Program Review**: The academic counseling program will be reviewed annually by the faculty and student affairs committee to assess its effectiveness, relevance, and student satisfaction.

12. Appeal Process

If a student is dissatisfied with the counseling process or decisions made during their academic counseling, they may appeal through the following procedure:

- **Step 1**: Discuss the issue with the assigned academic counsellor or faculty advisor.

- **Step 2**: If unresolved, the student may submit a formal appeal to the head of the counseling department.
- **Step 3**: A committee will be formed to review the case and recommend a resolution.