

ELECTIVE POLICY FOR BDS STUDENTS

1. Policy Title

Policy for Student Electives for Bachelor of Dental Surgery (BDS) Program

2. Policy Statement

Islam Dental College is committed to providing competency-based dental education that promotes academic excellence, professional development, research exposure, community engagement, and self-directed learning. Elective placements provide students with opportunities to broaden their clinical, research, public health, and professional experiences beyond the formal curriculum.

This policy provides guidelines for planning, approval, implementation, monitoring, and evaluation of electives undertaken by BDS students.

3. Purpose

The purpose of this policy is to:

1. Enhance clinical, research, and community health competencies of students.
2. Promote self-directed learning and career orientation.
3. Provide exposure to diverse healthcare systems and dental specialties.
4. Encourage professionalism, ethical conduct, and interdisciplinary collaboration.
5. Facilitate national and international academic exposure.
6. Standardize the process of elective application, approval, supervision, and evaluation.

4. Scope

This policy applies to all BDS students enrolled at Islam Dental College.

The elective program shall primarily apply to:

- Third Year BDS students
- Final Year BDS students

Electives may be undertaken at:

- Recognized local institutions
- Approved teaching hospitals and dental colleges
- Research organizations and laboratories

- Public health organizations
- International universities or hospitals approved by the college

5. Definitions

5.1 Elective

An elective is a structured educational activity chosen by the student according to academic interest and career goals, undertaken outside routine scheduled teaching.

5.2 Host Institution

An approved organization or institution where the student undertakes the elective placement.

5.3 Faculty Supervisor

A designated faculty member responsible for overseeing and evaluating the elective experience.

6. Duration and Timing

1. The duration of electives shall be between **2–4 weeks**.
2. Electives shall preferably be completed during:
 - Summer vacations
 - Winter vacations
 - Scheduled elective periods approved by the college
3. Electives shall not interfere with:
 - Regular academic activities
 - Clinical postings
 - Internal assessments
 - Professional examinations
4. Any extension beyond the approved duration shall require prior approval from the Principal.

7. Types of Electives

Students may opt for the following categories of electives:

7.1 Clinical Electives

Rotations in dental specialties including but not limited to:

- Oral Surgery
- Orthodontics
- Operative Dentistry
- Prosthodontics
- Periodontology
- Pediatric Dentistry
- Oral Medicine
- Community Dentistry

7.2 Research Electives

Activities related to:

- Clinical research
- Laboratory research
- Public health research
- Educational research
- Data analysis and scientific writing

7.3 Community and Public Health Electives

Activities involving:

- Outreach programs
- School dental health programs
- Rural healthcare initiatives
- Preventive dentistry programs
- Public awareness campaigns

7.4 International Electives / Observer-ships

Short-term educational experiences at approved international institutions or hospitals.

8. Eligibility Criteria

Students applying for electives must:

1. Pass all previous professional examinations.
2. Maintain at least **75% attendance** in academic and clinical activities.
3. Have satisfactory academic and disciplinary record.
4. Demonstrate professional behavior and ethical conduct.
5. Obtain approval from the parent institution.
6. Submit acceptance/approval letter from host institution where applicable.

The Academic Council may review applications of students with special circumstances on merit.

9. Application Procedure

9.1 Submission Timeline

Students shall apply at least **6–8 weeks** prior to the proposed elective start date.

9.2 Required Documents

The following documents must be submitted:

- Elective application form
- Statement of purpose
- Proposed learning objectives
- CV/Resume
- Copy of academic transcript
- Attendance record
- Acceptance letter from host institution (if applicable)
- Parent/guardian consent form (if required)

9.3 Approval Process

Applications shall be reviewed by:

1. Head of Department
2. Medical Education Department
3. Elective Review Committee
4. Principal

Final approval shall be granted after ensuring academic suitability and administrative clearance.

10. Roles and Responsibilities

10.1 Student Responsibilities

Students shall:

- Adhere to institutional and host organization rules.
- Maintain professionalism and ethical conduct.
- Achieve agreed learning objectives.
- Maintain attendance and participation.
- Submit required reports and evaluations on time.
- Protect patient confidentiality and institutional reputation.

10.2 Faculty Supervisor Responsibilities

Faculty supervisors shall:

- Guide students in selecting electives.
- Review learning objectives.
- Monitor student progress.
- Evaluate elective outcomes.
- Provide academic support and mentorship.

10.3 Medical Education Department Responsibilities

The Medical Education Department shall:

- Coordinate elective planning and approvals.
- Maintain elective records and documentation.
- Ensure policy implementation.
- Facilitate monitoring and evaluation.
- Present periodic reports to the Academic Council.

11. Assessment and Evaluation

Students shall be evaluated based on:

- Attendance and participation
- Achievement of learning objectives
- Professional conduct
- Supervisor feedback
- Reflective report/logbook
- Presentation or seminar (if required)

The host supervisor may complete an evaluation form which shall be submitted to the college.

Completion of elective requirements may be documented in the student portfolio.

12. Elective Completion Requirements

At the completion of the elective, students shall submit:

- Elective completion certificate
- Supervisor evaluation form
- Reflective report
- Attendance verification
- Presentation/report as required by the department

Failure to submit required documents may result in non-recognition of the elective

13. Financial Responsibilities

1. Students shall bear all expenses related to travel, accommodation, visa, insurance, and other personal costs unless financial support is officially approved.
2. Islam Dental College shall not be responsible for financial liabilities incurred during electives.
3. Any available sponsorships or scholarships shall be communicated separately.

14. Professionalism and Conduct

Students participating in electives are expected to:

- Follow institutional ethical standards.
- Respect cultural and professional norms.
- Maintain patient confidentiality.
- Adhere to infection control and safety protocols.
- Avoid any conduct that may negatively affect the reputation of the college.

Any misconduct during electives may result in disciplinary action according to institutional regulations.

15. Health and Safety

Students are responsible for:

- Obtaining required vaccinations and health clearance.
- Following occupational health and safety protocols.
- Obtaining travel insurance where applicable.
- Complying with host institution policies.

16. Record Keeping

The Medical Education Department shall maintain records of:

- Student applications
- Approval documents
- Elective placements
- Evaluation reports
- Completion certificates
- Student feedback

17. Monitoring and Quality Assurance

1. Student feedback shall be collected after completion of electives.
2. Host institution feedback may be obtained for quality improvement.
3. The policy shall be reviewed periodically by the Academic Council.
4. Elective experiences shall be evaluated to ensure alignment with program outcomes and institutional mission.

18. Policy Review

This policy shall be reviewed every three years or earlier if required by:

- Regulatory requirements
- Institutional needs
- Curriculum revisions
- Academic Council recommendations

19. Approval Authority

This policy shall become effective upon approval by the Academic Council of Islam Dental College.

20. References

1. Guidelines for Student Electives in Medical and Dental Colleges issued by University of Health Sciences (UHS), Lahore.
2. PMDC regulations and standards.
3. Institutional policies of Islam Dental College.

Approved By

Academic Council

Effective Date: _____

Review Date: _____

Policy Number: IDC/BDS/ELECTIVE/ _____