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# STUDENT HANDBOOK OF ACADEMIC POLICIES AND PROCEDURES

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**The Department of Student Affairs**

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## **II. Introduction**

**The policies within this manual apply to the teaching campus of the American University of Beirut School of Medicine (AUB) and all affiliated clinical sites. Variations of the policies found in this manual may be found in the Student Responsibility Agreement, the Student Handbook, the Clinical Student Handbook, the Policy Handbook, and on the university website, a link to the Contents of this document should be held as the existing policy except in those instances where modifications or revisions have been made within the previously listed documents.**

## **III. Institutional Overview**

### **Mission**

**AUB seeks to provide world class medical education with cutting edge equipment and pedagogy, in an environment that fosters appreciative inquiry, human sensitivity, and collaborative research aimed at reducing human suffering and pain.**

### **Vision**

**The AUB aspires to produce medical graduates who are emotionally and culturally sensitive with world class competence so that they can be valued and respected as responsible citizens. The aim of the university is not only to produce medical doctors with good clinical knowledge, but also to instill in them ethics and values by which they can treat their patients with a human touch.**

## **IV. General Academic Policies**

### **Academic Integrity and Code of Conduct**

**AUB has high academic, social, and moral standards. Students are expected to be industrious, respectful, and responsible citizens who support a safe, positive, and caring learning environment. They are expected to exhibit good citizenship in the classroom and during all school-related activities; they are expected to be courteous and considerate towards all members of the community. The expectations that follow suggest the kind of community we wish to build for all who are associated with AUB.**

### **AUB Code of Conduct**

**All members of the AUB community are expected to demonstrate**

### **Safety**

**Respect**

**1 Copying a passage directly from a book, internet site, video, or any other source and presenting it in written or verbal formats as if it was one's own without giving appropriate credit or following proper citation practices**

**2 Paraphrasing a passage from another person's work without giving appropriate credit or following proper citation practices**

**3 Submitting or presenting previously graded work without the Lecturer's permission**

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## **Admission Decision Process**

**The Admissions Committee carefully reviews applications before deciding to consider the application status of the applicant. All the documentation listed below must be provided before this review can take place**

- 1 Application form**
- 2 Transcripts, high school transcripts, and/or High school certificate(s)**
- 3 Copy of passport/identification (Government issued)- original to be shown on arrival in Barbados**
- 4 Photo of the applicant**
- 5 Applicant's birth certificate**
- 6 Assessment form (AUB Official inclusion)**
- 7 Acceptance letter and fee Structure (AUB Official inclusion)**
- 8 Student agreement form (AUB Official inclusion- to be discussed and signed upon arrival)**
- 9 Student consent form (AUB Official inclusion- to be discussed and signed upon arrival)**
- 10 Personal statement**
- 11 Letters of recommendation**
- 12 Police clearance or fingerprint certificate**
- 13 Visa application forms and all required associated documents**
- 14 Proof of financial support/sponsor**

## **Online Portal**

**Applicants may complete and submit the application form online via the Online**

**18 ECFMG (where applicable)**

**19 Clinical evaluation forms (where applicable)**

### **Course Registration, Late Registration, and Add/Drop Period**

American University of Barbados School of Medicine recognizes the need for education to be undertaken efficiently and effectively. The school encourages students to devote the maximum hours to their studies. For this reason, the school will only permit students to register and study for no more than two subjects in each semester. However, a student may study 2 or less under the following circumstances:

- Where students have only two or fewer courses left to pass due to previous failure of these courses
- Where students have two or fewer courses left to pass due to gaining transfer credit from other institutions

### **Additional courses**

Additional courses may be taken in subjects other than those for the semester in which a student is registered for example an MD3 student may register to complete an MD2 course. Students who wish to take additional courses should complete a request form in the Office of the Dean.

Requests to take additional courses must be made at least one week before the end of the previous semester:

The Promotional Committee will consider the request and inform the student of its decision. Students are reminded that the American University of Barbados School of Medicine reserves the right to refuse permission for the taking of additional classes. All requests must be filed on schedule. s om

### **Withdrawing From a Course**

**Students who wish to withdraw from one or more of the courses for which they are registered in a given semester must complete a request form. Request forms are available from the Office of the Dean.**

**Students who withdraw from a course will be required to take that course in the**

## **Leave of absence**

**The university is aware that during study there may be periods where students are required to pause their academic pursuits. Provisions have been made, as outlined in the Student Handbook, for students to apply for authorized leave of absence as a result of:**

- **Financial hardship**
- **Illness or injury of the student with provision of the appropriate medical documentation**
- **Illness or injury of a dependent or family member provision of the appropriate medical documentation**
- **Students who have completed the academic program and wish to study for the United States Medical Licensing Examination**

**Students must personally apply for Leave of Absence, via submission of the completed Leave of Absence Form, sample provided in the appendix, and other required documentation to the Department of Student Affairs, at [leave@aubmedlog](mailto:leave@aubmedlog). Students will be notified by the Dean's Office as to whether the Leave of Absence has been approved within 6 weeks of their submission of their application. Should a student forego this procedure or take a leave of absence after their application has been denied, then a note of "unauthorized leave" shall be placed in their permanent record and disciplinary actions may be taken against the student.**

**Should you wish to apply for a Leave of Absence be aware of the following**

- **Applications for a semester long Leave of Absence must be submitted before the start of the relevant semester or within the first 4 weeks of the intended academic semester.**
- **International students taking a Leave of Absence for a semester will be required to leave Barbados until its completion and must therefore submit proof of travel, a copy of their passport page bearing their student visa, and a scan of their student identification card. Note that the Barbados Immigration Department will be notified.**
- **Students desirous of taking a Leave of Absence due to illness must provide the relevant medical documentation including a Medical Certificate, a letter from the attending physician, and the Head of the Hospital (where applicable). All letters must be placed on the letterhead of the relevant institution.**
- **Students desirous of taking a Leave of Absence to study for the United States Medical Licensing Examination must apply in the last month of their MD5 semester and shall be required to provide proof that they have paid the related examination fee. Students who fail to apply for such Leave of Absence and who fail to join a clinical rotation authorized by the AUB within 120 days of the completion of MD5, will have placed in their permanent record a notation of the unauthorized leave and may be subject to administrative withdrawal.**
- **Students may request a leave of absence for a maximum of one year. Should a student be away from their academic program for longer than a year they will be required to reapply to the University. This reapplication will be subject to the**

same fees and scrutiny as the original application. The University is not obligated to accept the student based on their reapplication.

- A Leave of Absence request can be rejected if the required documentation is not submitted, the form is not filled accurately or completely, or a student has an academic or disciplinary issue.
- Students who are returning from a Leave of Absence must submit the completed Leave of Absence Return Request Form to [leave@aubnedlog](mailto:leave@aubnedlog) a minimum of 1 month before the expected date of return to the academic program. Additionally, students will be required to update their medical information, pay fees owed, and indicate housing arrangements. Students will receive notification regarding their placement 10–15 days after submission of their application.
- The submission of a completed Withdrawal Form to [leave@aubnedlog](mailto:leave@aubnedlog) is required for those students who do not wish to return to the University following a Leave of Absence or who wish to discontinue their course of study. Such applications should be submitted within the first 4 weeks of the relevant academic semester. Withdrawal does not negate any owed financial obligations to the University. Students who wish to take a leave of absence for a period longer than one year may have to apply for re-admission to the school. The student will have to pay the registration fee again at this time.

Students who take an unauthorized leave of absence will be issued a letter of warning after 30 days of absence and will be administratively withdrawn from the program if they fail to resume within 15 days from the date of issue of the letter of warning. Once administratively withdrawn, the student will have to apply for re-admission to the school should they wish to continue the academic program.

Records of leave of absence will be kept in the student's file.

### **Withdrawal From the University**

Students who wish to withdraw from AUB should contact the Student Affairs Department via [leave@aubnedlog](mailto:leave@aubnedlog). Students will be required to complete a withdrawal form, a copy of which will be kept in the student's file.

The complete withdrawal process is as indicated below:

1. The process commences after the student submits a completed application form to [leave@aubnedlog](mailto:leave@aubnedlog).

2. An interview is scheduled with the student by an Admissions Officer to discuss their withdrawal application.

3. Once the required documentation is submitted and the interview has taken place, official processing should be completed within 15 business days if there are no unforeseen complications.

**A student may request to cancel their application at any stage of processing. However, Once the final decision is made, should the student wish to continue at the institution they will be requested to reapply. Students who are admitted to the Program will be subject to the policies and procedures then in place, and not those in place at the time that the student was previously registered at the AUB. It should be noted that the university is not obligated to readmit a student. Additionally, withdrawal does not negate any outstanding obligations the student has to the university.**

### **Refund Policy**

**A portion of the student's fees may be returned to them upon withdrawal from the AUB, subject to the Refund policy as stated on the AUB website [www.aub.edu.lb](http://www.aub.edu.lb)**

- Refund applications received after 30 days from the date of leaving school will not be eligible for refund**
- Attendance of two (2) weeks or less Refund 50%**
- Attendance of three (3) weeks or less Refund 40%**
- Attendance of four (4) weeks Refund 30%**
- Thereafter: No refund**

**A student who has withdrawn from the AUB may apply to the Office of the Dean, via [satj@aub.edu.lb](mailto:satj@aub.edu.lb) for the issuance of a transcript. Transcripts are only sent to other institutes after any outstanding payments have been received**

### **Transfer Credit Policies**

**Students who have transferred from another school may apply for transfer credit for subjects for which a passing grade has previously been achieved. Transfer credit is granted at the discretion of the Admissions Committee. Transfer credit is not automatic, and it should not be assumed that any student who has taken and passed a subject in a previous school would be exempt from the requirement to take and pass that subject at the AUB.**





- Food and drink are not permitted in the lecture rooms at any time. Penalty for violation first offense- verbal warning
- 2<sup>nd</sup> offense- written letter with copies to student record
- 3<sup>rd</sup> offense- one week suspension

Videorecording of classes is not permitted. Audiorecording is permitted at the discretion of the instructor.

## Course Substitutions and Waives

### Course Substitution Process

Students may request course substitutions as indicated in the transfer policy.

### Course Waives

Please refer to the Transfer Credit Policies

## VII. Grading and Assessment

### Grading System

#### Letter Grade Scale

The AUB utilizes a letter grade system to assess student performance and convey said performance to the appropriate stakeholders. Access to such information is provided via the University's Student Management System (SMS).

### Grade Point Average (GPA)

GPA is calculated based on the grade points earned in all courses.

### Calculation of Cumulative GPA

The GPA and associated letter grades are shown in

Table 1.

**Table 1: Grading Scale**

<b>Grade</b>	<b>% Score</b>	<b>GP Equivalent</b>
A+		

**In those cases where the extension is required due to medical reasons, a medical certificate must be submitted to the Leaves Department. The Leaves Department documents such cases and informs all faculty members who teach the relevant that the student was on authorized leave for the indicated period and should be allowed to complete outstanding assignments which were to be completed in that period.**

### **Deadline for Grade Completion**

**Students who receive an incomplete grade or "IC" on their grade reports are given a period specified by the course lecturer, Examination Committee, or Promotion**



- 2 Assisting students in the development of career objectives and goals in keeping with areas of interest and academic ability.**
- 3 Advising students and directing them to the relevant student support services**

## **Roles and Responsibilities of Tutors**

- 1 Knowledge Transfer: Share your understanding of course content, study techniques, and exam strategies**
- 2 Create a Positive Environment: Foster a supportive and encouraging atmosphere during tutoring sessions**
- 3 Effective Communication: Clearly communicate concepts, actively listen to questions, and provide constructive feedback**
- 4 Adaptability: Tailor your tutoring style to the individual needs and learning preferences of your tutees**
- 5**









## **Application for Graduation**

### **Graduation Application Deadline**

**AUB confers degrees to students who have met all requirements set out above. Only one Graduation Ceremony is held in February annually. Students may apply for graduation in the same or the following year by completing the Application for Graduation Form with a receipt confirming that all tuition and fees have been paid. The form MUST be submitted in hard and electronic copy with the hard copy bearing the ORIGINAL signature (no digital or scanned copies) of the student. The form will be processed and if all requirements are met the student is cleared for graduation. A student will not be cleared for graduation if charges of misconduct or academic or ethical violations remain unresolved.**

### **Application Review, Degree Audit and Verification**

**All graduation applications are reviewed on a case-by-case basis by the Graduation Committee. This committee is charged with the verification of the applicant's completion**

## **Grievances and Redressal Committee**

**Students may submit concerns and complaints for review by the Grievances and Redressal Committee, to the Office of the Dean via [pedar@abnecol.org](mailto:pedar@abnecol.org). The Grievance and Redressal Committee is composed of the members listed below**

- **Mr. Afzal Mehd – CEO**
- **Dr. Syed Kazmi – Dean**
- **Dr. Angela Carington Dyll – Assistant Dean Academics and Assessment**

## **Scope**

**This committee is set up to address complaints put forward by an individual against a member of staff and/or the institution. It does not consider grievances of general applicability or of a collective nature raised by more than one employee or student.**

## **Functions**

- 1 **Handles all complaints brought by an individual student or employee of the institution**
- 2 **To investigate all reports put forward against staff or faculty**
- 3 **To determine whether a complaint brought to the committee merits further consideration or action**
- 4 **Acts as an appellate to the Disciplinary Committee**
- 5 **Consults with legal counsel in situations where the respondent is an employee**

## **Frequency of Meetings**

**The Committee will convene as necessary.**

## **Appeal Submission and Review/Timeline**

**Students can submit an academic appeal at any time during an academic semester. However, appeals of committee decisions should be submitted within one month of the issuance of the decision. Following receipt of the appeal, the relevant committee will convene to review the case and issue a formal response. In those cases where following the appeal, the student wishes to appeal the new decision, an appeal must be made to the Dean.**

## **Grievances**

### **Grievance Procedures**

**Students can submit grievances of an academic or nonacademic nature at any time during the academic semester. This includes infractions of the staff-student relationship policy (see Policy Handbook 2024). Inappropriate conduct is detailed in this policy and**

<b>2b</b>	<b>If no satisfactory outcome is reached this may be escalated to a formal redressal process i.e. students may complete a University Complaint form and submit it to the office of the Dean</b>
<b>Formal Redressal Process</b>	
<b>1</b>	<b>Students submit a written appeal and/or the signed and completed university complaint form, attached to the form should be relevant documentation and/or proof that can be used during the review process</b>
<b>2</b>	<b>The relevant committee will review the case and request additional documentation or hold interviews with relevant if needed</b>

**3**

## Appeals for Disciplinary Decisions

Students have the right to appeal against the disciplinary decisions of either the Disciplinary Committee or the Student Affairs Committee

**Table 3 Disciplinary Process**

<b>Step</b>	<b>Description</b>
<b>1</b>	<b>An incident outlining the alleged violation is submitted to the Deans Office. Based on the severity of the incident described the case is handed over to the Disciplinary Committee or the Student Affairs Committee</b>

**2 The case is investigated by the relevant committee**

**G**



**Leave of Absence Application**

**REASON FOR LEAVE**

(Attach )

