



# M. ISLAM DENTAL COLLEGE GUJRANWALA

KNOWLEDGE, HONOR, EXCELLENCE

No.25/MIDC/068

Dated: 27/08/2025

## Policy for Electives / Observer ships & Other Additional Learning Experience

### Scope:

This policy is applicable for all academic activities (Clinical/Research) undertaken by BDS students at different local/international institutions in the form of elective/observer ship/shadowing rotations in addition to their scheduled rotations

### Definition:

Electives include any educational experience (Clinical/Research) offered by a local or foreign Healthcare Institution (University/College/Hospital) through their elective program. It is intended to provide additional learning experience for career enrichment and to support candidates for any residency program.

### Policy:

1. The elective rotation's schedule must not coincide with the academic / examinations schedule of the applicant.
2. Students must complete an Application for Local / International independent study and it must meet the documentation requirements prescribed in the application form issued by the College to receive approval from the Principal to pursue for elective rotation.
3. The application must be submitted well in advance (at least 4 weeks) both for Local / International Institutions, and submitted to the Student Affairs Department for issuing N.O.C, i.e. 'No Objection Certificate', after necessary verification of records and approval of the application by the Principal of the respective College.
4. The college will not be responsible for any costs associated with the travel or any other expenses, etc.
5. The student must provide complete details about the preceptor of the elective rotation/host institution and must submit the duly filled Application Form (if any) prescribed by the host institution.
6. If the student contacts a physician/faculty member (in case of observership/shadowing) at an institution / medical facility, the student must also obtain a letter from the preceptor, providing complete detail about the institution/facility where the elective / observership/shadowing is planned, detailing the following: description of the rotation, educational activities and objectives, confirmation of dates for the program offering,

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P.O.Box # 66, 2 km G.T. Rd, Toll Plaza - Deewan Road,  
Gujranwala. Tel : (055) 3402455, 3402456

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confirmation of the faculty member's appointment/licensure, and the preceptor's acceptance to sponsor and supervise the student for the experience.

7. Students must submit an attendance certificate or equivalent as evidence after attending the rotation.
8. Any changes made in the application form or submitted documents after approval of the application will result in cancellation of approval.

## Duration of Rotation:

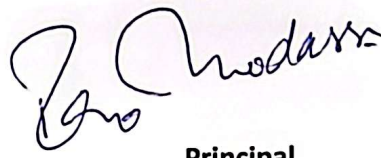
**Minimum:** 2 Weeks / 15 days

**Maximum:** 4 Weeks for 1st To 4th Year Students.

In the case of the Final year, two separate rotations of 4 weeks may be attended after the Final Exam (before house job).

The permissible duration of elective rotation(s) for each batch will be contingent upon the Elective Vacations / Break Period declared in the Annual Academic Calendar of the respective year.

  
**Dr Muhammad Salf Ullah**  
Director Dental Education & Research

  
**Principal**  
**Prof Dr Rana Modassir Shamsheer Khan**  
M. Islam Dental College, Gujranwala

## Cc:

- BOG
- All HODs & Faculty Members
- HR
- Student Affairs
- Accounts Office
- Office Copy

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