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MSIH, as an integral part of The Faculty of Health Sciences at BGU, is totally committed to the mission statement that follows:

### MISSION

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The Faculty of Health Sciences acts along one clear value chain:

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From society and research	>	to individual and patient well-being	>	to community
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From this we derived our mission:

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Ground-breaking excellent in research	>	Leadership in training the health professions of tomorrow	>	Leadership and impact on public health
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### VISION

**Together we will lead the way to scientific, educational and clinical excellence, through an integrative multidisciplinary approach reflecting a profound commitment to individual and community health in the Negev, in Israel and around the world.**

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### Core Values

> Person-centered approach	>	Commitment to society and the community	>	Collaboration and integration
> Innovation in a changing world			>	Leadership and impact

## MSIH ADMINISTRATIVE STAFF

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MSIH STUDENT GUIDELINES

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## **1. CODE OF ETHICS**

Each first year class at MSIH draws up its own unique Code of Ethics in the initial weeks of their studies. The code is formally printed and read aloud by the first year students at the Physician's Oath Ceremony. This code guides our medical students throughout their four years of formal studies and clinical rotations on the way to becoming qualified physicians. This code is in addition to the Oath of the Physician used by all Israeli medical schools.

## **2. STUDENT BY-LAWS**

The obligations and activities that are required by students during their studies are as follows:

### **2.1 Health Care**

All students must possess full comprehensive medical insurance for the duration of their studies at MSIH. Students who do not present proof of comprehensive insurance may not attend school. Should a student lose or suspend insurance coverage for any reason during their years of study, he/she will be required to cease studies immediately, and tuition will be refunded

according to BGU general rules regarding cessation of studies. If applicable, additional health insurance policies must be purchased when traveling outside Israel and a copy of the policy must be presented to the Assistant for Student Affairs prior to departure from Israel.

### *2.1.1. Required Medical Insurance*

- Insurance must be continuous even when students are periodically out of Israel (semester breaks, holidays, conferences).
- Students with pre-existing medical conditions and/or have problems purchasing health insurance are NOT exempt from this provision.
- Any student who cannot show proof of health insurance will be suspended from studies.

While the MSIH administration will help our students as much as possible, it is ultimately the student's responsibility to obtain adequate insurance. Neither MSIH nor BGU have any commercial connection with any health insurer and the relationship between students and their insurer is not MSIH or BGU's responsibility, nor will MSIH be held liable for any matters relating to health insurance.

### 2.1.2 Immunizations

The Israeli Ministry of Health law requires that all students in the Medical School for International Health submit a completed declaration of health and proof of immunization for the following required immunizations:

- Polio, Tetanus-Diphtheria (TD) – a booster must be within the last 10 years.
- Measles/Mumps/Rubella (MMR) – two immunizations, each containing triple immunization; one month between the first and second injections or titers.
- Hepatitis B – students need to be immunized during the first year of study. The course consists of three immunizations or titers; 1 month between the first and second, and 5 months between the second and third injections or a titer of HBsAb > mIU/mL.
- Tuberculosis – status will be checked with a PPD Skin Test, which is valid for 5 years. Given a positive test result, a chest X-ray will follow.
- Prior to the Global Medicine overseas placement in the fourth year, specific immunizations will be given according to the destination.
- Yearly influenza immunizations (mandatory when on wards in 3<sup>rd</sup> and 4<sup>th</sup> years)

Additional recommended immunizations:

- Hepatitis A – two shots 6-12 months apart.
- Chickenpox

**The Immunization History Form should be completed by your physician in your home country.** This form along with any other pertinent immunization records should be brought to Israel. You will be required upon the start of your study to take your immunization forms to the Traveler's Clinic in Soroka University Medical Center and receive an approval form verifying all of your immunizations. If you are missing documentation of titers, or necessary immunizations, you will need to obtain them upon arrival at MSIH and you will be charged the immunization cost at the time of service.

**Equivocal, inconclusive or low-positive titers are considered to be negative.**

**This form is REQUIRED for students to enroll.**

## 2.2 Behavior

Students must behave according to the code of behavior that applies to all students at Ben-Gurion University of the Negev in general and the Faculty

of Health Sciences in particular and as defined in the academic constitution. Students are also obliged to behave in accordance with the principles of medical professionalism and the Physician's Oath they took with regard to patients, teachers, peers and medical staff.

### *2.2.1 Cheating*

During an examination no communication whatsoever is permitted between students, and no student is allowed to bring books, papers, or electronic devices of any kind into an examination, except with the express permission of the instructor or proctor.

Should there be any violation of the examination rules or dishonest behavior in an examination or in any other relevant context, a student may be required to withdraw from the Medical School. Students who fail to obey the instructions of an examination proctor or who are caught cheating are liable to disciplinary action and will be required to appear before the MSIH Promotions and Professionalism Committee for a hearing.

### 2.2.2 *Plagiarism*

The University, as an academic institution, is involved in generating, preserving, and imparting knowledge through research and teaching. It encourages the use of existing knowledge for the purpose of creating new knowledge, while strictly maintaining the ethical and legal rights of the authors and creators of the original works and sources.

Plagiarism is the false presentation of a work or part of a work of an author or artist as a work or part of a work belonging to another, even if the legal rights of the author or artist are not violated.

Plagiarism is considered an act of theft, fraud, lack of decency, and deception. Plagiarism is unethical conduct, in contrast to copyright violation, which is an illegal act by definition.

#### **PENALTIES:**

As stated above, plagiarism is an act of theft, fraud, lack of decency, and deception.

It is considered to be an act of serious academic dishonesty inconsistent with what is considered appropriate behavior for an academic degree holder. Therefore, our university considers plagiarism a very serious offense that calls for

severe punishment. The regulations of Ben-Gurion University of the Negev set out serious punishments for students who are convicted of this offense which can include the revocation of a degree or certificate, expulsion from the University for an extended period, or even permanent expulsion from the University.

### *2.2.3 Intellectual Property*

Any work is the intellectual property of its creator and is protected in and of itself. Intellectual property is a possession even if it is not protected by law (including copyright laws). It is possible to transfer the ownership of intellectual property. The transfer of ownership is similar to selling an asset, and therefore requires a written contract.

### *2.2.4 Copyright*

A copyright is a legal means that protects the reputation of the author or artist, on the one hand, and the implications of this reputation on his or her financial status, on the other. This protection grants the creator of the work the right to determine what use can be made of his or her work. The copyright is created in order to encourage the creation of works on the basis of new and original ideas by giving the creator an incentive.

A publisher, producer, or editor who has collected and grouped works together has the copyright of the collection, under the condition he has received the approval of the authors or creators of the works.

A work protected within the framework of the copyright laws is any work that is documented and original, even if the matter of protection is not indicated in an explicit manner.

#### *2.2.5 Dress Code*

Students must dress appropriately and show identification during all contacts with patients.

#### *2.2.6 Punctuality*

Students must be punctual for all activities involving classes and/or patients.

#### *2.2.7 Gifts*

Students may not give gifts of any kind to any member of the academic or administrative staff. Students who violate a code of behavior can be reported by the teacher, instructor, administrative staff, class representative(s) or injured third party, and they will be discussed in the MSIH Student Promotions and Professionalism Committee.

- A. This Committee will discuss every case individually, and may seek advice from any source it sees fit, counsel the student, follow their future behavior, and appoint an advisor.
- B. The Student Promotions and Professionalism Committee will then forward its recommendations to the School Director. The School Director may choose to accept, reject or modify the recommendations of the committee. The student may appeal the decision to the Dean of the Faculty of Health Sciences who may accept, reject or modify the decisions of the School Director.

### *2.2.8 Attendance and Participation at Mandatory Activities*

Students must participate in all of the following activities that are defined as mandatory. These include, among others:

- a. Laboratories
- b. Seminars and group discussions, and any educational activity that is not presented in a lecture format e.g. case studies.
- c. All activities related to early clinical exposure, i.e. Clinical and Global Medicine and International Health and Medicine (IHM) courses.

- d. First and second year modules. Students must complete four modules by the end of second year.
- e. Any instruction presented in the wards, clinics, emergency rooms or any hospital facilities or neighborhood clinics, or in any facility used during clinical exposure including evenings, nights, weekends and holiday shifts for the duration of medical school.
- f. Organized tours that are part of the curriculum.
- g. Examinations and evaluations of any sort.
- h. Any additional compulsory activities decided upon by the teacher/instructor/faculty.

Classes may be held up to six days per week, and may include evenings and Friday mornings.

**Absence from a mandatory activity will be permitted only under the following conditions:**

- a. Written consent received in advance from the Course Coordinator and/or the Year Coordinator.
- b. A formal explanation in writing to the teacher and Year Coordinator on the student's return to class from any emergency absence due to justifiable causes such as:
  - illness or accident

- family bereavement (first degree relative only)
  - birth, etc.
  - other relevant emergency or force majeure
- c. The teacher will inform the Year Coordinator of any absences that were not pre-arranged.

**Only if an absence has been approved, will the teacher decide on one of the following:**

- a. An alternate date for the activity missed
- b. A substitute activity
- c. A full or partial exemption from that activity provided it does not cause irreparable damage to the student's academic status.

### *2.2.9 Penalties for Absence from Mandatory Activities*

- Students may not be absent for more than 20% of a mandatory activity (but only on condition that absences are reported as described above) – even if absence is deemed justifiable. In such a case, the student will be required to repeat the activity.

- Students who are absent from a mandatory activity without approval, may not take the final examination in that specific course and will be considered to have failed.
- Students who do not submit mandatory written course work are considered to have been absent from mandatory activities and the above will apply. The teacher is responsible for reporting the student to the administration.
- MSIH is entitled, without prior approval, to cease the studies of students who are absent from mandatory studies.
- It is expressly understood that students who absent themselves from MSIH during a semester for any reason without prior written permission from the MSIH administration, will be subject to sanctions which may include suspension or ejection from MSIH. The sanction applied to the offending student will be at the sole discretion of the MSIH administration.

### **2.3 Course Exemptions and/or Transfer of Credits**

MSIH cannot exempt students or transfer credits from courses taken in a previous degree or medical school.

## 2.4 **Leave of Absence (LOA)**

LOA is approved by the School Director on an individual basis for the duration of one year, or part thereof. This decision will be made not only on the basis of the student's needs but will also be based on the school's ability (or lack thereof) to accommodate the student into the class to which (s)he will return. Sometimes class size alone will be the determining factor for the school's decision. Approval by the School Director under this policy does not necessarily mean that the LOA is approved for U.S. federal student loan purposes.

To be approved for U.S. federal student loan purposes, the LOA must meet the criteria specified in 4.8. Taking a LOA that is not approved for U.S. federal student loan purposes has potential consequences for such aid, including exhaustion of the student's grace period for repayment and possibly triggering repayment obligations.

*2.4.1* A student who requests an LOA must send a written, signed and dated request to and meet with his/her year coordinator. The proposal must include the specific period of leave, the reason for the request, and a suggested plan for future studies. The year coordinator

makes a recommendation in writing to the Director of the MSIH with copies to the associate Directors of Curriculum and Students as well as to the Administrative Director. The student will be notified in writing of the final decision.

- 2.4.2 Permission for an LOA from studies is conditional upon the completion of all academic requirements and relevant payments until the LOA commences. However, MSIH does not charge students any additional fees for taking an LOA.
- 2.4.3 Except in the case of exceptional personal reasons (e.g. serious illness in family, etc.) LOA applications for the coming year cannot be considered after 1 January of the relevant school year.
- 2.4.4 On return from an LOA, students will make up all studies missed during the absence, within the framework of the teaching activities in the year in which they return.
- 2.4.5 Permission will not be granted for an LOA longer than one year, and not more than once for the duration of studies.
- 2.4.6 Students taking an LOA must let the administration know in writing that they plan to return no less than 6 months

before the planned date of resumption of studies, otherwise their slot may be given to another student.

- 2.4.7 Please note: Students should be aware that some residency program directors, especially in the more competitive programs, may take a dim view of an LOA, and the student will be asked to justify the time taken off. This can sometimes adversely affect the student's application to a residency program.
- 2.4.8 For American students only, an LOA is approved for U.S. federal student loan purposes if it meets all the criteria specified in this Section. If the LOA fails to meet any such criteria or a student fails to return from an approved LOA as planned, the student will be treated as a withdrawal from MSIH for U.S. federal student loan purposes and recorded in the National Student Loan Data System as a withdrawal. The criteria are:
- (a) The student's request complies with the substance and procedure of this policy;
  - (b) MSIH determines that there is a reasonable expectation that the student will return from the LOA as indicated in the request;

- (c) The student is assessed no additional charges, the student's financial aid need does not increase, and the student is eligible for no additional U.S. federal student loans;
- (d) The LOA together with any additional LOAs must not exceed a total of 180 days in any 12-month period (commencing on the first day of the student's initial leave of absence);
- (e) After returning from the LOA, the student is able to complete the coursework begun prior to the LOA (that is, recommences in the program where the student left off); and
- (f) The student meets with the financial aid office to discuss the financial aid ramifications of the LOA and failure to return.

Students should understand that because of MSIH's standard term academic calendar and structured program, it is typically difficult for an LOA to comply with the criteria set forth above. A student may request written confirmation from MSIH that an LOA satisfies the above criteria. No student on any LOA will be eligible for loans from BGU during the LOA period. During an unapproved LOA for U.S. federal student loan purposes, a student's grace period for U.S. federal

student loan repayment will start to run. Once the grace period is exhausted, the student will have to commence repaying U.S. federal student loans unless the student receives an “in school” or other deferment.

2.4.9 For those students taking U.S. federal student loans, the Department of Education demands that students must finish their studies in no more than 150% of the school’s curricular time. Any extension beyond this time may have an adverse effect on the student’s ability to access these loans.

2.4.10 Students must also take into account that when taking LOA, it is not always possible to foresee every possible eventuality. Ultimately the full implications of taking leave are the student’s responsibility and not those of MSIH. Such problems may arise with inter alia, ECFMG, US Federal Loans, USMLE, (US) state or provincial (Canada) licensing authorities, priority for Global Medicine elective sites or selective sites in 4th year, etc., and the student should check all implications BEFORE taking leave.

## 2.5 **Split Year**

Students may be permitted to split one academic year into two, only under very specific conditions, and only once during their studies. Application should be submitted as for a Leave of Absence.

## 2.6 **Clerkship in Global Health and Medicine (Fourth Year)**

- 2.6.1 All students must take part in the International Clerkship only in approved sites, being the US/Canada, Israel or in an approved site in a developing country.
- 2.6.2 For those traveling to a developing country to an "A" site [see GM clerkship guidelines], travel from Israel to the GHM site and return is in a group. MSIH will make travel arrangements to and from the GHM site.
- 2.6.3 Each student is responsible for possessing a valid passport (valid for at least six months), visa, travel documents, required vaccinations and insurance (including evacuation insurance).
- 2.6.4 In some cases, students must stay at accommodations arranged by MSIH.

- 2.6.5 Students are responsible for all accommodation fees and leisure expenses.
- 2.6.6 Attendance at all activities of the GHM Clerkship is mandatory.
- 2.6.7 Exemption from formal activities is permissible only with approval of the GHM Clerkship supervisor at the host institution.
- 2.6.8 Students must abide by the specific rules and regulations of the host institution and be sensitive to the cultural norms at the site (e.g., use of alcohol, immodest dress, mixing of males/females during certain activities etc.).
- 2.6.9 Leisure activity after working hours and travel is permitted only as a group.
- 2.6.10 If for health reasons, pregnancy, or overriding personal reasons, a student wishes to remain in Israel or the USA/Canada for the GHM Clerkship, approval must be obtained in advance from MSIH administration. Final authority for this decision rests with the MSIH administration and is subject to availability.
- 2.6.11 For medical reasons, pregnant students are not permitted to participate at group Clerkship sites in developing countries.

2.6.12 Students who do not complete their GHM Clerkship will not graduate in that year.

2.6.13 Students who terminate their GHM Clerkship without prior permission will be required to repay all expenses, including, but not limited to, flights, tuition, and accommodation. They will be considered to have failed that rotation with all attendant implications.

Special Arrangements for Family Members:

2.6.14 Spouses, partners, friends, children and relatives may not accompany students to or from the Group GHM Clerkships.

2.6.15 Spouses of students taking GHM Clerkships may visit for up to two of the eight weeks. All arrangements for insurance, accommodation and all other matters relating to the visit will be the sole responsibility of the spouse.

**MSIH reserves the right to change these regulations at any time.**

## 2.7 **Assessment**

MSIH assessment, utilizes a pass/fail/honors system during the pre-clinical years and a pass/fail/high pass/honors system during the clinical years, as an expression of the School's aims, and is based on the following principles:

- The student's personal responsibility towards studying, stressing independent study.
- Faculty commitment towards the student's studies by formal and informal methods.
- Emphasis on service, on the basis of acquired knowledge, and individual student responsibility.
- Development of problem solving skills and utilization of integrative disciplinary knowledge.
- Emphasis on mutual assistance and inter-personal relationships and a reduction in over weaning competition among students.

The assessment incorporates various elements as follows:

- a. Results of on-going testing necessary for feedback for students and teachers.
- b. Overall assessment by progress evaluation examinations that evaluate the student's ability to proceed to the next stage of studies.
- c. Assessment of clinical skills and capabilities to decide a student's readiness for responsibility.
- d. Assessment of the student's character and *behavior, and* other personal relationships (with patients, peers and team colleagues).

*Please note that what follows below is a summary of the exam rules at MSIH and the Faculty of Health Sciences (FOHS). These can change at any*

*time subject to the rules and regulations of the FOHS and the university. MSIH administration will make every reasonable effort to update our students should there be any major changes in these rules but we are absolutely bound by them.*

## **2.8 Pre-clinical Examinations**

The aim of examinations is to encourage study and to evaluate students' knowledge to enable them to progress to the next stage of studies.

Clarification will be given to the students (by the Course Coordinator) at the beginning of each course listing the aims of the studies and requirements for the examination. Details of examination material will appear in the teaching units/syllabus. This material can be based from textbooks chosen and recommended by teachers, in addition to material presented in on-going instruction (lectures, laboratories, seminars, research trials, etc.). Examinations will take place on dates fixed by the Curriculum Committee and will be announced at the beginning of the year. Students may sit examinations only if they have fulfilled all course obligations and tasks.

**2.8.1** For multiple choice question examinations, the answer sheet is the sole official document by which examinations are graded.

- 2.8.2 The answer sheet must be completed with a black ink pen. National Board of Medical Examiners (NBME) Shelf Tests are always computer based.
- 2.8.3 Numerical grades are not given. Students will receive a qualitative evaluation of pass, fail or honors. Students will be notified by the Examination Assistant if they 'barely passed' an examination.
- 2.8.4 The examination may be written, oral, practical or a combination.
- 2.8.5 Students must take the first examination session. If this is missed without prior authorization the make-up or "moed bet" will be the only exam given.
- 2.8.6 For internal examinations, results will be published within two weeks from the day the examination was administered.
- 2.8.7 In certain courses, the coordinator/teacher may request a written paper or oral presentation as the final requirement for the course.
- 2.8.8 The components of the final grade will be determined by the Course Coordinator, who will inform students at the beginning of the course.
- 2.8.9 In the first year, examinations will be held at the end of each trimester at an allocated time slot in the schedule.
- 2.8.10 In the second year, examinations will be taken at the end of each system. Students

are usually granted time off to prepare for system examinations as follows: One half day for each week of the system providing this does not exceed two days in total.

In this formula, Saturdays and Jewish religious holidays are not considered study days and Fridays are considered half days.

2.8.11 A passing grade usually is the mean grade - 1.5 S.D., when the minimum pass is 55-65 points absolute. Honors grade is the mean grade +1 S.D. and cannot be less than 85%, although the school administration reserves the right in specific situations to make other decisions.

2.8.12 MSIH exam policy is subject to all relevant Faculty of Health Sciences and University rules.

## 2.9 **Clinical Examinations**

Clerkship examinations are conducted at the end of each clerkship (in addition to the department evaluation) and may be a combination of any or all of the following types:

- a. Shelf test of the US National Board of Medical Examiners (NBME): Students must pass the shelf test to pass the major clerkships. The examination conduct and procedure is determined by the NBME.
- b. An examination in which students are required to perform an admissions interview and

- examine a patient, prepare a written summary of the patient's circumstances, introduce the patient to his examiners and defend their presentation.
- c. An examination in which students are required to write a report, use slides or any other teaching method, identify a described condition, diagnose, carry out diagnostic examinations, prescribe an action program and discuss it.
  - d. An Objective Structured Clinical Examination (OSCE) style examination comprises several stations in which students must demonstrate clinical skills, i.e. history taking, physical examination, admissions, interpretation of imaging test results etc. Students must pass at least half the stations to pass the OSCE exam.
  - e. A different clinical test with approval of MSIH and the examination unit. This test can be either an individual or a group test. The Clerkship Coordinator will have responsibility for the level of the examination, its fairness and implementation, including appointing examiners.
    - Oral examinations will be administered by at least two expert teachers who do not have direct contact with the students during the clerkship.

The results of oral examinations will be provided to the examination unit by the Course Coordinator, as soon as possible after the date of the examination.

- Failure of any component of the clinical examination necessitates a second sitting of that component. Failing a make-up or "moed bet" results in the failure of the entire clerkship.

## 2.10 **Modules**

- 2.10.1* All students must successfully complete four elective modules during the first two years of study at MSIH. Students may complete and register up to two modules every year: two modules during the first year and two modules during the second.
- 2.10.2* Registration for courses will be done at the beginning of each year on the basis of availability.
- 2.10.3* Preference will be given to second year students who meet course requirements.
- 2.10.4* The course will open only if at least ten students register.
- 2.10.5* In cases in which there are less than 20 students registered for a specific course, those interested in signing for

the course which is not mandatory for them, will be permitted to register on the understanding that they will not accrue study credits for it.

*2.10.6* After registration, students will be required to fulfill all conditions required for the course, including mandatory attendance, assignments, etc.

**Registration is binding and cannot be changed.**

The following applies:

*2.10.7* 80% Mandatory attendance at classes, tours or any relevant visits.

*2.10.8* Course credits will be given only if all curriculum assignments are completed.

*2.10.9* Student assessments will be personal, based on participation in class discussions and lectures, and fulfillment of obligations.

*2.10.10* Student assessment is according to standard procedures of MSIH and is note in students' personal files.

Students who fail to meet requirements:

*2.10.11* In the case of a student who fails to meet course requirements, (i.e. due to, among other things, absence or low academic standards) the student will fail

the course. The matter will then be handled according to the standard procedures of MSIH, and if necessary, disciplinary steps may be taken.

Exceptions:

*2.10.12* The above notwithstanding, MSIH reserves the right to take into account specific student circumstances, including personal considerations and absence from one lecture for justifiable reasons for which permission is obtained in advance from the head of the GH track or the academic coordinator of the modules. If such approval is obtained, it is the student's obligation to notify the lecturer and coordinate assignments to catch up with missed material.

*2.10.13* Retroactive approvals will not be given.

*2.10.14* Notification of absence will be passed from the GHM office to the year coordinator.

## **2.11 Clinical Assessment Years 3 and 4**

Clinical assessment includes clinical evaluation and examinations in year 3. In year 4, the clinical evaluation is the total grade. The clinical evaluation aims to measure the student's clinical abilities including the ability to make decisions,

attitude toward patients, colleagues and staff, medical knowledge and other relevant characteristics as observed during the student's daily work (during the Clerkship). The evaluation is based on acquaintance with the students and observation of their work and performance. Evaluation is presented after discussion between the students' instructors and teachers.

- 2.11.1 The evaluation will be made on a standard form and presented to the examination unit within a month of the date of the clinical examination at the end of the Clerkship.
- 2.11.2 Teaching staff in any Clerkship may add further components to the grade, as long as students have advance knowledge (for example, short and long presentations, patient work-ups submitted for assessment, survey of literature, seminar paper or lecture, follow-up of discharged patient, etc.). The various types of assessments and their weight in the final *grade will be detailed in advance*.
- 2.11.3 Clinical evaluations may be discussed with the student by the appropriate supervising faculty member.
- 2.11.4 The Clerkship Coordinator, or appointee, will inform the Examinations Unit of failure by a student in a clinical evaluation.

- 2.11.5 The student will be invited to The Promotion and Professionalism Committee after which recommendations are presented to the School Director who makes the final decision and informs the student.
- 2.11.5 Failing a Clinical Evaluation requires the clerkship to be repeated.
- 2.11.6 Students who receive a negative evaluation for a clerkship may not sit any of the final examinations for that clerkship.
- 2.11.7 The clerkship grade is calculated as a combination of the examination(s) (NBME/OSCE) and departmental evaluation. A student must pass each component of the clerkship in order to pass the clerkship.

## 2.12 **Attending Examinations**

Students may participate in examinations only if all obligations in the subject have been fulfilled.

- 2.12.1 All examinations have two sittings. Students who fail the first examination may take the second examination (make-up or "moed bet"). Make-up examinations may only be taken by those students who fail the first examination and for students who did

not take the first examination for any approved reason, as determined by MSIH staff.

- 2.12.2 All students must take the first examination in a given course on the same date in Be'er Sheva.
- 2.12.3 Nothing herein will require MSIH to provide the same conditions in special examinations as those applied in regular examinations.
- 2.12.4 Make-up examinations for first and second year students will be conducted on specific dates announced by the examinations unit.
- 2.12.5 Failure of an OSCE will result in an oral examination or a second OSCE, at the discretion of the Course Coordinator and Year Coordinator.
- 2.12.6 Failure of a make-up will require the student to be in Israel for a meeting with the Promotions and Professionalism Committee.

*Only grades from first sittings of examinations will be considered for the process of awarding academic merit certificates.*

## 2.13 **Examination Procedure**

### *Internal Exams*

- 2.13.1 A university-assigned proctor administers and collects the

examinations at each sitting. The teacher, or appointee, will be available at the time of the examination to clarify examination questions. The length of the examination is specified on the question sheet.

- 2.13.2. Students are not permitted to copy questions from the examination. If such a breach of University or Faculty rules and/or regulations occurs by the student, the Student Promotions and Professionalism Committee will discuss possible consequences for the student.

*Procedures for Submitting Reservations and  
Appealing an Examination*

*Please note that NBME exams have their own rules and do not allow appeals.*

- 2.13.3 A student wishing to view his/her examination or write an appeal must register on the faculty's web site: (<http://web.bgu.ac.il/Eng/fohs/MSIH/ExamExpose.htm>) by midnight on the day following publication of the exam results.
- 2.13.4 The School will issue an announcement of the viewing date to the students.

**It is the student's responsibility to register for viewing the exam and to check the time and place of the viewing.**

- 2.13.5 Students are permitted to bring writing instruments and the course text book only to the class.
- 2.13.6 For a written/open exam, the student will receive the exam, a copy of his/her answers and a copy of the correct answers. For multiple choice exams, the student will receive the questions that he/she answered incorrectly and a copy of correct answers for those questions. An appeals form will be made available at the student's request.
- 2.13.7 Viewing will be for a maximum of 45 minutes.
- 2.13.8 Appeals are personal and must be written only when viewing the exam.
- 2.13.9 An appeal can be made only once.
- 2.13.10 An appeal cannot be debated with the lecturer.
- 2.13.11 The lecturer's answer is final.
- 2.13.12 Further appeals will not be accepted.
- 2.13.13 The Examination Assistant will inform students of the teacher's decision within 10 days of the appeal.

### *External Exams*

- 2.13.14 NBME exams will be administered according to NBME regulations. Exceptions cannot be made.
- 2.13.15 USMLE Step 1. Students planning to pursue graduate medical training in the U.S.A. must complete the USMLE Step 1 examination before the third year of their medical studies.
- 2.13.16 MSIH is obligated to abide by all ECFMG regulations regarding applications to USMLE examinations. (See [www.ECFMG.org](http://www.ECFMG.org))
- 2.13.17 MSIH is under an obligation to provide USMLE scores to the US Department of Education.

## 2.14 **Promotion and Expulsion**

"Promotion" means passing a student from one year to the next or graduating. "Expulsion" means the termination of a student's studies.

- 2.14.1 Termination of studies may occur in the event that the student does not fulfill the requirements for promotion, graduation or in the event of inappropriate and nonprofessional conduct. This decision will be made by the School Director or his/her surrogate after consultation with the Student

Promotions and Professionalism  
Committee.

- 2.14.2 Promotion from one year to the next is conditional upon completion of all academic requirements for that year, prior to the commencement of the following academic year.
- 2.14.3 Students may not start third year clinical studies without completing all requirements of years one and two.
- 2.14.4 Students who do not pass the make-up ("moed bet") of an examination will be considered to have failed the course. Since the academic requirements have not been fulfilled, studies may not be continued without review by the MSIH Student Promotions and Professionalism Committee at which the student is asked to appear. The Committee then recommends to the School Director one of the following options: terminating studies, repeating a year, a course, or a clerkship. The Director will have sole discretion to apply his decision which is bound by MSIH, Faculty and University regulations.
- 2.14.5 **Before making his decision the School Director will invite the student for hearing. The student may bring one person of their choice to accompany them to this meeting.**

- 2.14.6 Students who repeat an academic year must fulfill all of the requirements of that specific year unless agreed upon with the Director.
- 2.14.7 Students are permitted to repeat an academic year only once during their four years of studies.
- 2.14.8 Where studies have been terminated or a student has been expelled, that person may not re-apply to MSIH regardless of the reason for expulsion.
- 2.14.9 A student may appeal the decisions of the School Director, alluded to above (2.14.1 to 2.14.8 inclusive) in writing, to the Dean of the Faculty of Health Sciences in strict coordination with MSIH regulations and guidelines. All arrangements to make such an appeal are to be handled via the school administration and the student is not to approach the Dean's office on his/her own.

## 2.15 **Graduation**

Graduation means bestowing the degree of Doctor of Medicine from Ben-Gurion University of the Negev.

- 2.15.1 Graduation is conditional on the following:

Students complete successfully and on time all academic years of study, course work, and clinical rotations, together with the submission of all evaluations.

2.15.2 Students receive their diploma certifying the degree after the completion of all the fourth year requirements.

2.15.3 All students are expected to attend their graduation and those receiving scholarships with the understanding that they will attend.

### **3. TRAVEL POLICY**

MSIH takes no responsibility for, and strongly discourages students from taking trips, either during school time or during vacation time, into any area under control of the Palestinian Authority. Note that health and other medical insurance is not valid in these areas. It is strictly forbidden for MSIH students to enter the Gaza Strip for any reason at any time.

Although MSIH cannot mandate our students' behavior, we want to communicate strongly that traveling in risky areas is foolhardy. As every adult must learn, unfortunately, there are times when taking a risk is unavoidable, but doing so

unnecessarily serves no purpose and can cause much harm including injury or even loss of life. If students are uncertain about the advisability of traveling to a particular area, they should consult with senior administration and/or their national embassies. Please note that your medical insurance will not cover you should you fall ill or be injured in these areas.

American students can refer to the American Citizen Services Unit located at the US Embassy in Tel Aviv. Email: wardenel@state.gov. Students of other nationalities may consult their own embassy.

#### **4. SECURITY**

In case of emergency on campus, concerns for personal safety, fire, earthquake or hostilities, call the Security Department at 6461888 or 6461555 (on campus 1555). It operates 24 hours a day, 7 days a week.

The university also provides safety and security information in English at the following site:

[http://in.bgu.ac.il/en/security/Pages/Security\\_Guidelines.aspx](http://in.bgu.ac.il/en/security/Pages/Security_Guidelines.aspx)

For national security matters, students can refer to the site of Israel's Home Command at:

[http:// www.oref.org.il/14-en/PAKAR.aspx](http://www.oref.org.il/14-en/PAKAR.aspx)

## **5. SEXUAL HARASSMENT POLICY**

The Prevention of Sexual Harassment Regulations can be found at the BGU English site under the student tab or by following this link:

**[http://in.bgu.ac.il/en/Documents/Prevention\\_of\\_Sexual\\_Harassment\\_Regulations.pdf](http://in.bgu.ac.il/en/Documents/Prevention_of_Sexual_Harassment_Regulations.pdf)**

All entering students enrolled at BGU and staff are required to take an online course entitled: Prevention of sexual harassment: The Israeli Law and the University regulations.

## **6. DRUGS AND ALCOHOL POLICY**

The Drugs and Alcohol regulations can be found at the BGU English site or by following this link:

**<http://in.bgu.ac.il/en/fohs/MSIH/Documents/Drugs%20and%20Alcohol%20policy%20BGU.pdf>**

## 7. MSIH ENQUIRIES POLICY

### A. ACADEMIC ENQUIRIES

**Lecturer/Course Coordinator**



**Year Coordinator**



**Associate Director for Academic Affairs**  
(Prof. Alan Jotkowitz)



**Director** (Prof. A. Mark Clarfield)

### B. ADMINISTRATIVE ENQUIRIES

General Clarification  
**School Assistant** – Ms. Anat Zer



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**Tuition/loans/budge**

Financial Aid Administrator

Ms. Lynne Conroy

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**Timetable**

Coordinator

Ms. Sharon Dagan

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**Student Affairs**

Associate Director	Dr. Asher Moser
North American Director	Dr. Lynne Quittell
Assistants	Ms. Gaby Koren Ms. Amit Frank

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**Examinations Unit**

Assistant	Ilana Shub
Secretary	Mr. David Arnstein

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**Global Health Unit**

Associate Director	Prof. A. Mark Clarfield
Coordinator	Mr. Mike Diamond
Assistant	Ms. Liora Coren
1 <sup>st</sup> year coordinators	Dr. Mark Katz Dr. Anat Rosenthal
2 <sup>nd</sup> year coordinator	Dr. Anita Nudelman
Module coordinator	Dr. Assi Cicurel
Clerkship coordinator	Dr. Noa Liel

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**Electives**

Coordinator	Prof. Shimon Glick
Assistant	Ms. Liora Coren

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**Learning Materials/Web**

Coordinator	Ms. Amanda Yiftachel
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**Administrative Director**

Ms. Leaura Navi

**Director**

Prof. A. Mark Clarfield  
Assistant – Ms. Ana Spivakovsky Schab

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## **8. ALUMNI ENQUIRIES**

While we cannot give out alumni emails, should a student wish to consult with a specific alumnus, we will try to facilitate the contact. Any question re alumni may also be directed to the director of the MSIH Alumni Association (Dr. Melissa Dewalt: [melissadawaltklein@gmail.com](mailto:melissadawaltklein@gmail.com) or Ms. Victoria King at the NY office: [vking@bgu.ac.il](mailto:vking@bgu.ac.il)).

## **9. NEW COURSES**

The process by which students are given the opportunity to suggest new courses/electives/modules/or modifications of the same course into the academic curriculum should follow the steps below:

- 8.1 A brief preliminary proposal describing the course and syllabus should be presented at a meeting with the Associate Director for Academic Affairs.
- 9.2 The Associate Director for Academic Affairs will then bring the proposal to the attention of the Administrative Director and the School Director for discussion.
- 9.3 A final decision will be reached based on administration's assessment of the proposal as

well as the availability of personnel and resources.

9.4 A decision in writing will be returned to the initiators.

9.5 Please note that all such accepted recommendations must pass through all relevant university and faculty committees.

## **10. ADMINISTRATIVE "COURSES"**

Many states and hospital residency programs require additional administrative courses and certificates (e.g. ACLS) which are not part of the MD curriculum. While every effort will be made by MSIH to assist, it is ultimately the students' responsibility to acquire and pay for these requirements.

## **11. ACADEMIC PUBLICATIONS BY STUDENTS**

MSIH greatly values whenever our students write articles and publish in the medical literature. To this end we will give as much academic support as possible and sometimes under specific circumstance, financial aid. For any publication in the literature submitted by a student please pay close attention to the following guidelines:

- 11.1 The student must have a faculty advisor who will sign off on the manuscript before you submit it. This does not usually mean co-authorship though there may be times that this is relevant. Faculty are not allowed to demand such a condition for supervising a student paper.
- 11.2 The above notwithstanding, it is usually appropriate for the student author at least to acknowledge the help of the faculty member in writing as follows: "I would like to acknowledge with gratitude the academic help I received from Dr. X in the preparation of this manuscript." Please note that you must receive written permission from the faculty member to have his/her name acknowledged.
- 11.3 When the manuscript is submitted, please ensure that under "affiliations", the following appears: "From the Medical School for International Health, Faculty of Health Sciences, Ben-Gurion University of the Negev, Be'er Sheva, 84105, Israel"
- 11.4 Needless to say if human subjects are to be examined in the study it is essential to apply to the Soroka Institutional Review Board (IRB-Helsinki Committee) for an authorization. Your faculty advisor can help you with this process.
- 11.5 Although the above guidelines refer to academic publications, should you publish

something in a newspaper/blog etc. as well please do so in the spirit of these guidelines.

## **12. ATTENDANCE AT ACADEMIC MEETINGS**

MSIH may allow a student time off and sometimes can offer financial support to students who attend AMSA events and the MSIH-CU NY office helps those wishing to attend CUGH meetings [<http://www.cugh.org>] or at other relevant scientific meetings. Only a student who has received an academic assessment and assessment of good standing from Dr. A. Moser will be eligible to attend any of these meetings or even parts thereof.

Students who have had a paper or oral presentation accepted at a scientific meeting can apply to MSIH for a grant of up to \$400 if the field is in Global Medicine and up to \$250 for all other types of scientific meetings. Students must present a letter of acceptance from the organization.

Application process:

- 12.1 Provide a letter of good standing from Dr. Moser (Associate Director for Student Affairs, [amoser@exchange.bgu.ac.il](mailto:amoser@exchange.bgu.ac.il)). Dr. Moser's recommendation will be based on a number

of factors including the timing of the student's absence, what they will miss and their academic standing. Only after this meeting and authorization may the student go on to steps 12.2-12.8 below.

- 12.2 Fill out the Overseas Travel Application Form which can be found under student life in the MSIH website:

**<http://in.bgu.ac.il/en/fohs/MSIH/Pages/Attendance-at-Academic-Meetings.aspx>**

- 12.3 Provide a copy of the event from the relevant internet site which includes topic, dates and location.

- 12.4 Provide a letter of proof of acceptance from the event organizers

- 12.5 Fill out the Expense Report for Overseas Travelers on your return

**<http://in.bgu.ac.il/en/fohs/MSIH/Pages/Attendance-at-Academic-Meetings.aspx>**

- 12.6 Provide all original receipts

- 12.7 Submit all the above documents to the Financial Aid Assistant.

- 12.8 Failure to strictly follow any of these steps will jeopardize our ability to allow a student time off and to reimburse the students for legitimate expenses.

### **13. APPLYING to GRADUATE MEDICAL EDUCATION in the U.S. and CANADA**

#### **Summary of Important Dates**

*MSIH admin will do its best to provide accurate information in this domain but it remains the student's responsibility to meet all requirements and deadlines which can change at any time.*

- January of second year – register to USMLE Step 1
- July-August between second and third year – take USMLE Step 1
- January of third year – register to USMLE Step 2 CK and Step 2 CS
- June of third year – apply for ERAS token
- June-August between third and fourth year – take USMLE Step 2 CK
- Fall of fourth year – take USMLE Step 2 CS
- November of fourth year – Register to NRMP
- January of fourth year – NRMP Rank Order list opens
- February of fourth year – NRMP Rank Order list closes
- March (third week) of fourth year – Match results announced

\*Dates accurate at time of publication.

**Special considerations for Canadian students:**

The Canadian Match generally runs before the US Match, so if a student submits a rank order list to both the US Match and the Canadian Match and they are matched in CaRMS, they are automatically removed from the US match.

There can be visa issues for Canadian students who want to apply to the US Match (especially those coming from international medical schools):

- a. The usual training visa for residency in the US is the J1 visa sponsored through the ECFMG.
- b. The J1 visa requires a letter of support from the Ministry of Health in the student's country of most recent legal residence since there is a 2-year "home country requirement" at the end of training that has been undertaken on a J1 visa. For Canadian students temporarily studying in Israel on a visa, then he/she is obligated to seek visa support from Canada. Students who require a J1 visa support from Canada should see: **<http://www.hc-sc.gc.ca/hcs-sss/hhr-rhs/postgrad-postdoc/index-eng.php>**
- c. For Canada-supported J1 visa trainees where the length of specialty training is not sufficient for Canadian licensing standards, the student would have to return to Canada for the final year/two of residency training.

- d. Applying to both the Canadian and US residency systems simultaneously is relatively time, labor, and cost intensive so students should start the US application process as soon as possible in July and finish by mid-September when CaRMS opens. A student should try to pick one system that will be the priority.
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