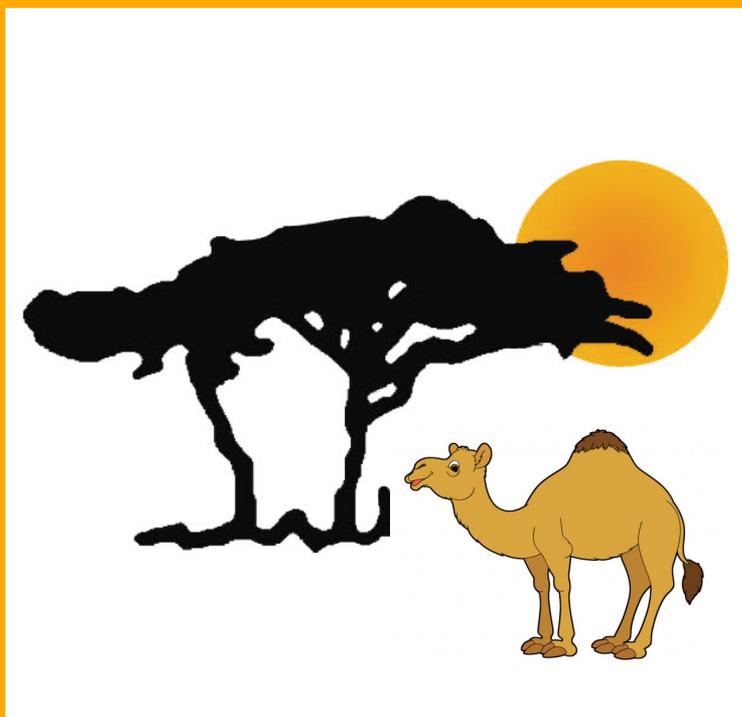


Student Guidelines

2022-23



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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 STATEMENT

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

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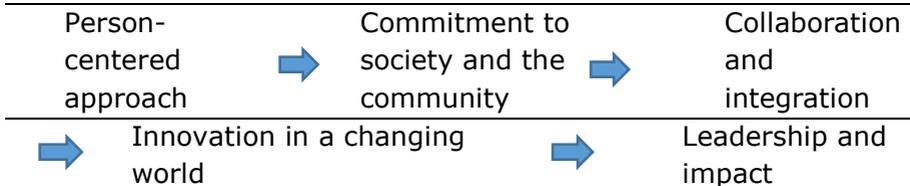
From this we derived our mission:

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.

Core Values



MSIH PERSONNEL

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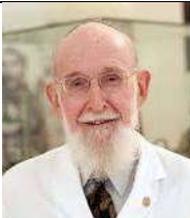
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Ben-Gurion University of the Negev



Caroline House
Faculty of Health Sciences BGU

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. First year students read the code aloud 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

Students abide by the following obligations and activities during their studies at MSIH:

2.1 Health Regulations

All students, by Israeli law, must possess full comprehensive Israeli medical insurance for the duration of their studies at MSIH. Students who do not present proof of comprehensive insurance cannot attend school. Should a student lose or suspend insurance coverage for any reason during their years of study, they will be required to cease studies immediately and tuition will be refunded according to BGU general rules regarding cessation of studies. Additional health insurance policies must be purchased when traveling for study outside Israel, and a copy of the policy must be presented to the Global Health Assistant prior to departure.

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 by the start of the first academic year.

The immunization form is REQUIRED for students to enroll to MSIH and must be completed by your physician in your home country.

Immunization Form 2022

To be completed by physician			
Student Name:		Date:	
1. Measles, Mumps, Rubella			
Positive titers for Measles, Mumps Rubella required: A third MMR shot is required only if any MMR titers are NOT +ve Serology level IU/ml			
Measles Titer (IgG)	Date:	Pos or Neg	
Mumps Titer (IgG)	Date:	Pos or Neg	
Rubella Titer (IgG)	Date:	Pos or Neg	
Please provide hard copies of the above titers with lab reference table/ranges			
MMR #1 date:	MMR #2 date:	MMR #3 date:	
2. Hepatitis B Immunity			
Hep-B series and post-immunization titer required. Titer must be obtained no less than 30 days after vaccine			
Hepatitis B #1	Date:		
Hepatitis B #2	Date:		
Hepatitis B #3	Date:		
Post immunization Hep B Surface Antibody (IgG)	Date:	Pos or Neg	Serology Level IU/ml
NOTE: If titer level is below 15 a booster is required by the Israeli Ministry of Health			
3. Varicella Immunity			
Proof of receipt of 2 doses of Varicella vaccine at least 30 days apart or history of disease and current titers			
Varicella Vaccine #1	Date:		
Varicella Vaccine #2	Date:		
Varicella Disease (Clinician verified)	Yes or No		
<i>If history of varicella disease</i> Varicella Titer (IgG)	Date:	Positive or Negative	
4. Tetanus Immunity			
Israeli Ministry of Health requirement is a history of 2 doses of Td and a booster (administered after age 18 AND within last 10 years)			
Td #1	Date:		
Td #2	Date:		
Td Booster	Date:		
1 dose of Tdap required in the last 10 years AND over the age of 18			
Most recent Tdap	Date:		

5. COVID Vaccine		
Single or two dose vaccine:		
Manufacturer/Lot #: _____	#1 Date: _____	
Manufacturer/Lot #: _____	#2 Date: _____	
Booster: Manufacturer/Lot #: _____	#3 Date: _____	
6. Tuberculosis Testing		
The two-step Mantoux tests should be placed within a year of beginning studies, and tests must be no less than 6 weeks apart (even with a history of BCG vaccine administration).		
PPD Dose #1		
Date Placed:	Date Read:	Induration (mm):
PPD Dose #2		
Date Placed:	Date Read:	Induration (mm):
*If PPD is >10mm (5mm if HIV+), please provide an attached attestation by a treating pulmonologist describing chest x-ray results, medication and duration of treatment, and clinical course (see note below).		
Please note, if you have a positive PPD and have received treatment in the past you will need a repeat chest x-ray within 4 months of starting MISH and a repeat note from a pulmonologist describing whether or not you needed a new course of therapy.		
History of BCG? Yes or No If yes, year given:		
Are you currently experiencing any of the below:		
Cough?	Yes or No	
Night Sweats?	Yes or No	
Unintended weight loss?	Yes or No	
7. Polio		
History of 2 doses and a booster (within last 10 years AND over the age of 18)		
Polio #1	Date: _____	
Polio #2	Date: _____	
Most recent Polio booster		
Date Received: _____	IPV or OPV	
Signature of Clinician:		
Print Name of Clinician:		
Date:		

This form, along with any other pertinent immunization records, must be presented in Israel and approved by the Ministry of Health. Students must take the immunization form to the Traveler's Clinic in Soroka University Medical Center and the receiving nurse will verify the form. If the form is complete, you will receive a permanent confirmation form. Students then forward the permanent confirmation form to the Student Affairs Coordinator who enters it to your personal file. Without this important information, students are prohibited from entering the hospital wards (which begins in the first year of medical studies).

If you are missing documentation about titers, or necessary immunizations, you will need to obtain them upon arrival at MSIH at the Travelers Clinic and you will be charged the immunization cost at the time of service.

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:

[Student-Disciplinary-Regulations-EN.pdf \(bgu.ac.il\)](#)

Students are also obliged to behave in accordance with the principles of medical professionalism and the Physician's Oath they take with regard to patients, teachers, peers and medical staff.

2.2.1 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:

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. The regulations of Ben-Gurion University of the Negev set out consequences 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.

2.2.2 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.

2.2.3 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 s/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.

2.2.4 Drugs and Alcohol Policy

The Drugs and Alcohol regulations can be found at the BGU website for Maintenance of a Work and Study Environment

Free of Drugs and Alcohol:

<http://in.bgu.ac.il/osh/ResearchcharP/14-001-an.pdf>

2.2.5 Dress Code

As representatives of the medical profession and MSIH, all medical students are expected to maintain an image that conveys credibility, trust, respect, and confidence in one's colleagues and patients. Appropriate dress is also essential to enhance patient safety in the clinical setting. Attire and behavior should promote a positive impression for the individual student, the specific course, and the institution. In addition to the guidelines outlined below, certain departments and some clinical affiliate institutions may require alternative dress guidelines which must be followed.

CLASSROOM

- Shirts/ blouses must extend, at least, to the waistband of the skirt or pants.
- Students are permitted to wear casual slacks, jeans, and T-shirts, provided they are clean, in good repair, and do not contain any language or pictures. Shorts of mid-thigh length or longer are permitted, except on lab days.
- Shoes: Shoes must be clean, in good repair and appropriate to the job functions and duties. Flip-flops, slippers, or open-toed shoes/sandals are NOT allowed in the patient-care setting.
- Hair: Hair must be neatly groomed and clean. A hair restraint may be required in certain settings.
- Facial hair: Must be neatly groomed and clean.

- Jewelry: Jewelry worn by students must be of reasonable shape and size, appropriate to the work setting and may not interfere with patient care, job performance, or safety. Rings must be small enough to allow for the use of gloves, with no risk of tearing.
- Other: Hair covers, masks, shoe covers, and gowns should be removed before leaving the designated clinical areas and should not be worn while in the outpatient clinics or when making rounds on the inpatient services, unless permitted by the institution.

Scrubs:

In general, medical students should wear their own clothes with the white coat (rather than scrubs) for patient care assignments in clinics and when performing inpatient services. Scrubs are worn in compliance with the policies of the institution in which the medical student is assigned for patient care rotations. Scrubs may only be worn in specific patient care areas. They should **not** be worn in public places outside the clinical care facility. If scrubs **must** be worn outside of the designated clinical area, they should be covered with a white coat. Scrubs should not be taken home without prior written authorization from the providing institution.

Note: While wearing a white coat in the clinical setting, medical students are expected to verbally identify themselves as students at all times and must assume responsibility to clarify their role to patients.

RESEARCH LABORATORY

The basic safety rule is to dress to minimize safety risks.

- Clothing should be comfortable and appropriate for the work and must be clean, neat, and in good repair. Lab regulations strictly prohibit shorts, skirts and short dresses. Exposed skin is at risk for contact with hazardous material and burns.
- Shirts/ blouses must extend, at least, to the waistband of the skirt or pants.
- Hair must be clean and groomed. Long hair should be tied back.
- Fingernails should be short, neat and clean. Long fingernails are a safety hazard.
- Shoes worn must meet OSHA safety standards and regulatory requirements relative to the specific work location. Open-toed and open-heeled shoes, perforated shoes and canvas sneakers are not allowed in the laboratory areas, or other areas subject to foot safety concerns. Flip flops are not appropriate.
- Research Lab coats must be worn inside the laboratory at all times. Lab coats may not be worn out of the working area in the central facility. Therefore, the first thing to do when entering the laboratory is to put the lab coat on. Likewise, when finished and before exiting the lab area the lab coat should be taken off. To work in the cell culture room, only specific lab coats kept inside the room should be worn.

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.

2.2.8 Violations of Code of Behavior

Students who violate a code of behavior can be reported by the instructor, administrative staff, class representative(s) or injured third party. The events will be discussed in the MSIH Student Promotions and Professionalism Committee.

- A. The Promotions and Professionalism Committee will discuss every case individually, 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 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 **Attendance Policy**

The integrated curriculum at MSIH is designed to promote an engaging, collegial interchange of ideas among students and faculty in all sessions including large group formats such as lectures. It is the expectation that students will arrive to class **on time**, as well as attend and participate in all sessions unless an absence has been requested and approved (see *Excused Absences* below). In formats that involve

collaborative work, participation will be assessed which comprises an important element in the satisfactory demonstration of competence. Because the patient must be the center of all health care activities, attendance is particularly important in all sessions that involve patients, including large -and small- group formats. Additionally, the ability to learn, the success of the curriculum, and training in professionalism, necessitates attendance and participation of all students. Therefore, students are expected to attend all mandatory courses and all clinical exercises, laboratories or small groups. The decision over categorizing lectures or sessions as mandatory will be made by the course director in conjunction with the Associate Director for Academic Affairs (or their designee), and stated clearly in the course syllabus.

Students are expected to attend at least 80% of mandatory lectures. Lectures are considered mandatory if so noted on the online calendar and designated as such in the course syllabus. Failure to attend at least 80% of mandatory lectures will result in referral to the Promotions and Professionalism Committee. Under exceptional circumstances, the requirement for 80% attendance for individual students may be modified upon approval from both the Course Coordinator and Associate Director for Academic Affairs. Additionally, attendance may account for 10% of the academic grade for each course (at the discretion of the course director and will be noted in the syllabus).

Students must participate in all 100% (not 80%) of activities that are defined as mandatory such as:

- a. Laboratories
- b. Seminars and group discussions, and any educational activity that is not presented in a frontal lecture format e.g. case studies.
- c. All activities related to early clinical exposure, i.e. Introduction to Patient Interview in Hebrew, Clinical Communication and Physical Examination Skills, Global Health and Medicine (GHM) courses and POC Ultrasound.
- d. First and second year modules. Students must complete four modules by the end of second year.
- e. All third year clerkships and workshops

If a student is unable to attend a day (or portions thereof) of lectures due to sudden illness, they must email the course and year coordinators. The second consecutive day of absences will require a note from a treating physician office or emergency room visit notation.

The student is responsible for any material covered during the lectures that day and is required to request supplementary material from the course coordinator for self-study.

Missed quizzes or other graded activities included in course assessment **will not** be rescheduled and the student **will not** receive credit for those activities.

2.3.3 Sign-in methods for mandatory classes:

- On-line sign-in attendance in all courses on Moodle.
- In-class hard copy sign-in sheets.

Attendance will be monitored by staff and reviewed by the Student Affairs Coordinator at appropriate intervals.

2.3.4 Violations of Attendance Policy:

MSIH has a zero-tolerance policy regarding academic dishonesty in any form. Attendance dishonesty including but not limited to

- signing in for others,
- signing in without physically attending, or
- signing in and leaving (without permission) before completion,

are violations of the Medical School for International Health Code of Behavior (see 2.2).

Such behavior by students is referred to the Student Promotions and Professionalism Committee. Notations from this committee become a permanent part of the student's academic record and will be included in the portions of the MSPE (Medical School Performance Evaluation) dealing with professionalism and adverse actions. The MSIH Student Promotions and Professionalism Committee may recommend additional penalties to the Director, such as disciplinary probation or dismissal.

2.3.5 Planned Absence

A planned absence from a mandatory activity is permitted with written consent received in advance by the Course Coordinator and the Student Affairs Coordinator. Permission is also granted in specific situations by submitting additional documentation as described:

Examples of planned absences

1. Observance of religious holidays

2. Student research presentation - conducted as a MSIH student - at a recognized national or international meeting. The student will provide the following documentation:
 - a. A confirmation of the presentation which includes location, dates and times and submitted to the Student Affairs Coordinator at least two weeks in advance of the anticipated absence.
3. Obtaining non emergent medical care available only during the time of the mandatory activity:
 - a. A note from the health care provider and submitted to the Student Affairs Coordinator.
4. Important social events such as a wedding of an immediate family member:
 - a. Students must submit the invitation to the Student Affairs Coordinator as soon as details are known. (Social absence requests may not be approved for all events).
5. Birth of a child
6. If a mandatory activity is rescheduled within three school days of its original scheduled date OR if a mandatory activity is moved earlier to within three school days resulting in a conflict with a student's pre-scheduled medical or important personal appointment, and an email is sent to the specific Course Coordinator and Student Affairs Coordinator.

Request for an absence:

A request for an absence entails an email to the course and year coordinators. The email must be sent as early as possible and no later than **two** school days in advance of the requested absence. Students may be required to make up some or all missed academic and clinical work. The responsibility of coordinating all make-up work belongs to the student. Failure by the student to plan appropriate

remediation may result in a meeting with the Promotions Committee.

Emergency/Excused Absence:

1. Bereavement - arrangements made for each specific situation in conjunction with the Director or Associate Director
2. Significant medical issues:
 - a. Students are able to use a maximum of two days per course and five days each academic year for outpatient medical absences recommended by their health care provider. Under special circumstances, students can request more time from the Student Affairs Coordinator.
 - b. A note from the health care provider indicating the need to be absent from class and given to the Student Affairs Coordinator on the first day a student returns to school.
 - c. Absence of more than 10 days may require a leave of absence (see below)
 - d. Maternal delivery of a child
3. Other relevant emergency

Approved absences may require any of the below for completion of academic/course requirements and at the discretion of the teacher:

- An alternate date for the missed activity
- A substitute activity
- A full or partial exemption from the activity

2.4 **Course Exemptions and/or Transfer of Credits**

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

2.5 **Leave of Absence (LOA)**

The School Director can approve a LOA on an individual basis, and for the duration of one year/semester. LOA approval is granted based on the student's needs and on the school's ability (or lack thereof) to accommodate the student into the class to which they will return. Sometimes class size alone may be the determining factor for the school's decision. U.S. students should note that approval by the MSIH School Director under this policy does not necessarily mean that the LOA is approved for U.S. federal student loan purposes.

For an LOA to be approved for U.S. federal student loan purposes, it must meet the criteria specified in 2.5.8. 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.

2.5.1 Student requests for LOA must be in writing, signed and dated, and sent to the Director for Academic Affairs. This should follow-up with a personal meeting. The request must include the specific period of leave, the reason for the request, and a suggested plan for future studies. The Director for Academic Affairs makes a recommendation in writing to the Administrative Director. Students are notified in writing of the final decision.

- 2.5.2 Permission for a LOA from studies is conditional upon the completion of all academic requirements and relevant payments until the LOA commences. MSIH does not charge students any additional fees for taking a LOA.
- 2.5.3 Except in the case of exceptional personal reasons (e.g. serious illness in family, etc.) LOA applications for the next academic year must be submitted before **March 1** of the current school year.
- 2.5.4 On return from a 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.
- 2.5.5 An LOA will not be granted longer than one year, and not more than once for the duration of studies.
- 2.5.6 Students taking a LOA must let the administration know in writing that they plan to return no less than two months before the planned date of resumption of studies.
- 2.5.7 Students should be aware that some residency program directors, especially in the more competitive programs, may ask the student to explain the leave.
- 2.5.8 For US students only, 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 and will be recorded in the National Student Loan Data System as such.

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, recommence in the program where the student left off).
- f. The student meets with the financial aid office to discuss the financial aid ramifications of the LOA if they fail to return.
- g. Upon return from a LOA, a student must provide proof of the absence (degree/research) unless the leave was for personal reasons.

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 begin. 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.

2.5.9 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.

2.5.10 Students must also take into account that when taking a 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 ECFMG, US Federal Loans, USMLE, (US) state or provincial (Canada) licensing authorities, priority for Global Medicine elective sites or selective sites in 4th year, inter alia, and the student should check all implications BEFORE taking leave.

2.6 **Split Year**

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

2.7 **Academic Requirements for MD**

2.7.1 Credits

The total number of credits required by MSIH students for the MD Diploma is approximately 261.

2.7.2 Total Academic Weeks

The total number of academic weeks required by MSIH students for the MD Diploma is 180.

2.7.3 Research Project

Students must complete a research project either for submission to a scientific journal or for review from a faculty appointed reviewer, during the four years of medical school and prior to graduation.

2.8 **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, 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, 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 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 evaluations 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).

2.8.1 Clinical Assessment Years 3 and 4

Clinical assessment includes clinical evaluation and examinations in the third year. In the fourth year, the clinical evaluation is the total grade. The clinical evaluation aims to measure the six core clinical competencies including patient care, medical knowledge, practice based learning and improvement, interpersonal and communications skills, professionalism, and systems-based practice. The evaluation is based on acquaintance with the students and observation of their work and performance. Final evaluations are a result of discussions between students' instructors and teachers.

- a. The evaluation form is submitted to the examination unit within a month of the date of the clinical examination at the end of the clerkship.
- b. Teaching staff in any clerkship may add further components to the assessment/grade, as long as students are informed (for example, short and long presentations, patient work-ups submitted for assessment, survey of literature, seminar paper or lecture, follow-up of a discharged patient, etc.). The various types of assessments and their weight in the final grade are detailed in the syllabus.

- c. The appropriate supervising faculty member should discuss the clinical evaluation with the student.
- d. The Clerkship Coordinator, or appointee, will inform the Examinations Unit if a student fails a clinical evaluation.
- e. In the case of a student failing a clinical evaluation, the student is scheduled to appear before The Promotion and Professionalism Committee. Following this meeting, recommendations are presented to the School Director who makes the final decision and informs the student.
- f. Failing a Clinical Evaluation requires that the student repeat the clerkship.
- g. 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.
- h. In instances where students complete the clinical clerkship or GHM clerkship in multiple sites, evaluations, examinations, and specific requirements for each site, will be reviewed by the course director and a single overall grade will be granted.
- i. Visiting students to US electives and sub-internships cannot appeal an evaluation directly to the school. Any correspondence should go directly to the NY office.
- j. Fourth year students can participate in a maximum of six electives.

2.9 **Examinations**

Please note that the following 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.

2.9.1 Pre-clinical Examinations

The aim of examinations is to encourage consolidation of knowledge and to evaluate students' readiness to progress to the next stage of studies. Each course syllabus includes assessment specifications and requirements for the examination. Examination material can be taken from textbooks chosen and recommended by teachers, in addition to material presented in on-going instruction (lectures, laboratories, seminars, research trials, etc.) or online activities. Examinations will take place on dates fixed by the School's administration and will be announced at the beginning of the year.

- a. For non-NBME examinations, the answer sheet is the sole official document by which examinations are graded.
- b. Non-NBME answer sheets must be completed with a black ink pen.
- c. National Board of Medical Examiners (NBME) Tests are always computer based.
- d. 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.
- e. Examinations are written, oral, practical or a combination.
- f. Students must receive a passing score on the examination to pass the course.
- g. Students must take the first examination session. If a student misses the examination without prior

- authorization, the make-up or "moed bet" will be the only exam given.
- h. Results are published within 14 days from the day the examination was administered for internal examinations.
 - i. In certain courses, the coordinator may request a written paper or oral presentation as the final requirement for the course.
 - j. The course coordinator determines the components of the final grade and these are included in the syllabus.
 - k. In the first year, examinations are held at the end of the first semester and in the second semester following the conclusion of the basic science courses. The examination timetable including study days are marked on the schedule.
 - l. In the final months of the first year, and throughout the second year, examinations are held at the end of each system and may contain a practical component. 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.
 - m. In this formula, Saturdays and Jewish religious holidays are not considered study days and Fridays are considered half days.
 - n. A passing grade is usually calculated as the mean grade minus 1.5 S.D. with the minimum pass score ranging from 55-65 points absolute. A grade of Honors is the mean grade plus 1 S.D. and cannot be less than 85. The school administration reserves the right in specific situations to make other decisions.

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

2.9.2 Clinical Examinations

Clerkship examinations are 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 procedures are determined by 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 discuss 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 be

responsible for the level of the examination, its fairness and implementation, including appointing examiners.

- f. 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 and a summons to The Promotion and Professionalism Committee.

2.9.3 Attending Examinations

Students may be prevented from participation in examinations if they have failed to fulfill all course obligations, tasks and minimum attendance requirements.

- a. All examinations have two sittings. Students who fail the first examination may take the second examination (make-up or "moed bet"). Make-up examinations are given ONLY to students who fail the first examination or those excused from the first examination for any approved reason, as determined by the MSIH staff.
- b. All students must take the first examination in a given course on the same date in Be'er Sheva.
- c. Nothing herein will require MSIH to provide the same conditions in special examinations as those applied in regular examinations.
- d. Make-up examinations for first, second, and third year students will be conducted on specific dates announced by the examinations unit.
- e. Failure of an OSCE will result in an oral examination or a second OSCE, at the discretion of the Course Coordinator and Year Coordinator.
- f. Students are required to remain in the country until after the date of the final make-up exam ("moed bet") of the academic year. MSIH will not reschedule make-**

up exams to accommodate travel plans including existing plans made in contradiction to this policy.

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

2.9.4 Examination Procedure

Internal Exams

- a. A university-assigned proctor or a member of the MSIH staff administers and collects the examinations at each sitting.
- b. The teacher, or appointee, will be available at the time of the examination to clarify examination questions. A student may ask up to three clarifying questions via a reservation form. The teacher will only answer the question if they deem it relevant. The length of the examination is specified on the question sheet.
- c. Copying examination questions is not permitted. If such a breach of university or faculty rules and/or regulations occurs by the student, they will be referred to the Promotions and Professionalism Committee.
- d. No communication whatsoever is permitted between students during an examination.
- e. No books, papers, or electronic devices of any kind are allowed into an examination, except with the express permission of the instructor or proctor.
- f. Students who fail to obey the instructions of an examination proctor or who are caught cheating, are liable to receive disciplinary action and will be required to appear before the MSIH Promotions and Professionalism Committee for a hearing.

- g. Violation of the examination rules or dishonest behavior in an examination, or in any other relevant context, will result in cessation of the exam. The student may be required to withdraw from the Medical School.
- h. Students who do not pass a makeup examination ("moed bet") will fail the course. Since the academic requirements will be incomplete, students may not continue their course of studies without review by the MSIH Student Promotions and Professionalism Committee at which the student is invited. The Committee will recommend to the School Director one of the following options: terminating studies, repeating a year, a course or clerkship, or a special sitting of the exam. The School Director has sole discretion to apply his decision in direct accordance with MSIH, Faculty and University regulations.

Submitting Reservations and Appealing an Internal Examination

- i. Only a student who has failed the exam is eligible to view or appeal their exam.
- j. A student wishing to view their examination or write an appeal must register on the faculty's web site: (<https://star.fohs.bgu.ac.il/StudServices/HasifaRegistration>) by midnight on the day following publication of the exam results.
- k. The School will issue an announcement of the viewing date to the students.

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

- l. Students can bring writing instruments, the course textbook, or printed course material to the review.
- m. Electronic devices such as cameras, recorder, or cell phones are prohibited at viewings.
- n. For multiple-choice exams, the student will receive the questions that they answered incorrectly and a copy of correct answers for those questions. An appeals form is available at the student's request.
- o. Viewing will be for a maximum of 45 minutes.
- p. Appeals are personal and must be written only when viewing the exam.
- q. An appeal can be made only once.
- r. An appeal cannot be debated with the course coordinator.
- s. The course coordinator's answer is final.
- t. Further appeals will not be accepted.
- u. The Examination Assistant will inform students of the decision within 10 days of the appeal.

External Exams

- a. **NBME examinations**
 - NBME exams are administered according to NBME regulations with no exceptions.
 - NBME exams do **not** allow appeals or viewings.

- b. **USMLE STEP Examinations**
 - MSIH is obligated to abide by all ECFMG regulations regarding applications to USMLE examinations:
www.ECFMG.org
 - MSIH is under an obligation to provide USMLE scores to the US Department of Education.

- Students planning to pursue graduate medical training in the U.S.A. must complete the USMLE Step examination series.
- Students are required to participate in all STEP practice exams organized by MSIH regardless of whether or not they are pursuing the actual STEP exams.
- Students should take the STEP examination on days when there are no clinical responsibilities. Students will NOT be able to sit an exam that is scheduled during any of the required rotations or courses/exercises in the third year.
- Course coordinators will NOT grant time off from clinical services and unexcused absence will carry consequences. MSIH receives the dates of the examination along with the scores.
- If a student requires the night off from clinical call prior to taking the exam (on a day when there is no clinical service) they must arrange it with the course director. It is the student's responsibility to make up any missed scheduled on-calls.
- Students planning to apply for electives in the US during 4th year should have completed the STEP 1 exam. Most electives will not consider a student's application without a STEP 1 score. Students will need their USMLE Step 1 and Step 2CK completed by the Rank Order List Deadline in March to qualify for the Main Residency.
<https://blog.matcharesident.com/2022-2023-residency-application-cycle-complete-img-timeline-and-checklist/>
- Israeli USMLE examination centers close on national legal and religious holidays.

- Failure to comply with these guidelines will result in an appearance before the Promotions and Professionalism Committee.

The Step 1 USMLE exam must not be scheduled on a day of clinical service. We recommend that students schedule the exam during summer time prior to the beginning of 3rd year. If for some reason that is not acceptable/possible, students should look for days in the calendar during which they can take the exam including the intermediary days of the holidays

2.10 Global Health and Medicine Clerkship

- 2.10.1* All students must take part in the International Clerkship only in approved sites in a developing country or Canada if you apply to CaRMS. We do not allow individual sites as part of our GHM network.
- 2.10.2* For those traveling to one of the designated clinical sites, group travel originates from and returns to Israel. MSIH will make travel arrangements to and from the GHM site.
- 2.10.3* 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).
- 2.10.4* Students are responsible for all accommodation fees and leisure expenses.
- 2.10.5* Attendance at all activities of the GHM Clerkship is mandatory.

- 2.10.6 Exemption from formal activities is permissible only with approval of the GHM course Director and the Clerkship supervisor at the host institution.
- 2.10.7 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.).
- 2.10.8 Leisure activities and travel after working hours are permitted only as a group.
- 2.10.9 If for health reasons, 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.
- 2.10.10 Students who do not complete their GHM Clerkship will not graduate in that year.
- 2.10.11 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. This will result in failure of the clerkship with all attendant implications.

Special Arrangements for Family Members:

- 2.10.12 Spouses of students taking GHM Clerkships may visit. All arrangements for insurance, accommodation and all other matters relating to the visit will be the sole responsibility of the spouse.

2.11 **Global Health Modules**

- 2.11.1 All students must successfully complete four different 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.
- 2.11.2 Registration for courses will be done at the beginning of each year on the basis of availability.
- 2.11.3 The course will open only if at least ten students register.
- 2.11.5 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.

Global Health Modules assessment and attendance:

- 2.11.6 100% mandatory attendance at classes, tours or any relevant visits/events.
- 2.11.7 Module credits will be given only if all curriculum assignments are completed.
- 2.11.8 Student assessments will be personal, based on participation in class discussions and lectures, and fulfillment of obligations according to standard procedures as noted in 2.8.

Students who fail to meet requirements:

- 2.11.9 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. This matter will follow the standard

procedures of MSIH, and if necessary, disciplinary steps may be taken.

Exceptions:

2.11.10 The above notwithstanding, MSIH reserves the right to take into account specific student circumstances, including personal considerations and absence from lectures for justifiable reasons for which permission is obtained in advance from the GHM Modules Coordinator or the academic coordinator of the modules. If such approval is obtained, students are obliged to notify the lecturer and coordinate assignments to catch up with missed material.

2.11.11 Retroactive approvals will **not** be given.

2.11.12 The GHM office will notify the year coordinator of any absence and place a record of the absence in the student's personal file.

2.12 **Satisfactory Academic Progress (SAP)**

Satisfactory Academic Progress is the term used by the Financial Aid Office to apply Federal regulations to reasonably measure the successful progress toward a degree. If students not meet the minimum requirements, they could lose their eligibility for financial aid.

- "Promotion" means passing a student from one year to the next or graduating.
"Expulsion" means the termination of a student's studies.
- Termination of studies may occur in the event that the student does not fulfil 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 Committee.

SATISFACTORY ACADEMIC PROGRESS STANDARDS (for Medical Students)

Student academic progress is measured in three areas:

1. Maximum time frame

- The maximum allotted timeframe for a student to complete the MD degree and still be eligible for federal loans over the duration is 150% of the allotted time of the degree.
- This percentage is calculated on a cumulative basis.
- As the MD is a 4-year degree, the maximum timeframe will be 6 years.
- A student may only repeat a year of study once during the course of his/her studies.

2. Qualitative Standard

- A student must have satisfactorily completed all course requirements and examinations with grades that are consistent with the school's graduation requirements in order to be promoted from one year to the next, prior to the commencement of the following academic year.
- Student progress is evaluated semi-annually by the Year Coordinator, Associate Dean for Academic Affairs and the Associate Dean for Student Affairs. In order to advance a year students are required to pass all of the year's courses.
- Students who have failed a course will be required to meet with the Associate Dean for Student Affairs and a student who failed a make-up examination ("moed bet") will be brought to the Promotions Committee.

- Students who do not pass the make-up (“moed bet”) of an examination fail the course. Since the academic requirements have not been fulfilled, students are asked to attend an MSIH Student Promotions Committee. The Committee recommends to the School Director one of the following options: terminating studies, repeating a year, a course, or a clerkship. The Director has sole discretion to apply his decision which is bound by MSIH, Faculty and University regulations.
 - Students who do not meet these requirements will be ineligible for federal loans until such time as they improve their grades and once again meet the Federal Aid requirements.
 - Students who repeat an academic year must fulfil all of the requirements of that specific year unless agreed upon with the Director. During the year the student will be ineligible for federal loans.
 - Students are permitted to repeat an academic year only once during their four years of studies.
 - Before making his decision the school Director will invite the student for a hearing.
 - Students may not start third year clinical studies (or take STEP 1) without completing all the requirements of years one and two.
 - A student may appeal the decisions of the school Director, in writing, to the Dean of the Faculty of Health Sciences in strict coordination with MSIH regulations and guidelines. Such an appeal is arranged by the school administration only, and the student is not to approach the Dean’s office alone.
3. Quantitative Standard

- A student must have passing grades for at least 67% of the cumulative successfully completed courses leading to a degree that ensures completion of the academic credential within the maximum time frame allowed of up to 150%.
- The MD degrees require four years to complete the coursework.
- A student is ineligible when it becomes mathematically impossible for him to complete his program within the 150% framework.

SAP EVALUATION FREQUENCY (for MD students)

- Both qualitative and quantitative progress is evaluated semi-annually by the Year Coordinator, Associate Dean for Academic Affairs, and the Associate Dean for Student Affairs.
- A student who is not maintaining SAP in a given semester will be:
 - Placed in warning status
 - Placed in probation for financial aid (this will allow the student to continue receiving financial aid for up to one semester but the student will need to show improvement and maintain the cumulative SAP requirements in the following year) OR
 - Lose their eligibility to receive financial aid.
- The SAP decision may be delayed by outstanding grades decisions.
- If aid is denied students may appeal. If the appeal is approved, students will be put on Financial Aid Probation for the next payment period. During this period grades are expected to improve.

- If at the end of this period, students fail the satisfactory progress check, they will lose eligibility for loans until such time as they regain SAP requirements.

OTHER FACTORS TO BE DEFINED:

Incomplete

- A course is defined as incomplete if the requirements for the course have not been met.
- A student did not attend the required number of mandatory activities.

Withdrawal

- A student is regarded as 'withdrawn' if the student does not attend mandatory activities as per requirements and does not attend the necessary exams.
 - The student will receive a letter once it becomes clear that he/she is no longer attending.

Repetition

- As stated above, a student who has not completed academic requirements or has failed will be required to redo either a semester or a year.
- The student will be placed on probation for financial aid for one semester.

Should the student achieve the required satisfactory qualitative and quantitative requirements at the end of the semester, and the time frame is within the limits stated above, the student will be eligible for further loans.

2.13 **Graduation**

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

2.13.1 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. Failure to do so will incur an additional 5% tuition fee for each semester if you have less than 10 credits to complete. If more than 10 credits are needed to complete requirements, students should contact the finance office for exact detailing of the extra tuition to be paid.

Students who do not complete all requirements will receive a "Confirmation of Completion" once all requirements have been satisfied and will formally graduate and receive their diploma the following year.

2.13.2 Students receive their Diploma of Medicine and Global Health Certificate only after completing all fourth year requirements.

2.13.3 All students are expected to attend graduation. Scholarship recipients are strongly encouraged to attend.

3. WELLNESS SUPPORT

MSIH is dedicated to providing support for the well-being of its students including resources to support all aspects of wellness: spiritual, emotional, physical, professional, social, and financial. MSIH attempts to monitor the general wellness of the student body to inform changes to both student life and academic curricula.

3.1 **Physical**

Physical wellness involves proper care of your body for optimal health and functioning through balanced eating, activities, and behaviors. MSIH-BGU programs and resources can help you feel your best so you can optimally serve patients, the community, and each other. The University Sports Center is available to all MSIH students including a wide range of sporting facilities and classes:

<http://in.bgu.ac.il/sport/Pages/default.aspx>. Classes include Ikido, Zumba, Core and Pilates. Yoga classes are available near the campus at the Yoga Center of Be'er Sheva:
<https://www.yoga-beersheva.co.il/>.

Restaurants and coffee shops are listed in the BGU International information booklet or at the Office for International Academic Affairs, BGU website:

<https://in.bgu.ac.il/en/Global/Pages/General/Eating-Out.aspx>

3.2 **Health**

Students who are sick and do not see any open appointments at their family physician should contact the Student Affairs Coordinators, during office hours. For medical services after hours and weekends, students should follow the instructions on their insurance policy or reach out to MSIH staff for assistance.

Following are links to after-hours medical services:

- Terem (טרם) - <https://www.terem.com/> (English site)
- Briuta (בריאותא) – <http://www.briuta-care.co.il/> (Hebrew only site)
- Bikor Rofeh (ביקורופא) - <https://www.bikurofe.co.il/> (Hebrew only site)

3.3 Emotional

Emotional wellness involves awareness, mindfulness, management, and acceptance of one's feelings through periods of change, growth, stress, and development in order to promote an overall sense of balance and trust that things can be re-balanced when necessary. For students having difficulty managing stress or otherwise maintaining mental well-being, a variety of resources are available to help:

- MSIH Student Counselor – Ms. Laura Stiebel
- Psychological Services Unit and Professional Guidance and Studies, BGU: Students experiencing emotional difficulties are welcome to contact this service for counseling and therapy. The unit offers a variety of therapies: individual or group therapy, anxiety therapy combining biofeedback, psychiatric counseling and psychological evaluation. In addition, academic and career counseling are also available. The unit also incorporates the Sylvia A. Brodsky walk-in counseling service, which is designed to quickly respond to students who have urgent problems and are in a crisis.

Please see:

http://in.bgu.ac.il/Dekanat/en/Pages/Psychological_Services.aspx

Guide to mental health services in English:

<https://gethelpisrael.com/>

- Center for Women's Health Studies and Promotion: Treatment options provided in Isha Be-Shela ("a woman in her own right") include: cognitive behavioral therapy; crisis intervention; interpersonal, family, group, and individual therapies including creative arts, narrative

therapy, and long-term integrative therapy, with an emphasis on evidence-based practice. For more information please see:

<http://in.bgu.ac.il/en/humsos/womcen/>.

3.4 **Spiritual**

Spiritual wellness means something unique for each person and can be cultivated by exploring one's sense of purpose and greater meaning in life. The pressures of medical and graduate education can result in disruption of your sense of self and purpose.

Jewish faith:

The city of Be'er Sheva has over 200 synagogues that include Orthodox, Conservative and Reform denominations as well as Ashkenazi, Sephardic, Indian, Hungarian, Romanian, Persian, Iraqi, Tunisian, and Ethiopian congregations. You do not have to be a member in order to join a service all you need to do is walk in.

- BGU synagogue: Building 28, 1st floor, Marcus Family Campus BGU. See information about service times, candle lighting and kabalat shabat meal, lessons and questions to the rabbi - <http://bjews.bgu.ac.il/>
- Soroka University Medical Center synagogue: Open every day, including weekends and holidays
<https://hospitals.clalit.co.il/soroka/he/about/management/pages/admin-religserv-synagogue.aspx>
- Chabad (Orthodox Jewish Community): Chabad is active on campus – please call (08) 623-319

- Egalitarian services: Be'erot and Eshel Avraham Conservative Synagogue:
http://www.masorti.org.il/eshelavraham_en/index

Muslim Faith:

There are a number of mosques in the area including the Tel-Sheva Mosque in the Bedouin village of Tel-Sheva, as well as the Segev Shalom Mosque in the village of Segev Shalom.

- Prayer Room: Between buildings 65-66 Soroka University Medical Center
- Prayer Room: Building 70, Student House, floor -1, BGU campus
- Unit for Integration of Arab Students at BGU: Coordinator – Hava Santo – email: kishner@bgu.ac.il. For further information see:
<http://in.bgu.ac.il/Dekanat/en/Pages/staff.aspx>

Christian Faith:

A welcoming international Christian community is present in Be'er Sheva. Christian services, both Catholic and Protestant, are held as informal gatherings on Saturdays and Sundays.

- A Christian Student Bible Study is meeting regularly on Tuesday evenings (in English). For more information contact: b7studentgroup@gmail.com
- Streams in the Desert (Nachalat Yeshua): Evangelical services are held every Friday at 17:30 during the summer (May to October) and every Saturday at 10:30 during the winter (November to April) in the Old City, HaAvot 15:
<https://www.streamsinthenegev.com/nachalat-yeshua2/>
- Be'er Sheva Catholic Church, Derech HaShalom 51, Be'er Sheva.

3.5 Professional

- Professional wellness is characterized by fulfillment from one's chosen career field, through engaging experiences and learning opportunities while maintaining balance of personal priorities.

Professional guidance for MSIH students:

1 st Year Academic Advisor:	Dr. Lone Avnon
2 nd Year Academic Advisor:	Dr. Michael Star
3 rd Year Academic Advisor:	Prof. Daniel Kaplan
4 th Year Academic Advisor:	Prof. Noah Liel
Associate Director for Academic Affairs:	Prof. Ben Taragin
Electives Advisor:	Prof. Shimon Glick

Students who are struggling with their studies for an unknown reason and students who have previously been diagnosed as having learning disabilities, are welcome to contact the Learning Disabilities Board at BGU to receive assistance and academic counseling. For further information please see:

<http://in.bgu.ac.il/Dekanat/en/Pages/Learning-Disabilities.aspx>

3.6 Social

Social wellness is the ability to connect and communicate with others through positive and supportive relationships in various aspects of life. MSIH hopes to nurture an engaged community of students who support each other through the shared experience of their graduate education.

Resources include:

- MSIH Student Council: <https://msih-council.weebly.com>
- The Office of International Academic Affairs –BGU International:
<http://in.bgu.ac.il/en/Global/Pages/default.aspx>
- ASRN – BGU Medical Students Organization:
<http://asran.bgu.co.il/>
- BGU Student Association:
<https://bgu4u.co.il/en/>
- Hillel at Ben-Gurion University: Hillel Israel is an organization that aims to strengthen the Jewish identity of Israeli students and deepen their sense of belonging to the Jewish people by exposing them and deepening their familiarity with the wide range of Jewish communities and identities that exist in the world today. For information on programs, events and contacts please see:
<http://en.hillelisrael.org/BGU/home>

3.7 **Financial**

Financial wellness is the ability to manage your resources in a way that minimizes stress or uncertainty about the future. MSIH students can learn more about financial aid, scholarships, and other information about financial options from the MSIH financial administrators:
Mr. Roi Hill-Cohen and Ms. Ana Spivakovsky Schab

4. Emergency Management and Security

Emergency preparedness is a basic survival skill. Staying informed and preparing mentally will increase confidence and ability to handle an emergency.

- Download BGU app;
- National security information in English:
http://in.bgu.ac.il/en/security/Pages/Security_Guidelines.aspx
- Contact MSIH staff. Students are encouraged to contact the Student Affairs Coordinators in cases of uncertainty/difficulty or any other staff member. All contact details are on pages 3-5 of this document.
- **"The Orange Line"** Emergency Hotline is used for



reporting urgent safety/security/health emergency situations for faculty and students only. The hotline is open 24/7/365, 08-6461555/08-6461888 (on campus 1555); Save this security number as a contact and pay immediate attention to all notifications;

Behavior and safety rules at BGU in English:
http://in.bgu.ac.il/en/security/pages/security_guidelines.aspx

5. PREVENTION OF SEXUAL HARASSMENT

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/osh/HumanresocharP/05-059-en.pdf>. For contact information see page 71.

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

6. ACADEMIC PUBLICATIONS

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:

- 6.1 The student must have a faculty advisor who will sign a manuscript for submission. 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.
- 6.2 The above notwithstanding, if the faculty member is not a coauthor, it is appropriate for the student author 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 their name acknowledged.

- 6.3 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"
- 6.4 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 or to the Faculty of Health Science's ethics committee for other guides of research. Your faculty advisor can help you with this process.
- 6.5 Although the above guidelines refer to academic publications, should you publish in a newspaper/blog etc., please do so in the spirit of these guidelines.

7. ACADEMIC MEETINGS

MSIH may allow time off studies and sometimes offer financial support to students who participate in AMSA events and CUGH meetings [<http://www.cugh.org>] or at other relevant scientific forums. Only students who received an academic assessment and letter of good standing from the Associate Director for Student Affairs will be eligible to attend any of these meetings or even parts thereof.

Students who have had a paper, poster 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 Health and up to \$250 for all other types of scientific meetings. Students must present a letter of acceptance from the organization.

Application process:

- 7.1 Provide a letter of good standing from the Associate Director for Student Affairs. This letter will be based on a number of factors including the timing of the student's absence, what studies will be missed, and the student's academic standing. Only after the above authorization is received may the student go to steps 11.2-11.8 below.
- 7.2 Fill out the Overseas Travel Application Form that is available from the MSIH Financial Aid Assistant.
- 7.3 Provide a copy of the event from the relevant internet site that includes topic, dates and location;
- 7.4 Provide a letter of proof of acceptance from the event organizers;
- 7.5 Fill out the Expense Report for Overseas Travelers on your return that is available from the MSIH Financial Aid Assistant.
- 7.6 Provide all original receipts up to \$250/\$400.
- 7.7 Submit all the above documents to the MSIH Financial Aid Assistant.
- 7.8 Failure to strictly follow any of these steps will jeopardize our ability to allow a student time off and to reimburse him/her for legitimate expenses.
- 7.9 It is the student's responsibility to contact the relevant course or rotation coordinator to notify them of the student's approved absence as well as to arrange makeup time/project if necessary. Any switches in prearranged schedules should also be coordinated through the Schedule Coordinator.

8. 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.

9. 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 can be directed to the New York office.

10. APPLYING TO GRADUATE MEDICAL EDUCATION

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. MSIH cannot guarantee the attainment of the necessary visas. Please follow the ECFMG and NRMP guidelines as well as the PREP site on Moodle. These guidelines may be subject to change and revision and students need to follow updates closely.

10.1 NRMP Match

The NRMP or National Residency Matching Program places U.S. citizen and non-U.S. citizen international medical school students into residency training programs located in United States teaching hospitals. The Electronic Residency

Application Service (ERAS) is the centralized online application service used to deliver your application, along with supporting documents, to residency programs. ERAS registration opens in early June, whereby students can purchase their token. MSIH will upload transcripts and MSPEs before September 15.

Other supporting documents can be uploaded by the applicant or the school throughout the ERAS season leading to the Match in mid-March. Students who wish to have their STEP 2 score available when their application is actively being reviewed by programs, should attempt to take the STEP 2CK before September as scores usually take 3-4 weeks.

Students participating in the NRMP match must also apply to the appropriate ECFMG pathway with all the necessary supporting documentation by the end of January deadline. Our current pathway requires the OET (Occupational English Test for health professionals). ECFMG must receive the score directly from OET by January 31.

There will be visa issues for non-US citizens who want to apply to the US Match (especially for those coming from international medical schools):

- a. The usual training visa for residency in the US is the J-1 visa sponsored through the ECFMG.
- b. The J-1 visa requires a letter of support from the Ministry of Health in the student's most recent legal residence since there is a 2-year "home country requirement" at the end of training that has to be completed on a J-1 visa.

10.2 Canadian Match (CaRMS)

The Canadian Residency Matching Service is a national, independent organization providing application and match services to the Canadian medical education community. The first iteration includes all graduating students and prior year graduates from Canadian, American and international medical schools who meet the basic eligibility criteria.

Special considerations for Canadian students:

- a. 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 match in CaRMS, they are automatically removed from the US match.
- b. Canadian students temporarily studying in Israel on a visa are obligated to seek visa support from Canada. Students who require a J-1 visa support from Canada should see: <http://www.hc-sc.gc.ca/hcs-sss/hhr-rhs/postgrad-postdoc/index-eng.php>
- c. Supported J-1 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 or 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.

10.3 'Staj' or Internship in Israel

Graduates who are Israel citizens can also complete an internship and residency in Israel. See the link for detailed instructions on the process:

<https://www.health.gov.il/English/Services/MedicalAndHealthProfessions/GeneralMedicine/Pages/stage.aspx>

11. MSIH ENQUIRIES POLICY

11.1 Academic enquiries:

Teacher/Course Coordinator



Academic Advisors

Year 1	Dr. Lone Avnon
Year 2	Dr. Michael Star
Year 3	Prof. Daniel Kaplan
Year 4	Prof. Noah Liel



Associate Director for Academic Affairs

Prof. B. Taragin



Director

Prof. Alan Jotkowitz

11.2 Administrative enquiries:

School Assistant		Ms. Miri Shamovich
Tuition/loans/budge		
Financial Aid Administrator		Mr. Roi Hill-Cohen
Financial Aid Assistant		Ms. Ana Spivakovsky Schab
Timetable Coordinator		Ms. Sharon Dagan
Moodle/ERAS/Student Guidelines		
Administrator		Ms. Amanda Yiftachel
Student Affairs		
Associate Director		Dr. Asher Moser
Assistant Director		Dr. Elissa Freedman
Student Affairs Coordinator		Ms. Gaby Koren
Student Affairs Coordinator		Ms. Amit Frank
Examinations Unit		
Assistant		Ms. Ilana Shub
Secretary		Mr. Roi Hill-Cohen
Global Health Unit		
Associate Director		Prof. A. Mark Clarfield
Coordinator		Mr. Mike Diamond
Assistant		Ms. Liora Coren
Clerkship Coordinator		Dr. Noa Liel
Electives		
Coordinators		Prof. Shimon Glick Prof. Ben Taragin
Assistant		Ms. Liora Coren
Administrative Director		Ms. Leaura Navi
Director		Prof. Alan Jotkowitz

12. 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.

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 for illness or injury in these areas.

American students can refer to the American Citizen Services Unit located in Tel Aviv and Jerusalem.

Email: wardenel@state.gov. Students of other nationalities may consult their own embassy.

13. VISA REGULATIONS

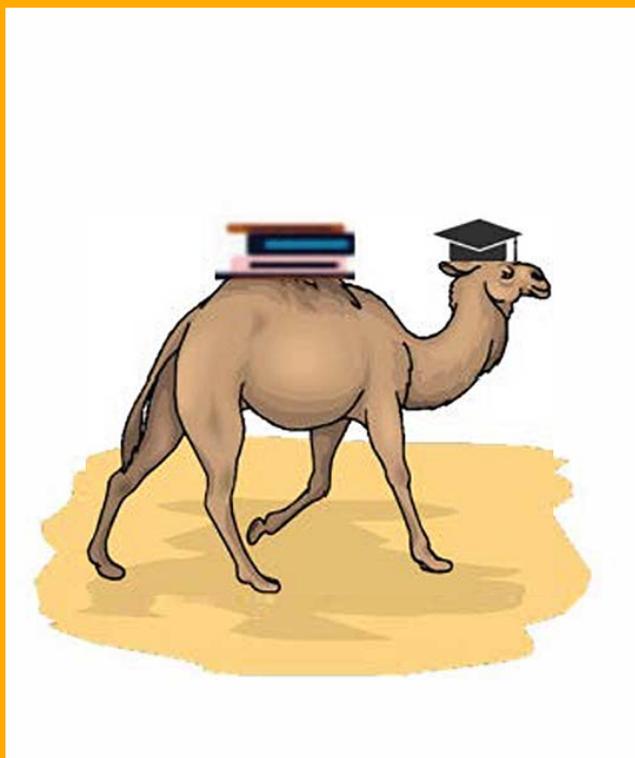
13.1 International students must hold a valid student visa (A2). As is the case in the US, Canada and the EU, a student without a valid student visa may be deported. We strongly advise you to pay careful attention to

these guidelines in order to avoid this entirely preventable scenario.

- 13.2 Students entering Israel with a B-2 visa (tourist visa) are NOT allowed to change their status to a student visa and will be forced to exit Israel and return to their home country to obtain a student visa.
- 13.3 When renewing your visa, your passport needs to be valid for at least 18 months past your issued visa expiration date and have at least two pages free.
- 13.4 The visa application process takes time. Be sure to apply for your visa extension at least one month before it expires.
- 13.5 Send a copy of the renewed visa to your Student Affairs Coordinator.
- 13.6 We highly recommend getting both an A2 and a multiple-entry visa, which allows its holder to enter Israel several times during the period for which the visa is valid.
- 13.7 Holders of an A-2 visa are NOT permitted to work in Israel.
- 13.8 Further information can be found at:
<https://msih.bgu.ac.il/admitted-students/pre-departure-checklist/>

14. IMPORTANT PHONE NUMBERS

MSIH	MSIH Office	08-647-9909
	Administrative Director	08-647-9908
	Student Affairs Coordinators: Gaby Koren	08-647-9852
	Amit Frank	08-642-8420
	Office Fax	08-647-9856
BGU	BGU Security	08-646-1555 08-646-1888
	BGU Computer Services	08-647-7171
	BGU Maintenance On call	08-6461666 052-8795766
Health/ Well-Being	Student Counselor: Laura Stiebel	053-7088079
	Clalit Clinic - BGU	08-628-3777
	Maccabi Clinic - BGU	08-626-1457
	Harel Health Insurance	1800-414-422
	ERAN- Emotional First Aid	1201
	Sexual Harassment: Committee - BGU Ms. Limor Azrai Prof. Efrat Huss	08-6461851 052-5793096 08-6428136
	Sports Center - BGU	08-646-1686
Emergency	Police	100
	Ambulance	101
	Fire Department	102
Pubic Transport	Egged	*2800
	Metropoline	*5900
	Dan Be'er Sheva	*3527
	Israel Railways	*5770
	Taxi	072-2599639 08-6433333



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Medical School For International Health
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<http://ln.bgu.ac.il/en/fohs/MSIH/Pages/default.aspx>