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I. PREAMBLE


Basic science courses and clinical rotations exist at the American University of Beirut Faculty of Medicine (AUB FM) and its Medical Center (AUBMC) to provide opportunities for non-medical students to expand their training and clinical expertise in a supervised educational environment. The Student Affairs section at the Office of Associate Dean for Medical Education coordinates visiting student rotations. The Faculty of Medicine Curriculum Committee is responsible for creation and approving new rotations, and maintaining existing ones offered through the different basic sciences and clinical departments.

II. REASON FOR POLICY

- This policy outlines the central management of rotations for visiting students to ensure if the medical students' needs and their choices are available before non-AUB visiting students are admitted. This policy ensures that a favorable learning experience is available for all students, including visiting students.
- Visiting Students: Basic science courses and clerkships are opened for non-AUB visiting students who are actively registered in good standing at the time of application and during the proposed course/clerkship, and approved by their medical school. Once accepted and registered in a visiting course or rotation at AUB FM or AUBMC, the visiting students will be covered by the students' health insurance plan that covers the regular AUB medical students.
- Clinical clerkships are open for non-AUB medical students on an observership basis. A hand on experience is not allowed. Visiting students and observers do not receive academic credits from AUB FM or AUBMC for the rotation spent. Visiting students may watch procedures, surgeries, patient histories and physical exams and have the approval of the hosting Program Department, and the Office of the Associate Dean for Medical Education to have an Observer Visiting Student status. Observers may attend patient rounds, teaching conferences and utilize the medical library. Observers may not participate in any patient care activities. In essence, observers may not examine patients, scrub on surgical cases or write in medical records.


III. PROCEDURE

- 3.1 All students applying for a visiting clerkship must be enrolled in an academic program leading to a degree of Doctor of Medicine or its equivalent during their rotation time. Students applying for visiting course/clerkships should be in their senior year(s) during their rotation time; and any visiting course or rotation will be allowed on a space-available basis. Selection dates must have final approval from host department (s). Visiting students can participate in medical programs which are in progress. Special programs cannot be devised to suit special requirements by the

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student or their sponsors. A letter of participation in the visiting student clerkship will be given as requested.

- 3.2** The duration of the visiting course or rotation should not be less than 4 weeks.
- 3.3** Visiting courses/rotations are not to exceed 8 weeks in duration per academic year and should fall within the duration of the student's active registration in a given medical program.
- 3.4** Accepted visiting students must:
- 3.5.1 Obey and adhere to all policies, practices, rules, bylaws, and the regulations (collectively the "Policies") of the AUBMC, Department(s), and Medical Staff. (*Available at www.aub.edu.lb*).
 - 3.5.2 Obey and adhere to all policies and regulations mentioned under the Student Handbook and the Student Code of Conduct (*Available at <http://www.aub.edu.lb/sao/Documents/Student%20Handbook%202016-2017.pdf>*).
 - 3.5.3 Provide own white coat that must be worn all the time. Professional attire is required.
 - 3.5.4 Wear their ID badge provided through the Office of Associate Dean for Medical Education at all times.
 - 3.5.5 Sign a confidentiality statement before starting the rotation. This statement will be filed in the Office of Associate Dean for Medical Education with the student's application.
- 3.5** A visiting student application should be completed by the visiting student and signed by the Office of the Dean at the sending institution. All applications are then screened by the Office of Associate Dean for Medical Education and forwarded to the concerned departments. The process is completed with the approval of the Director of Medical Student Affairs or designee. All required documents should be provided to the Office of Associate Dean for Medical Education prior to the start date of the visiting course/rotation including the payment of the registration fee. Students should submit their application at least three months prior to their course/rotation start date.
- 3.6** In the event the visiting student fails to present for a scheduled course/rotation, the hosting department should inform the Office of the Associate Dean for Medical Education who will inform the Visiting Student Home Institution.
- 3.7** Lodging will be at the student's expense. Visiting students can be accommodated in the University housing facility pending availability of vacant slots.

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3.8 All exceptions to the policy must be approved by the Office of Associate Dean for Medical Education before the visiting student participates in a visiting course/rotation.

Academic Committee Approval Date	Director for Medical Student Affairs

Approval Date	Associate Dean for Medical Education