

POLICY HANDBOOK



American University of Barbados
Revised 2024

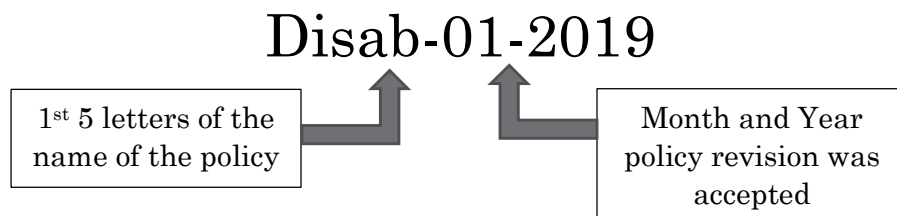
How to use this book

This handbook covers all University Policies and Procedures currently in place at the American University of Barbados School of Medicine.

The information is divided into three sections.

- **Section 1:** provides information concerning policies and procedures
- **Section 2:** provides applicable forms. All forms must be submitted to the Office of the Dean.
- **Section 3:** lists contact information for relevant committees should a request for change, challenge or exemption to a specific policy be required.

Policies are listed alphabetically by policy number. The structure of the policy number is as described below.



THE CONTENTS OF THIS HANDBOOK SUPERCEDE AND REPLACE ANY
POLICY OR PROCEDURE PREVIOUSLY IN PLACE AT THE
AMERICAN UNIVERSITY OF BARBADOS, SCHOOL OF MEDICINE

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SECTION ONE

POLICIES & PROCEDURES

Policy #: Acade-00-0000

Academic Policies

Academic Curriculum & Scheduling

American University of Barbados School of Medicine reserves the right to alter any aspect of the Academic Curriculum, including curriculum content and scheduling, at any time.

The Academic Program for the Medical Program is currently offered in four semesters of basic medical sciences each lasting approximately 16 weeks, one transitional semester of 16 weeks, and 6 semesters of clinical sciences, lasting 12 weeks each.

All students must achieve a passing grade in all of the subjects included in the curriculum. Students who have transferred from another school may apply for transfer credit for subjects for which a passing grade has previously been achieved. Applications for transfer credit should be made at the time of application to American University of Barbados School of Medicine and must be accompanied by an official transcript from the School of origin along with complete course descriptions including the syllabus for each course. Transfer credit is granted at the discretion of the Admissions Committee. Transfer credit is not automatic, and it should not be assumed by any student that having taken and passed a subject in a previous school would remove the requirement to take and pass that subject at American University of Barbados School of Medicine.

Where transfer credit is granted, the assignment of remaining courses will be the responsibility of the Dean, subject to the established scheduling of courses at the time of transfer. All acceptances of transfer credit are subject to verification by the School of origin through the official transcripts or direct contact, which will be recorded.

Pre-requisite Courses

The Academic Programs consist of a number of different courses, some of which require foundational knowledge obtained from other courses, which are known as pre-requisite courses. For this reason, it is vital that all students take courses in the correct order. All students must have taken the appropriate foundation pre-requisite courses before progressing to the next level courses.

American University of Barbados School of Medicine reserves the right to change any of the policies contained herein at any time without prior notification.

Class Attendance Requirements

Attendance at classes held on/off campus and all laboratory classes are mandatory.

Students are encouraged to attend all of their classes. Attendance records are kept by the School and are released to licensing authorities or government bodies if requested. It is Mandatory that an attendance level of at least 80% is maintained as some states may request this information prior to offering a license.

If a student's attendance record falls below 90% they will be interviewed by the Dean and unless a satisfactory explanation is forthcoming a disciplinary note recording their poor attendance will be placed in their file.

If the student's attendance falls **below 80% they will not be allowed to take the final exam** and will obtain the grade of F for that class. They will have to repeat that class with minimum 80% class attendance.

Attendance is expected for the whole period of class. Students must make sure they are present at the commencement of class and remain until the class is concluded.

Use of mobile phones is not permitted within the lecture rooms or laboratories.

Personal computers are permitted in the lecture rooms as long as students using personal computers do not disturb their fellow students. **To open the computers, permission must be granted first by the professor/instructor in charge.**

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

Video recording of classes is not permitted. Audio recording is permitted at the discretion of the instructor

Guidelines for consistency in academic progress

1. Students failing 1 or 2 courses in a semester who show evidence of ability to pass the courses(s) will be allowed to take a makeup exam to bring up their grades. All remedial exams will take place no later than first week of the following semester. “Evidence of the ability of passing” is defined as “having passed a minimum of two exams in a given subject and failing the present course(s) with a minimum grade of 60%.”
2. Students failing all exams in a course must retake the course.
3. Students failing to achieve a passing grade after the remedial exam must pay the corresponding fee and retake the course.
4. Students failing more than 2 courses in a semester may not continue to the next level until the courses are passed. The failed courses must be retaken as the student repeats the semester.
5. Students failing more than 4 courses will be reviewed by the Promotional Committee. The outcome of this review can be placement on academic probation.
6. Students failing 9 courses during the academic program will be dismissed from the School and have their registration at the School withdrawn.
7. Students who do not maintain a minimum passing grade of 70% in a given semester will be placed on Promotional Probation.

8. Students have the right to appeal dismissal.

N.B. Requests regarding deferring exams as a consequence of health or social issues must be made before or at the time of the exam. Written documentation (e.g. Medical Certificate) must be provided.

No request will be considered after results have been posted.

Full & Part-Time Student Status

American University of Barbados School of Medicine recognizes the need for education to be undertaken in a coherent and effective way. The School therefore encourages students to devote the maximum number of hours to their studies. For this reason, the School will only permit students to register and study for no more than two subjects in a given semester, under the following circumstances:

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

Additional courses

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

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

The Promotional Committee will consider the request and inform the student of its decision. Students are reminded that American University of Barbados School of Medicine reserves the right to refuse permission for the taking of additional classes. All requests must be free of scheduling conflicts with the required courses the student is taking.

Students on Academic Probation are not permitted to register for additional courses.

Students are not permitted to register for more than 5 courses in a given semester.

No student may advance into subsequent semesters without completing the pre-requisite courses as specified within this Handbook. Furthermore, no student may enter the clerkship program of American University of Barbados School of Medicine without satisfying all Basic Medical Science requirements including basic medical sciences exit examination as established by the Promotional Committee. **No Pre-med Student may enter the Basic Medical Science Program until all requirements are met.**

Withdrawing From a Course

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

Students who withdraw from a course will be required to take that course in the following semester. Students should bear in mind that this may preclude them from taking certain courses in the following semester.

Students may request to withdraw from a course at any time during the semester. However, students who withdraw from a course after the second mid-term examination will be recorded as Withdrawn Passing (WP) or Withdrawn Failing (WF) based on the performance in that particular course until that time.

Students must continue to attend classes and examinations until approval to withdraw from a course is granted. Failure to attend the appropriate number of classes for each course will result in a failing grade being recorded on a student's transcript, unless permission to withdraw from the course has been granted by the Dean.

Course Audit

Students may request to audit a particular course. Students may wish to audit courses for a number of reasons, e.g. they may have gained transfer credit for this course from another school and may simply wish to review the course material.

Students who wish to audit a course must complete the Permission Form in the Office of the Dean.

Scheduling and other considerations will be taken into account to determine whether to allow a student to audit a course. Students are not permitted to audit a course where the course schedule conflicts with the schedule of another course for which they are registered.

Students who are currently on Academic Probation are not permitted to audit courses.

Students who audit courses are eligible to receive any supporting material for this course.

Students who audit courses are not eligible to take course examinations. No record of auditing courses is made on students' transcripts.

Academic Probation

Students who do not achieve satisfactory results, Grade below 70% or **failure in one or more subjects**, may be placed on Academic Probation. The purpose of Academic Probation is to ensure that all students successfully progress through the Academic Program.

Students who do not achieve a passing grade on all of the courses for which they were registered will be placed on Academic Probation. This applies whether or not students took the examinations, i.e. students who automatically fail a course due to non-attendance.

Students on Academic Probation may be required to undertake any or all of the following:

- presentation in the class
- submission of extra work
- extra examinations
- Academic counselling sessions

Students will be placed on Academic Probation for a minimum of one semester. The length of Academic Probation is at the discretion of the Promotional Committee.

Students placed on Academic Probation will receive written notice to this effect, detailing the length of probation, the reasons for the probation, and the extra work that they will be required.

Students who fail a course taken during a period of Academic Probation may be recommended for dismissal from the School due to academic inadequacy. The Promotional Committee will review these students on an individual basis and make recommendations to the appropriate Dean, who will decide whether the student is to be dismissed.

Students of American University of Barbados School of Medicine have the right to appeal being placed on Academic Probation. Students wishing to appeal against being placed on Academic Probation must follow the appeals procedure.

American University of Barbados School of Medicine reserves the right to change any of the policies contained herein at any time without prior notification.

Policy #: Disab-07-2024

Policy for Accommodation for Disabilities

All students of AUB are expected to be capable of successfully completing the full curriculum of its educational program both Basic and Clinical years following its established policies. AUB operates under a non-discriminatory policy and as such all applicants are accepted on merit. AUB makes accommodation for known disabilities within the scope of its resources.

Accommodations refer to those needed for physical disabilities as well as those disabilities that require adjustments to the learning environment. Physical disabilities accommodated include those relating to mobility, vision or hearing impairments which still allow the student to be capable of successfully completing the MD program. Adjustments to the intellectual environment relate to the management of anxiety, depression and learning challenges such as dyslexia and visual stress.

AUB's policy with regards to accommodation for disabilities follow the guidelines noted on the USMLE website (<https://www.usmle.org/test-accommodations/>). Students must therefore qualify for accommodation by providing the following documentation preferably at the time of application:

- A completed and signed request for accommodations.
- A personal statement indicating the extent to which function is impaired.
- A report of professional evaluation and/or appropriate records from a qualified evaluator/treating professional (no more than 3 years old). This must be from a professional relevant to the disability e.g. visual impairment must have a report from a vision professional and must include data on the relevant tests.
- Relevant objective records of impaired functioning may include written feedback from teachers or supervisors or other academic testing facilities.

AUB makes every attempt to provide the accommodation stipulated in these documents which may include

- Extended testing time.
- Extended teaching time via the Decelerated Program.
- Permission of the use of specific personal items. These include but are not limited to

- medicine and medical devices <https://www.usmle.org/test-accommodations/PIEs.html>,
- communication aids without Bluetooth or wireless enabled,
- visual aids such as Irlen colored overlays.
- Provision of a separate testing environment.
- Provision of a testing area that is on the ground floor and accessible to wheelchair or users with a walking aid.

AUB understands that students may have been unaware of their disability prior to the start of their studies. Students are therefore encouraged to approach the Student Counsellor of the School of Medicine for guidance.

Suggested by: Assistant Dean Assessment

Approved by: Admissions Committee 2024

Previous revision: 15th January 2019

Policy #: Disbu-00-0000

Policy and Procedures for Disbursements

Authorization and Signatories

Primary Signatories:

All disbursement from the University accounts for any purpose be authorized by any one of the Directors/Secretary of the University.

Alternate Signatories:

The University Board of the Director permit Mr. Mohammad Anwer Hasan (Accountant) to sign only local cheques with the limit BBD \$5000.00 per cheque.

Policy #: Diver-09-2024

Policy on diversity

Introduction

AUB is committed to fostering an inclusive and diverse learning environment where students from all racial, gender, religious, sociocultural, and other backgrounds are respected and valued. This policy aims to ensure equal opportunities for students from diverse communities, promoting cultural competence, inclusivity, and an environment free of discrimination.

Objectives

- To actively promote and support diversity among the student population.
- To ensure that all students, regardless of race, gender, religion, socioeconomic background, or other attributes, have equal access to educational opportunities.
- To create an inclusive learning environment where different perspectives, experiences, and cultural backgrounds enrich the educational experience.

Scope

This policy applies to all prospective and current students of the institution, as well as all staff involved in student recruitment, admissions, and educational activities.

Policy Statement

AUB recognizes the value of diversity in education and strives to ensure that its programs and admissions processes are accessible to individuals of all races, genders, religions, and sociocultural backgrounds. We are committed to:

- **Equal Opportunity:** Providing equal access to education and fostering a non-discriminatory environment for all students.
- **Respect for Individual Differences:** Respecting and appreciating differences in race, ethnicity, gender, sexual orientation, religion, disability, age, and socioeconomic status.
- **Cultural Competence:** Encouraging students to develop cultural awareness and competence, which are essential in the medical field.

To ensure adherence to this policy it is mandatory for all faculty and staff to achieve certification in FERPA and AUB facilitates the completion of courses in Unconscious Bias conducted by iHasco.

Diversity Categories

1. Racial and Ethnic Diversity

- AUB is dedicated to enrolling students from a variety of racial and ethnic backgrounds to ensure a diverse and enriching learning environment.
- Active outreach efforts are made to underrepresented groups through community engagement, partnerships with schools, and targeted recruitment strategies.

2. Gender Diversity

- AUB promotes gender equity by respecting the privacy of its students and in this manner ensures that admissions and educational opportunities are free from gender bias. As a result, no one is required to indicate a preference on their application or any other requests for assistance, promotion grants or awards.

3. Religious Diversity

- Respect for religious beliefs and practices is maintained, and students from all faiths are encouraged to practice their religion freely within the institution without infringement on the faiths of others.
- Accommodations for religious observances are made, and religious diversity is celebrated through events, dialogue, and support services.
- A physical location free from any embellishments of any religious persuasion has been made available for students who might need such a facility.

4. Socioeconomic and Sociocultural Diversity

- Efforts are made to recruit and support students from various socioeconomic and sociocultural backgrounds, including first-generation students and those from rural or underserved communities.
- Financial aid and scholarship programs are designed to make medical education accessible to students from lower socioeconomic backgrounds.

5. Diversity Based on Disability

- Students with disabilities will be provided with necessary accommodations to ensure full participation in academic and extracurricular activities.

Implementation

1. Admissions and Recruitment

- Recruitment strategies will target diverse communities, with efforts made to eliminate biases in the admissions process.
- Outreach programs, including informational sessions and partnerships with community organizations, will help attract a diverse student body.
- Scholarships and financial assistance programs will be structured to support students from diverse backgrounds, particularly those who are economically disadvantaged.

2. Campus Environment and Support

- Diversity training will be provided for faculty and staff to ensure they are equipped to support students from all backgrounds.
- The institution will host events and initiatives aimed at fostering understanding and dialogue among students from different backgrounds, including cultural celebrations and awareness programs.
- Student support services, including counselling, mentorship programs, and affinity groups, will be available to promote inclusion and help students navigate challenges related to diversity.

3. Curriculum and Learning

- The curriculum will include components on cultural competence, ensuring that students are equipped to provide medical care to patients from diverse backgrounds.
- Case studies, clinical examples, and community projects will emphasize diversity in healthcare delivery, addressing health disparities and the importance of patient-centered care.

4. Monitoring and Accountability

- The institution will regularly assess the effectiveness of its diversity initiatives and make adjustments as needed.
- A Diversity Committee will be established to oversee diversity-related issues, address student concerns, and ensure that the policy is being implemented effectively.

Evaluation

The success of this policy is measured by:

- Increased enrolment and retention of students from diverse backgrounds.
- Regular feedback from students through surveys and focus groups.
- A review of institutional practices and procedures to ensure they align with the goals of the diversity policy.

Policy #: Emerg-11-2020

Policies and Procedures for Emergency Response and Disaster Management

The American University of Barbados School of Medicine (AUB) is dedicated to maintaining the safety of its Students, Staff and the community of Barbados. In so doing, the university has established an Emergency Response and Disaster Management Policy which allows for decision-making, reduces damages, ensures the preservation of life and decreases overall business disruption.

Emergency Levels

The University will comply with local Ministries and laws related with any declared emergencies. As such contact with the Ministry of Health and the Department of Emergency Management will be established and maintained throughout incidents of national proportions. AUB within its emergency response strategy has established a 5-tier system as shown below:

Level 0 – no event is occurring. During this stage the university personnel undergo training and ensure all precautionary steps are being undertaken and that all emergency systems are in place.

Level 1 - an event or incident which affects one person, but which university personnel can address. Such incidents would have low to no impact on the regular operations of the university and require no external input.

Level 2 – an event or incident which affects multiple persons or a building, but which university personnel can address. Such incidents would have low to no impact on the regular operations of the university and require no external input.

Level 3 - an event or incident which impacts one area or building, disrupts operation of the university and/or is associated with severe damage of individuals or infrastructure. Such an incident may be limited to the university but require a large focus and input from local personnel.

Level 4 – an event or incident which causes major damage to the university and/or numerous injuries to humans and/or loss of life and which affects the larger community. Such an occurrence would not be effectively managed by university personnel or managing body therefore the university will contact and obtain assistance from external sources.

Roles and Responsibilities

To ensure all policies and procedures are implemented it is important that all individuals at the University are aware of the emergency response and disaster management policy.

Additionally, there is the requirement for the identification of trained personnel and supervisors.

Deans and Directors

The Deans and Directors are responsible for the identification and appointment of individual(s) to plan and respond to emergency events in addition to:

- The selection of an Emergency Coordinator to oversee all emergencies ensuring that all protocols are followed.
- The distribution of building evacuation protocols.
- Ensuring faculty, staff and students are trained in evacuation protocols and undergo required drills and safety training.
- The identification of areas of weakness in the existing policies and ensuring all deficits are addressed.
- Identification and establishment of a command centre where personnel may be reached, and responses planned and overseen.

Faculty, Supervisors and Managers

The responsibilities of faculty members, supervisors and managers are as follows:

- Educate and advise faculty, staff and students about the emergency policies and guidelines of the university.
- Comply with established university policies and guidelines related to emergencies.
- Inform faculty, staff and students, in accordance with university policies and guidelines, of any emergency and initiate procedures as required.
- Evaluate and secure any building to which they are assigned during an emergency event.
- Ensure all faculty, staff and students comply with university policy and guidelines during an emergency event.

Communications

In the event of an emergency the Dean of the university will be informed by the faculty or staff member who first responds. The Dean after assessment declares the emergency level and contacts the required personnel, whether internal or external. As part of this response, the Emergency Coordinator must be informed, to establish where required, the response centre which will handle general queries and concerns.

Non-working Hours

Should an event or incident occur outside of traditional working hours, during a holiday or vacation period, the response and management plan remains the same. It is acknowledged that the roles of some individuals may be altered, as required, to ensure the emergency is appropriately addressed. Until all individuals can be contacted, the person assuming the major responsibility will be the most senior personnel present. In such times, all guidelines should be carefully followed while effort is made to establish contact with supervisors, deans and/or directors.

Loss of Power

If power is lost or there is a disruption to the modern communication systems then the emergency coordinator shall advise via visitation the Deans, Directors, Faculty, Supervisors and Managers. The wider campus population will be made aware via the use of loudspeakers and shortwave radios. Additionally, in the case of those living on campus, assigned staff members shall go door to door to ensure all individuals are aware of the emergency state and level.

Campus Evacuation Procedures

While it is a rare occurrence, there are several instances where evacuation of campus may be required for example activation of a fire alarm or bomb threat. It is therefore of the utmost importance that all ancillary staff, faculty and students familiarize themselves with the protocols associated with campus evacuation.

Preparation for Evacuation

All individuals on campus should be familiar with the overall layout of the campus and particularly the rooms they frequent. For each room individuals should be aware of the location of all emergency equipment and points of entry.

Responsibilities and Roles

The CEO and Dean

It is the responsibility of the CEO and Dean to ensure that:

- All ancillary staff, faculty and students are aware of and appropriately trained in the protocols associated with campus evacuation.
- All doors should be clearly labeled with easy, unhindered, access.
- All ancillary staff, faculty and students have access to the evacuation map of the American University of Barbados campus.
- Contact security, the Royal Barbados Police Force and the Barbados Fire Service.
- Ensure that all buildings are equipped with emergency devices and that all equipment is regularly inspected and functioning.

Faculty and Ancillary Staff

It is the responsibility of faculty and ancillary staff to:

- Identify the nearest point of entry or exit to your work site or classroom and map the fastest route to reach said point. Be aware of alternate points of exit should this main choice be inaccessible. Consult Security Personnel or the Dean should you require assistance in this process.
- Should you find yourself in a section in which you are unfamiliar, identify all points of entry/exit, note the location of stairwells, emergency equipment and communication devices.

- Note the number of interior doors you are required to pass before you reach the nearest exit to the outside. This is precautionary as in heavy smoke conditions your vision may be impaired making lit exit signals difficult or impossible to see.
- Obtain and familiarize yourself with the evacuation map of the American University of Barbados School of Medicine.
- Once you have successfully exited the building, remain outside and do not reenter the building until directed by authorized members of the Royal Barbados Police Force or the Barbados Fire Service.
- Maintain knowledge of the persons present in your class.
- Institute a buddy system and cater to the needs of those individuals who may have disabilities.

During Evacuation

Individuals on campus will be made aware that an evacuation is in progress by the activation of the fire alarm accompanied by the strobes. Simultaneously the AUB security team and appointed personnel will enter the buildings and inform occupants that they are required to exit. Messages will be sent to students and faculty via text and email. Persons should be aware that members of the Royal Barbados Police Force and/or the Barbados Fire Service may also be present during an evacuation. All building occupants are therefore expected to:

- Leave the building, via the nearest exit, and assemble at the pre-determined assembly points indicated on the AUB evacuation map.
- While exiting alert others in the building that an evacuation is in progress.
- While exiting walk but do not run and avoid pushing others should there be a crowd.
- Students should inform faculty of any disabilities.
- Assist persons with disabilities.
- Only take important documents or objects already in your hand which do not hinder your range of motion.
- Follow the instructions given by all emergency personnel and the AUB Security team.
- Before opening a door, using the back of your hand touch the door to check whether or not there is heat. Should you find that the door is hot, **DO NOT OPEN THE DOOR.**
- Throughout the evacuation process remain as quiet as possible. This will ensure that you hear all instructions being given by emergency personnel and the AUB security team.
- Should you be on an upper level, do not use elevators especially if the evacuation is triggered by a fire or earthquake. Use stair wells to descend. While using the stairwells be sure to use handrails and stay to the right. Persons with disabilities may require assistance.

- During the evacuation stay alert and be aware of your surroundings. Be mindful that there may be falling debris for example glass both inside and outside of the building.
- Faculty members are expected to keep class groups together. This will assist in the process of identification which will be conducted at the assembly point. Such activity is required to determine whether or not any individuals are missing or may have been trapped inside of the building.
- While assembling be sure to leave the road ways and hydrants clear to allow easy access to emergency vehicles and personnel.
- Do not return to the building until instructed by the AUB Security Team or members of the emergency response services.

Responsibilities and Roles

The CEO and Dean

The responsibility and roles of the CEO and Dean are:

- Identify the emergency, announce the emergency level and contact all required internal and external personnel.
- Ensure that all faculty, ancillary staff and students have exited the building and remain outside.
- Provide the relevant tools and equipment to the Security Team and authorised campus personnel.
- Ensure that all management levels are aware of the ongoing event.
- Ensure that all faculty, ancillary staff and students are appropriately trained, includes the planning and implementation of drills.

The Faculty

- Ensure that all students exit the building via the nearest exit while keeping class groups together.
- Direct students to the assembly point.
- Ensure rooms that they are required to pass are empty.
- Assist persons with disabilities and persons who may be injured.

The Students

Students should be aware that the plan executed may vary depending on the emergency type. However students should remain calm at all times and avoid panicking. It is the responsibility of the student to:

- Be aware of the evacuation plans and procedures of the American University of Barbados. They should also familiarize themselves with the layout of the campus and its environs.

- Be aware of your surroundings at all times. Should the emergency situation be one that includes violence be mindful of areas which can be used to secure and protect your person. Identify locations which can be used to conceal you from an intruder.
- Notify the nearest available personnel for example a faculty member or member of the security team, should you notice an intruder on campus or entering a classroom. Do not approach such persons or challenge them. Fighting with or otherwise engaging such persons should be seen as the last option.
- Notify the nearest available personnel for example a faculty member or member of the security team, should you notice anyone acting in a violent or menacing manner. Do not approach such persons or challenge them. Fighting with or otherwise engaging such persons should be seen as the last option.
- Do not go back inside of a building once you have exited even if you have left important documents behind.
- Where possible stay with you class group and a faculty member. Assist in identifying any persons who may be missing.
- Assist disabled persons and individuals who may be injured.
- Follow directions given by the Emergency Response personnel and the AUB Security Team.
- Under no circumstances start or spread rumors to others.

Assisting persons with Disabilities

Persons with disabilities may require assistance in evacuating the campus. The following sections seeks to outline basic techniques which may be used to offer the required assistance.

To assist people who are blind or visually impaired:

Upon approach introduce yourself to the person and:

- Indicate the type of emergency
- Offer to assist the person or extend your arm to provide guidance.
- Inform the individual of where you are going, describe the surroundings and indicate any obstacle which may lie ahead.
- Once you have reached safety ask the individuals if additional assistance is required.

To alert people who are deaf or have a hearing impairment:

- Gain the attention of the individuals by turning the lights on and off.
- Prepare a detailed note containing the evacuation instructions, clearly outlining the route of exit.
- Should you be leading the person to safety indicate directions using hand gestures.

To assist people with mobility impairments including those using wheelchairs, canes, crutches, and walkers:

Upon approach introduce yourself to the person and:

- Ask the individual how you may assist them. For persons in a wheelchair inquire whether assistance is needed to drive the chair. No attempt should be made to push a power chair. Operation of a power chair should be via the main control which the user typically uses.
- Remove all obstructions from in the path or along the route of exit.
- Be mindful that some non-ambulatory persons have respiratory conditions and therefore should be quickly removed from areas where there is smoke or vapour emissions.
- When giving assistance, where possible, stay with the person and accompany them to the predetermined assembly point.
- In the buildings with multiple levels, you are reminded not to use the elevators should the emergency be related to fire or earthquake. Direct the individual to a stairwell. Power chairs are heavy and may not be easily manoeuvred or carried down a stair well. You may be required to leave the person and an attendant on a landing and seek assistance. Please note that if the situation is life threatening the individual should not be left but should rather be carried. You should ask the person what the best way to achieve this is.

For persons who are unable to leave the building:

Some persons may be incapable of leaving a building without additional assistance, in such cases it is advisable to:

- Give the person assistance in reaching a location which is non-hazardous. If possible, open a window and signal to emergency personnel.
- Maintain accurate details regarding the location of the person and provide those details to emergency personal and the AUB Security team.

Shelter in Place Procedure

In some emergency cases, for example where the threat is chemical in nature, there may be the requirement to shelter in place rather than evacuate the premises. Under such circumstances please be aware of the following:

- Stay inside of the building and move away from doors and windows. Be mindful that you should ensure all windows and doors are closed securely.
- Do not shelter in or enter elevators.
- Locate materials which can be used to cover openings like vents and spaces beneath doors. Where possible such openings should be sealed using a cloth or towel dampened

with water. If you are in a room with an air condition unit which is separate to the main system ensure that the unit is turned off.

- Locate basic survival supplies like water, food and electronic devices which can be used to monitor the threat level.

Responsibilities of the CEO and Dean

The following are the responsibilities of the CEO and Dean:

- Identify the threat and announce the emergency level.
- Contact external resources and personnel as required.
- Ensure all faculty and ancillary staff are aware of the shelter in place protocols
- Identify and train personnel who will be responsible for ensuring the main air conditioning system is shut down.
- Identify and train personnel who will be required to alert faculty and staff to the impending danger.

Responsibilities of Faculty and Ancillary Staff

The following are the responsibilities of the faculty and ancillary staff:

- Be aware of all protocols associated with the shelter in place procedure.
- Should you be the person who first notices the threat, bring this information to the knowledge of the Dean, CEO and AUB security team.
- Follow all instructions given by the Emergency Response personnel and the AUB Security team.
- Secure the room you are occupying.
- Should students be in your vicinity ensure their safety and mental stability.
- Should anyone be injured, and it is within your capacity, provide aid.
- Assist persons with disabilities.

After the All-Clear has been announced:

Following an evacuation event persons are reminded that they cannot reenter the building until the all-clear has been announced. Once the all-clear has been announced the buildings may require venting before reentry therefore authorized persons will enter the building to open windows and doors and turn on the heating, air conditioning and ventilating systems. It is advisable, especially following a fire, that persons with respiratory conditions not reenter the building until it has been appropriately vented and cleaned.

Response and Management of Hurricanes and Other Natural Disasters

Natural disasters, while rare, can have a large negative impact on a country and/or institution. In this regard, protocols must be developed to minimize devastation and encourage recovery after their occurrence. The protocols and procedures outlined in this document were developed specifically for the American University of Barbados, School of Medicine.

Hurricane Related Protocols

The Department of Emergency Management – Government of Barbados issues hurricane advisories as soon as a hurricane appears to be a threat. The hurricane season lasts from June through November but a hurricane may occur at any time. Hurricanes are classified in categories based on wind speed from Category 1 to Category 5. Hurricanes vary in their destructive capability. Potential damage includes, but is not limited to:

- Collaspe of buildings – structural and roof damages
- Damage by fallen trees – disruption of electricity and telephone services, damage to buildings and blocking of roads.
- Flying debris – zinc sheets, tree limbs, timber, roofing, other light materials.
- Rain (water) damage – destruction to valuables
- Flood damage – destruction of roads, landslides, loss of bridges, road blockage, inundation of buildings, and forced removal of buildings.

The agricultural sector always sustains heavy losses. Crops and animals are sometimes destroyed.

Such potential damages may require the university to activate a Level 4 response. It is therefore important for all members of the American University of Barbados to be aware of the policies and procedures related to preparing for, enduring and responding to a hurricane should one make landfall. AUB advises the following precautionary measures be considered and adhered to by faculty, staff and students:

- Close all windows and door, where available, close and secure shutters.
- In the advent that the home or university windows lack shutters it is advised that all exposed glass be taped or blocked using wood or metal sheets. To aid in preventing potential water damage place a rolled clothe or towel or newspaper beneath the windows or doors, thereby blocking any spaces.
- Damage caused by flying debris can be significant. Therefore, to reduce this occurrence remove all garbage and unsecure objects from the exterior of your home, including patio furniture, plant pots and buckets. Loose sheets of galvanize should be placed inside of a covered structure and weighted. In cases where objects cannot be brought to the interior of the home every effort should be made to secure the object where it stands.

- Unplug all electrical devices. As an added precautionary measure, cover electronic devices in plastic and place a minimum of 3 feet about the floor level.
- Certificates, marriage licenses, passports, travel documents, insurance information and other important documentation should be placed in a watertight container and placed on an elevated surfaced.
- Remove all loose accessories from vehicles. Ensure that the gas tank is full when the vehicle is parked. Should there be no enclosed bay to store your vehicle consider securing the windshield by covering with plywood to decrease damage.
- Keep a record of all appliances, documentation and other valuables. It is advisable that pictures be taken of all belongings and where possible each item be marked.

Hurricane Preparation

Hurricanes can be devastating and as such AUB cannot afford to be unprepared. In this section we will discuss the annual hurricane preparedness schedule.

Preventative Maintenance

This must be a part of routine. In the month of April, each year the Facility Manager is required to prepare and execute a Maintenance Program in respect of all the buildings located at Wildey Campus after obtaining the necessary approval from the CEO.

The pre-hurricane season activities and responsible parties are outlined below:

A. CEO

- Convene hurricane preparedness meetings for the campus
- Conduct meetings with students to advise all regarding the procedures to be followed if a hurricane threatens
- Consult with the Dean and Emergency Coordinator
- Issue hurricane emergency procedures in writing to the President of the SGA and students in residence
- Manage insurance issues
- Allocate emergency funds
- Circulate information related to hurricane shelters and storm centres
- Design a preparedness plan
- Identify an area to be used as a disasters operations centre and source required equipment
- Outline the details of a plan to enable staff to be contacted outside of normal working hours
- Ensure that inspections of electric generators are conducted
- In consultation with the Dean, identify an individual to be responsible for disaster preparedness
- Monitor all storm and/or hurricane preparations undertaken by the university

B. Facility Manager

- Do preventive maintenance

- Conduct inspections of the roof, drainage systems, sewerage and waste water systems, electric generators, lifts and all fire equipment and emergency exit doors
- Make arrangements for alternative source of electricity
- Ensure all trees are pruned

C. Associate Dean

- Conducts meetings with faculty members and student representative of the SGA
- Nominate faculty members and allocate duties
- Issue hurricane emergency procedures in writing to student representatives
- Identify team to carry out preparedness plans

At the start of every season, having made the necessary preparations prior to the start of the season, departments now have the task of testing their systems. The following are the roles and responsibilities:

A. CEO

- Conduct drills of the procedure to prepare the office for passage of a hurricane
- Conduct drills to test the hurricane preparedness plan
- Ensure all equipment is sourced and in working condition especially those to be used to contact faculty, members of staff and students

B. Facility Manager

- Inform all personnel of the preparedness policies and procedures
- Ensures that appropriate attention is given to the monitoring and response to hurricanes
- Procures emergency supplies and ensures that the quantity can support the university
- Liaises with the CEO, staff and supervisors to establish and man the Disaster Operations Centre (DOC)
- Ensures that the campus community is aware of up-to-date information regarding hurricane safety and preparedness

These policies and procedures should be adhered to throughout the year and not enacted solely during the hurricane season. Therefore, all stakeholders should ensure the maintenance and continual improvement of the emergency response and disaster management plan.

The Warning System

The university has put into place a 3-tier warning system which will allow faculty and staff to understand requirements based on the a storm or hurricane which may make landfall, expectations while storm or hurricane conditions are impacting the island what should be done immediately following the passage of a storm or hurricane.

Level 1 – This level is activated once the CEO and/Dean has received a warning that a storm or hurricane may impact the island. The CEO and Dean will hold a meeting to brief the Associate Dean, Assistant Deans, faculty members, ancillary staff and students. During this

period the CEO, while aided by the Facility Manager, has most of the responsibilities as outlined below:

- Reminding individuals of their duties and responsibilities as related to storm or hurricane passage.
- Monitoring the development of the impending system.
- The identification of government-maintained hurricane shelter.
- Ensuring area predetermined to be suitable for housing onsite individuals are adequate and secure.
- Establishing communication with external groups or organizations including the Barbados Fire Service, the Department of Emergency Management and the Ministry of health.
- Ensuring that all resources to be allocated and used in onsite housing is adequate, secure and in good functioning condition.
- The establishment of a Disaster Operation Centre.
- Ensuring that inspection of generators is conducted.
- Ensuring that all AUB owned vehicles are adequately secured.
- Review of the drinking water stores.
- Ensuring that protocol is followed regarding the securing of all campus equipment, data and files.

Level 2 – this level is activated 6 to 12 hours before the storm or hurricane makes landfall. During this period the CEO and Dean will convene a meeting with the primary onsite stakeholders to ensure all required preparatory steps have been undertaken. In addition to this:

- Non-essential staff shall be relieved
- Under the guidance of the Facility Manager a final campus inspection shall be conducted including a check of the generators
- Identify staff and students who may need to be transported to hurricane shelters or housing on campus
- Conduct a full campus shutdown which entails disconnection of electrical equipment and securing all doors and gates
- Ensure that the Disaster Operations Center (DOC) remains operational throughout
- Construct a list of and verify the location of all persons remaining on campus and ensure all person are aware that they must stay indoors

Level 3 – This stage is activated once the storm or hurricane has made landfall. During this period the university advises that all faculty and staff and students:

- Remain indoors and do not venture outdoors
- Be aware of their surrounds and any risks to health which may develop
- Monitor local media. In this regard it is suggested that local radio stations be used via battery operated devices

- Remember storm and hurricane structure such that they recall that as the eye of the storm passes there will be a period of calm after which adverse conditions can reoccur. It is therefore recommended that during this period all individuals remain indoors.

Seeking Assistance – Going to a Shelter

Before the passage of a storm or hurricane or immediately following the passage of a storm or hurricane it may be required for members of staff or students to seek shelter off-campus. The first suggestion is to go to the home of family member or colleague, failing this housing may be secured by going to a government operated shelter. Bare the following in mind should you be required to go to a shelter:

- Shelters will be operational 24 hours before the storm or hurricane makes landfall. Therefore, is important to note the location of the storm and/or hurricane shelters nearest to your residence
- Going to a shelter is not mandatory and is only recommended if you fear the structural integrity of your residence or if the Barbados Government or duly appointed representative instructs you to so do. In this instance it is recommended that you arrive at the shelter a minimum of 12 hours before the storm or hurricane makes landfall
- Pack and carry the following item:
 - Blankets
 - Batteries
 - Flashlight
 - Portable radio
 - 2 changes of clothing
 - Food and water to last you a minimum of 24 hours
 - A first aid kit
 - Items required to maintain good personal hygiene
 - Any required medication

Response to and Preparation for Earthquakes

While earthquakes are rare in Barbados the increased seismic activity within the Caribbean makes it a requirement that protocols be put in place to cover such an event. Individuals are reminded that much of damage associated with earthquakes occurs after the shaking has ceased. All persons on campus during an earthquake are required to follow the instructions below.

During the earthquake

- Remain calm.
- Should the earthquake occur while you are indoors, remain there and seek cover. Choose a shelter which covers your head and would provide a suitable air pocket should the building collapse. You may choose to shelter under a sturdy table but you should be ready to move with your shelter should it shift position during the earthquake.

- Stay away from windows, mounted fixtures, shelving, cabinets, pots and pans, and large furniture which may shift or topple during an earthquake.
- If possible use a pillow or other such device to protect your head and neck.
- As the shaking ceases avoid the urge to run outside. Be mindful of the potential dangers associated with opening doors, the crowds that may form in or around stairwells and avoid the use of elevators.
- Should the earthquake occur while you are outdoors, stay in an open area away from buildings, trees and power lines. Do not attempt to enter buildings.
- Should the earthquake occur while you are driving pull over to the side of the road, away from buildings, overpasses and/or power lines.
- Avoid contact with fallen power lines. Such downed lines should be reported to the relevant authority, the Barbados Light and Power Company Limited, as soon as possible.

After the earthquake

There are several situations which may occur following an earthquake, therefore persons are requested to stay alert and be fully aware of their surroundings. Note:

- Remain calm.
- There may be instances of partial or complete collapse of buildings, masonry, ceiling fans, mounted air conditioned units may become detached, overturned furniture, broken electric wires, all of which can represent safety risks. Avoid going in to places which exhibit any such conditions.
- Although the shaking has ended there is still the potential to encounter falling debris and glass. It is therefore recommended that you avoid entering buildings and be careful moving around infrastructure.
- There is the possibility gas lines have been breached. Therefore, one should not light matches or turn on electric equipment directly after an earthquake.
- Ensure all electrical equipment is turned off. If possible turn off the main electrical supply.
- Protect your hands and feet at all times. To avoid injury wear enclosed shoes and hard gloves.
- Conduct a search of the immediate area to verify no one is injured or trapped. If possible, assist injured persons. Do not attempt to move individuals who are seriously injured or trapped beneath fallen debris. Contact Emergency Rescue personnel as soon as possible.
- Aftershocks are a possibility. One should also note that following an earthquake there is the possibility of Tsunami, flood, fire and landslides depending on the topography of the location.

- Remain in a secure location with access to a battery operated radio. Do not go sightseeing but rather wait on the All Clear to be given by the Government or the Department of Emergency Management.

Roles and Responsibilities

CEO

- Convene earthquake preparedness meetings for the campus
- Conduct meetings with students to advise all regarding the procedures to followed following an earthquake
- Consult with the Dean and Emergency Coordinator
- Issue earthquake emergency procedures in writing to the President of the SGA and students in residence
- Manage insurance issues
- Allocate emergency funds
- Design a preparedness plan
- Identify an area to be used as a disasters operations centre and source required equipment
- Outline the details of a plan to enable staff to be contacted outside of normal working hours
- Ensure that inspections of the school plant are conducted
- In consultation with the Dean, identify an individual to be responsible for disaster preparedness

Facility Manager

- Do preventive maintenance
- Conduct inspections of the roof, drainage systems, sewerage and waste water systems, electric generators, lifts and all fire equipment and emergency exit doors
- Make arrangements for alternative source of electricity
- Ensure all trees are pruned
- Ensures the general upkeep of the all buildings and infrastructure are in keeping with the code as mandated by Town and Country Planning

Associate Dean

- Conducts meetings with faculty members and student representative of the SGA
- Nominate faculty members and allocate duties
- Issue earthquake emergency procedures in writing to student representatives
- Identify team to carry out drills and training sessions

Response to and Preparation for Fire

In the unlikely event that a fire should disrupt the normal routines associated with campus life all rules and protocols which govern campus evacuation will be enacted. In this regard,

it is therefore important for all faculty, ancillary staff and students to familiarize themselves with the evacuation procedure found under Campus Evacuation Procedures.

After a Natural Disaster

Immediately following the passage of a hurricane, storm or other natural disaster the university advises all faculty, staff and students to remain indoors until the “All Clear” has been issued by the Department of Emergency Management of Barbados. The university is cognizant of the fact that the passage of a storm or hurricane or the occurrence of any natural disaster can significantly damage the infrastructure of the university, its Halls of Residence and/or result in the loss of life. In this regard the university advises that the following are conducted in the aftermath of a hurricane or storm:

- Assist individuals who have been injured and conduct a survey noting health of individuals
- Document resource availability
- Avoid touching downed electrical wires. Should any loose or exposed wiring or downed poles be observed contact the Department of Emergency Management
- Do not walk through bodies of water or entered flooded buildings
- Should you be required to go outside, wear enclosed shoes

Responsibilities

The Facility Manager

Shall carry out emergency repairs to essential areas as directed by the Disaster Operations Centre (DOC). Additionally the facility manager is required to:

- Conduct a damage assessment of the campus
- Conduct an inspection and oversee the required repair of the water and sewage system
- Should power be lost, remain in contact with the Power supplier to ensure a safe and speedy restoration to pre-disaster conditions
- Be the contact person should external assistance be required to facilitate the general recovery and reconstruction of the university

The Dean and CEO

After the “All Clear” has been given the Dean and CEO shall convene a meeting, in a timely fashion, to consult with primary stakeholders regarding a practical timeline to recommence business at the university. At this meeting the key decisions should be made regarding infrastructure, staff and student health and safety and issuing of information to the student body. Once a plan is made and communication with all relevant stakeholders has been re-established attempts should be made to secure the compound of the university. A call should also be made to request staff return to work as soon as possible. In conjunction with the Head of the IT department, the Dean and CEO will assess the computer system of the university and address any deficits.

Administrative Instructions as Relates to Natural Disasters

Feeding

The CEO is responsible for ensuring that there are adequate food and water stores to support the student body living on campus and those who may be required to seek accommodation in shelters. Arrangements in consultation with the SGA to ensure all students receive adequate nutrition.

Accommodation

The Facility Manager is responsible for:

- The relocation of students and staff into adequate housing before and after the passage of a storm or hurricane
- Ensuring adequate accommodations are available for all essential staff
- Ensuring that any emergency shelters may be constructed if required The SGA should make contingency plans for

The Associate Dean is responsible for:

- The identification of suitable locations and the relocation of the university building required for teaching and learning purposes
- Securing adequate accommodations for all displaced faculty and administration

Transport

Following the declaration by the Department of Emergency Management that a storm or hurricane will directly impact the island control of all AUB owned vehicles will fall under the governance of the CEO. Transportation requests must be directed solely to the CEO. Arrangements must be made by the Facility Manager to ensure essential staff residing off campus can be brought to the main campus location.

During the hurricane season, 1st June – 30th November, it is required that the university maintains adequate stores of petrol, oil and lubricants. A supply of kerosene, to last a minimum of 14 days, should also be held.

Health

The CEO is responsible for ensuring that the university has adequate medical supplies and resources to handle any disaster related issues which may be encountered (for example public health matters and water purification). Supplies amassed must be enough to support both staff and students, such supplies include but are not limited to medical kits, food and water stores.

Communications

Members of staff and student should monitor the media for advisories issued by AUB. These groups are also encouraged to stay in contact with the university throughout the passage of the hurricane or storm. The university will issue portable radios to authorized personal along

with batteries to facilitate the maintenance of contact and chain of command. All media releases must be issued solely by individuals authorized to do so.

Finance & Accounting

The CEO is ultimately responsible for the protection of the University's assets, affording protection of property against loss or damage pertaining to a national disaster. The CEO is also responsible for ensuring that all precautionary measures are in place to secure academic teaching aids.

Using their judgment, the CEO in consultation with the Dean will select staff and faculty members to oversee that all precautions are followed as laid out in the policy. Depending on the circumstances the Facility Manager may be required to aid in this process.

Following a full analysis, the CEO and management of the university will be responsible for declaring when the university is clear and has returned to normal operational standards.

The overall responsibilities of the CEO are therefore the:

- Overseeing of the full resumption of normal operations
- Submission of property status reports
- Submission of academic reports
- Submission of financial statements
- Submission of nominal role of all faculty, staff and students
- Closure of Disaster Operations Centre

Vital Records Protection, Disaster Preparedness and Recovery

To safeguard AUB against loss, it is the responsibility of the CEO, Dean and Associate Dean to identify vital records and ensure their protection in the event of a disaster.

Vital Records Protection

Vital records or essential records are active records which are required for the continuation or reconstruction of University operation after a disaster. By their nature, vital records must be protected from all natural disasters and man-made disasters. Additionally, they must be protected from damage and degradation caused by the natural passage of time, mildew, light, dust, insects, rodents and excessive humidity.

Responsibility

The protection of vital records lies with the staff in which the records are maintained. The CEO and the Dean should designate staff that will be responsible to see that vital records are properly protected. The CEO and Dean should seek external advice to assist in the identification, planning and protection of vital records.

The CEO, Dean and controller of examinations will provide a vital records directory which identifies the vital records of every department and state how the records are to be protected. One copy of the directory will be retained by the CEO and the Dean. Additional copies of the directory will be retained in their relevant departments.

Examples of vital records include, but are not limited to:

- University statutes, policies and procedures
- Building plans
- Government contracts, agreements and bills
- Clinical Rotation Clerkships
- Accounts receivable records
- Summary financial reports
- Banking and payroll records
- Student records including grade reports and contact information
- Research records including raw data, IRB approvals and other documentation

Methods of Protection

AUB endeavours to protect vital records by utilizing the three main techniques given below:

- **Duplication and dispersal** -conducted by making extra copies of records. The duplicate records shall be maintained off site at a secured location.
- **Creation of soft copies for online storage or storage on external devices**
- **On Site Storage & Vaulting**
- **Remote Storage & Vaulting**

Disaster Preparedness & Recovery

Responsibility

CEO, Deans and Directors

The primary responsibility for taking precautionary measures for the protection of AUB's property including records, against loss or damage in the event of a disaster lies with the CEO and Dean. In addition to this the following remains the responsibilities of the CEO and Dean:

- Selection and appointment of staff members to oversee that within each department the precautionary measures are adhered to.
- Ensuring that selected staff members are appropriately trained and aware of the precautionary measures to be implemented
- Ensuring that resources are available as required

Faculty, Supervisors and Managers

The primary role and responsibility of faculty, supervisors and managers is compliance with policy and regulations. To this end, faculty, supervisors and managers are responsible for:

- Ensuring faculty, supervisors, managers and students are aware of all policies and procedures related to disaster preparedness and recovery
- Ensuring that documentation received and distributed remains up to date
- Implementing strategies and providing feedback to the CEO, Deans and Directors especially indicating any areas in which they would not be able to comply or perform designated duties.

Precautionary Measures

The designated staff is responsible for:

- The removal and secure storage of all documents. Staff member should ensure that the storage area and containers are not in direct line with windows and are elevated at least 3 feet above ground level.
- Ensure that all records and books stored in areas that may be affected should the roof be damaged are appropriately covered. Here it is recommended that a plastic coating or cover be draped or otherwise installed to protected shelves.
- All vital records are stored in a vault, separate secure location and/or are duplicated in both hard and soft copy.
- In the advent that records are damaged, the staff member is required to attempt to salvage the information or data. Every effort should be made to reduce damage to such items including alteration to the environment as required and to salvage as many records, files and data sets as possible.
- The preparation of the vital records directory and the provision of copies to the CEO, Dean and Associate Dean, in both hard and soft copy.

Stabilization of the Environment

The growth of mould is a significant concern as related to damage to records and infrastructure. This occurs due to the fact that as mould grows it feed on the surface upon which it lives. This can therefore result in significant loss and damage. The growth of mould is encouraged by the presence of damp, moist and humid conditions. Every effort should be made to reduce the presence of such conditions from storage containers, areas and facilities. This can be accomplished by:

- Increasing air circulation opening windows and doors and installing fans.
- Controlling the temperature in the room which may be accomplished by the installation of AC units.
- The removal of excess water and water retaining objects like mats, rugs and drapery.

It is advisable to instate added security measures during this time to ensure that the confidentiality of records is never breached. Such measures should include the assignment of security personnel, a book signing policy and also via installation of biometric technology to track who entered the site.

Damage Assessment and Salvage

All damage should be documented both in written record and via the provision of dated video and pictures. While conducting the assessment every effort must be made not to damage the documents. This may be achieved via minimizing the amount of handling of the documents which occurs. Assess the damage to records without handling when possible in order to prevent further damage. The following should be considered when conducting damage assessment:

- Materials are carefully packaged in plastic and transported to a predetermined treatment and storage facility.

- Extreme care should be used while handling water damaged files and documents as they have the potential to tear easily.
- Every effort should be made not to stack materials as this could cause additional damage to fragile documents.
- If may be required to freeze the wettest documents to prevent the development of mould.
- Documentation must be kept of all documents removed from the original site. Individuals should note the status of the documents including type and degree of damage.

Priority treatment must be given to the wettest material as follows:

- Record directory.
- Vital records especially those required to reestablish regular operation of the university.
- Any records exhibiting the growth of mould.
- Any original documents for example manuscripts or art.
- Records printed on coated papers as if they are allowed to dry closed, they will solidify.

Rehabilitation of Salvaged Records

Salvaged records be taken to a pre-identified location for drying. Documents should be placed in areas to allow for drying for example they may be placed on blank sections of paper or paper towel. In the case of books, they should be placed upright with leaves splayed. Additional techniques should be employed as identified during formal training sessions.

Response to and Management of Infectious Diseases

This policy is written with the intent of providing guidance should an individual present on campus with an infectious disease. Major outbreaks are rare however the understanding that the university is comprised of an international population makes the establishment of such protocols mandatory.

This policy is therefore designed to identify critical stakeholders, indicate a command and communication chain while indicating main procedures. It should be noted that adjustments to the procedures may be required due to the means by which the university is informed of the infectious party or due to the person(s) who is infected or at risk of infection.

Should an infectious disease be confirmed the role of the university is to aid external sources for example the Barbados Ministry of Health and/or appointed health representatives, to assist in disease management and to prevent the spread of the disease. Where possible, the university shall provide both advice and personnel.

In general, the University will work in conjunction with the Ministry of Health to:

- Inform faculty, staff and students as soon as possible following the confirmation of the presence of infectious persons within the community or campus population.
- Provide appropriate information and/or training to faculty, staff and students, especially those who were in close proximity to the infectious person prior to diagnosis.
- Provide the required information about the infected person to the Ministry of Health or their designated representative as it pertains to:
 - Presentation

- Travel history
- Tracing the persons who were in contact with the infectious individual
- The provision of a command center which is open to external agencies for the use of identification of additional infectious persons or used for administration or prophylactics.

Reporting Hierarchy for Cases of Infectious Disease

The Ministry of Health – The Ministry of Health is responsible for the identification and diagnosis of persons with infectious disease and shall contact the CEO and Dean of AUB. Advice should be given regarding potential risk to faculty, staff and students.

The CEO and Dean – Contact all Associate and Assistant Deans, Personnel in charge of the AUB Clinic, Legal advisors and associated Community Representatives. In conjunction with the Ministry of Health devise an action plan and identify isolation and quarantine facilities and protocols.

Associate and Assistant Deans – Facilitate the distribution of information to and arrange the required training of all faculty, staff, supervisors and managers. Contact may be made via the Assistant Dean of Student Affairs, to the Student Government Association.

Personnel from AUB Clinic – Responsible for acting as first responders to ailing faculty, staff and student. Will be responsible for liaising with the Ministry of Health and providing advice related to case assessment and response.

Faculty, Supervisors and Managers – Responsible for the management and distribution of required information and protocol to faculty, staff and students.

Initial Response to an infectious Staff member

Once a staff member is ill and assessment indicates the potential of infectious disease the individual conducting the assessment shall report to the Dean and CEO of AUB. They are to be informed of the name, address and contact information of the staff member. Should the staff member reside on campus then the Head of the Department of Housing should also be contacted.

The Dean and CEO shall contact the Ministry of Health regarding the presentation of the member of staff. The Ministry of health will assess the individual and indicate diagnosis and risk to other persons. Should the person be diagnosed with an infectious disease then all Assistant Deans, Heads of Departments, Supervisors and Managers will be called to a meeting to be advised of the ongoing case. In conjunction with the Ministry of Health an action plan will be devised at this meeting. Management and implementation of the plan will be monitored by the Heads of Departments, Managers and Assistant Deans. Following the incident, a report will be compiled and submitted to the Directors.

Initial Response to an Infectious Student

Once a student is ill and assessment indicates the potential of infectious disease the individual conducting the assessment shall report to the Assistant Dean of Student Affairs and the Head of the Department of Housing, if the student resides on campus. They are to be informed of the name, address and contact information of the student.

The Assistant Dean of Student Affairs will contact the Dean, CEO and Ministry of Health regarding the presentation of the student on campus. The Ministry of health will assess the student and indicate diagnosis and risk to other persons. Should the person be diagnosed with an infectious disease then all Assistant Deans, Heads of Departments, Supervisors and Managers will be called to a meeting to be advised of the ongoing case. In conjunction with the Ministry of Health an action plan will be devised at this meeting. Management and implementation of the plan will be monitored by the Heads of Departments, Managers and Assistant Deans. Following the incident, a report will be compiled and submitted to the Directors.

Quarantine and Isolation

AUB is aware that staff members and students live both on the Halls of Residence and off-campus locations. In this regard, the university accepts the responsibility of housing persons who are suspected to be carrying an infectious disease. AUB understands that all confirmed cases must be given to the Ministry of Health for management, however as the university seeks to protect the larger community and population of AUB the following strategies shall be implemented when suspected cases are identified:

- A site shall be identified on campus for the housing of affected persons. This site shall be away from the main Halls of residences, canteen and teaching blocks. The site shall be self-contained having its own restrooms and shower facilities. The site should offer easy and immediate egress and access to the main highway without the isolated person or personnel in care of the person being required to pass through the main campus.
- Isolated individuals will have meals provided to them. Such meals shall be taken to the unit in single use containers. Failing the acquisition of single use containers, meals shall be provided on ceramic dishes or stainless-steel appliances. Such appliance can then be sterilized using appropriate protocols and procedures.
- All waste from the isolation unit will be held separate from the main campus waste and shall be marked for immediate incineration.
- Bedding shall be sanitized daily.
- Once the unit is vacated advanced cleaning protocols shall be implemented to ensure the room poses no threat to future occupants or staff members.

Communication

The AUB, in compliance with the laws and regulations of Barbados, will turn over all management and cases of persons diagnosed with an infectious disease to the Barbados Ministry of Health.

Under the direction of the Ministry of Health, the Dean will devise and implement an appropriate communication strategy following the diagnosis of an infectious individual.

Internally the university shall provide for circulation information related to:

- Advise issued by the Ministry of Health
- Confirmation of infectious cases
- Procedures to be followed when identifying presumed and confirmed cases

- Symptomology and preventative strategies
- Counseling and support for staff and students

Information for circulation must first be confirmed by the Ministry of Health and the Deans and Directors of the AUB.

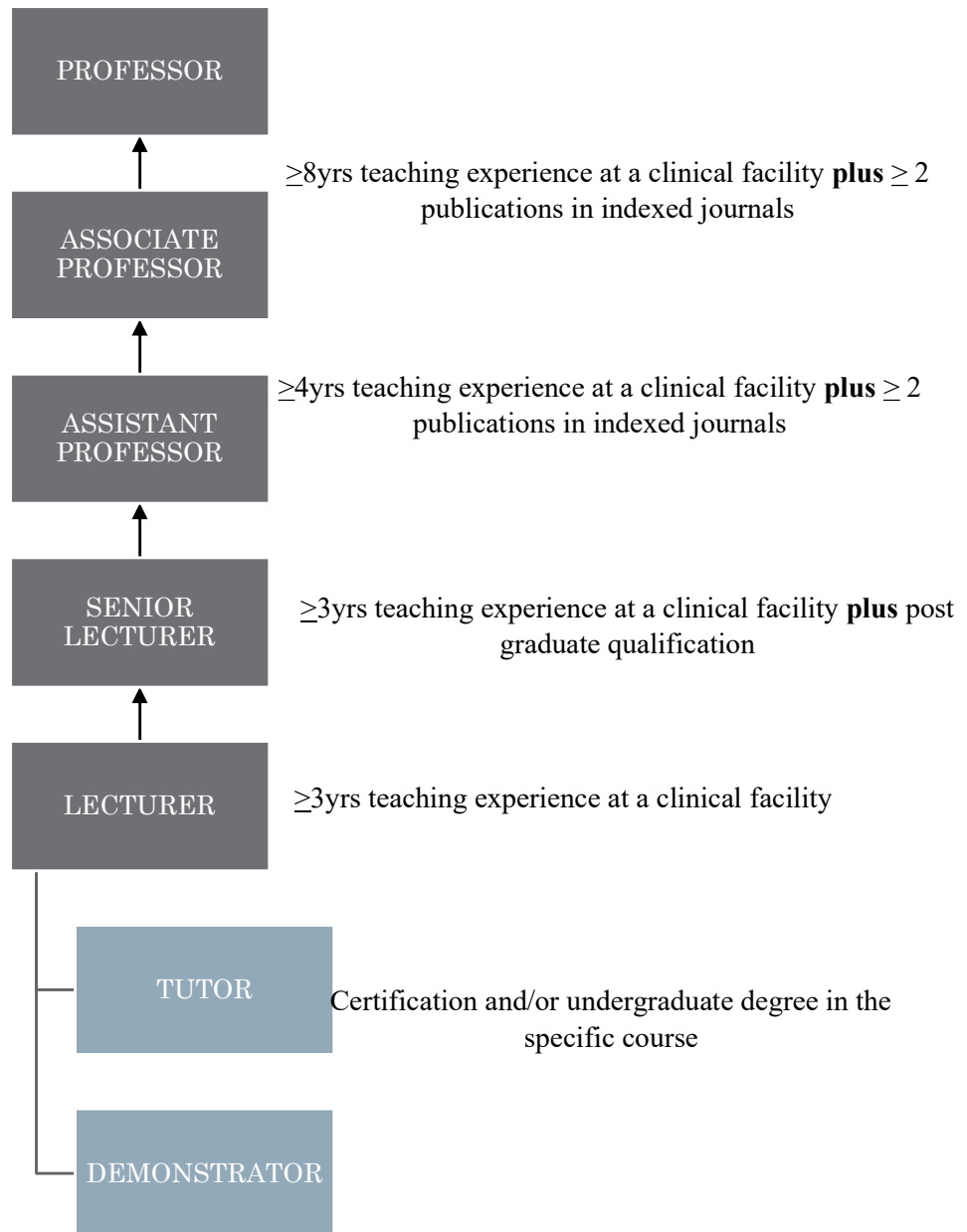
(Revised November 2020)

Policy #: Facul-00-0000

Policy on Faculty Employment Track

Faculty Employment Track

Research although an asset is not specifically required for appointment. Details are depicted below.



Faculty on the dual track are expected to present with a higher number of publications.

Although this is the basic track other factors are noted prior to promotion.

Modify for clinical faculty.

Policy #: Extram-00-0000

Policy and Procedures for Extramural Electives

AUB accepts that taking extramural electives could be beneficial to its students and provide them with the opportunity for exposure in areas not covered by its affiliated hospitals.

Who may make the request?

- Only 4th year students may apply for this opportunity. They must have already completed their Core Clerkships at an affiliated hospital.

Principles:

- Although not an affiliated hospital, electives taken at Era's Lucknow Medical College & hospital are not considered extramural electives.
- Preference will be given for any elective selected using the On-line Extramural Compendium of the AAMC at <https://services.aamc.org/eec/students/>.
- Extramural elective must not be longer than one week.
- Persons must have or show proof of an ability to obtain a visa for the country in which the elective will be completed.
 - If any extra immunization procedures are required, proof that the student has met the requirements must be provided before the elective will be approved.

Process:

1. Students must contact the hosting institution and request an application package.
2. Provide application package to the Clinical Dean with a letter requesting permission to complete the extramural elective at least one month before the proposed start of the elective.
3. Dean contacts the hosting institution and determines if
 - a. the hospital is a teaching hospital
 - b. the curriculum is aligned with that at AUB

- c. the hosting institution is willing to provide malpractice insurance for the AUB student
4. Decision is made and the student informed in writing of the decision namely,
 - a. Extramural elective accepted for-credit
 - b. Extramural elective accepted as not-for-credit
 - c. Extramural elective Denied
5. If accepted,
 - a. student is required to
 - i. sign the letter agreeing to the terms
 - ii. collect the Evaluate Preceptor and Evaluate Rotation forms
 - iii. return the completed forms to AUB within 7 days of completing the extramural elective.
 - b. An Evaluation Package is forwarded to the hosting institution inclusive of the Clinical Evaluation form to assess the clerk.

Policy #: Finan-00-0000

Scholarships and Financial Aid Policy

The American University of Barbados School of Medicine offers a limited amount of financial aid and scholarships. These are disbursed based on financial need and merit with specific geographic locations such as local and regional students offered a degree of priority. Merit scholarships may be based on academics, community service or school service such as extracurricular activities inclusive of sports. Financial aid may also include payment by installments for students with proof of financial need.

Non-discrimination policy

All potential AUB students are eligible to apply. There is no discrimination based on race, colour, class, ethnicity, gender or religious persuasion. Student selection for admittance into the university is not based on the student's ability to pay tuition fees.

AUB Financial schedule and Calendar

TIME	EVENT
TBA	Financial counselling
TBA	Finance fair
TBA	Applications open
TBA	Submission deadline
TBA	Committee meeting
TBA	Award notification
TBA	Recipient acknowledgement

*TBA – These times are subject to change. Please contact the university for specific dates.

Who may apply

All potential AUB students are eligible to apply for any of the scholarships. Continuing students may also apply for Merit scholarship(s). Students may apply for multiple scholarships up to a maximum of 20% of their total Tuition fees.

Available Scholarships

Scholarship for Financial Need

This scholarship is designed for students with minimum Admission Score of 85% whose Gross Annual family income is less than \$12,500USD/annum (supporting documents must be provided).

Merit Scholarships

Academic

Students may apply for this scholarship if their entrance grades or grades over the first year of the MD program has been maintained at a minimum B+ average. This may be awarded between 5% and 10% of the tuition costs for the total academic program or MD 1 to 11.

Community Service

Students may be granted this scholarship if they exhibit qualities with respect to community service over and above the compulsory 32hrs required to attain their degree.

Extracurricular & Sports

Students may apply for this scholarship if they excel in extracurricular including sports.

Social

Inquire at the Office of the Dean.

Policy #: Gradu-04-2019

Policy and Procedures for Graduation

Students applying for graduation must have successfully completed the prescribed curriculum and exhibit knowledge of the defined set of competencies put forward by the American University of Barbados, School of Medicine. The award of a degree by American University of Barbados, School of Medicine is conditional based on the following criteria:

1. Maintains at least 80% attendance to all courses as defined by the university,
2. Passes all Basic Science Course examinations with promotion each semester,
3. Maintains a minimum GPA as established by the university,
4. Demonstrates competency in a minimum 72 weeks of Clinical Clerkships as described in the learning objective for the specific clerkship,
5. Upholds the Code of Conduct defined by the university.

Proof of the satisfaction of these criteria is as follows:

1. Successful completion of the Basic Science years
2. Minimum average 70 % score on Basic Science Shelf exams or a passing score in USMLE Step 1.
3. Successful completion of minimum 72 weeks of Clinical Clerkships based on Evaluation Results
4. Acquisition of a passing score in the Comprehensive Clinical NBME. **This is mandatory for all students entering Clinical Clerkship in January 2019.**

Application for Graduation

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

cleared for graduation if charges of misconduct or academic or ethical violations remain unresolved.

Approved: Board of Deans, April 2019

Policy #: Leave-06-2021

Leave of absence or withdrawal from the Academic Program

American University of Barbados School of Medicine MD Program is a full-time program based upon three semester enrolments per academic year. Students are required to submit a Leave of Absence form in the Office of the Dean to take any time off once enrolled in MD program. The acceptable reasons for approval of Leave of absence are listed below.

Leave of absence

American University of Barbados School of Medicine recognizes that extensive interruptions of a student's education are undesirable, but nevertheless acknowledges that it may be necessary for students to take a 'leave of absence' at certain times. Students may apply for a leave of absence from the Academic Program for one of the following reasons:

- financial hardship resulting in the need for a student to take time off to find funds to continue his or her education;
- illness or injury of a student which affects their ability to study;
- illness or injury of a dependent or family member which affects the student's ability to study;
- Students who have successfully completed the MD5 academic program and wish to study for Licensing Examinations

Students may request a leave of absence for a maximum of one year. To apply for a leave of absence, students must submit the relevant form to the office of the Dean, either in person or via email.

Students desirous of taking a Leave of Absence due to illness must provide the relevant medical documentation including a Medical Certificate, letter from the attending physician and Head of the Hospital (where applicable).

Students who are ill in Barbados are required to contact the School Physician. Only medical certificates obtained from the School Physician will be accepted.

Students who are off island and find themselves ill will be required to contact the School Physician and provide all documents requested by the School Physician. Should a Leave of

Absence be required it will only be accepted upon the recommendation of the School Physician.

Students desirous of taking a Leave of Absence to study for the United States Medical Licensing Examination or other recognized licensing examination must apply before the end of their MD5 semester and shall be required to provide proof that they have paid the related examination fee. Students who fail to apply for such Leave of Absence and who fail to join a clinical rotation authorized by the American University of Barbados School of Medicine within 90 days of the completion of MD5, will have placed in their permanent record a notation of the unauthorized leave

A request for a leave of absence will be refused if it is considered that a student's academic performance is not strong enough to allow the student a reasonable chance of resuming their studies effectively on return to the university. A Leave of Absence request can also be rejected if the required documentation is not submitted, the form is not filled accurately, or a student has an academic or disciplinary issue.

Should a student be away from their academic program for longer than a year they will be required to reapply to the University. This reapplication will be subject to the same fees and scrutiny as the original application. The University is not obligated to accept the student based on their reapplication.

Students who are returning from a Leave of Absence must submit the completed Leave of Absence Return Request Form to leave@aubmed.org a minimum of 1 month prior to the expected date of return to the academic program. Additionally, students will be required to update their medical information, pay fees owed and indicate housing arrangements. Students will receive notification regarding their placement 10 – 15 days after submission of their application.

Students who take an **unauthorised leave of absence** will be issued a letter of warning after 30 days of absence and will be administratively withdrawn from the program if they fail to resume within 15 days from the date of issue of the letter of warning. Once administratively withdrawn, the student will be required to apply for re-admission to the School.

Note:

- Applications for a semester long Leave of Absence must be submitted prior to the start of the relevant semester.
- International students taking a Leave of Absence for a semester will be required to leave Barbados until its completion and must therefore submit proof of travel, a copy of their passport page bearing their student visa and a scan of their student identification card. Note that the Barbados Immigration Department will be notified.
- Records of leave of absence will be kept in the student's file.

Withdrawal

Students who wish to withdraw from the American University of Barbados School of Medicine should contact the Office of the Dean via leave@aubmed.org. Students will be required to complete a withdrawal form, a copy of which will be kept in the student's file. Such applications should be submitted within the first 4 weeks of the relevant academic semester. Withdrawal does not negate any owed financial obligations to the University.

Students who withdraw from American University of Barbados School of Medicine must re-apply if they wish to return to the Program. Students who are re-admitted to the Program will be subject to the policies and procedures then in place, and not those in place at the time that the student was previously registered at the School.

Refund

A proportion of the student's fees may be returned to them upon withdrawal from the School, subject to the Refund policy as stated on the AUB website www.aubmed.org

Refund application received after 30 days from the date of withdrawing from the American University of Barbados School of Medicine will not be eligible for refund.

- Attendance of two (2) weeks or less Refund 50%
- Attendance of three (3) weeks or less Refund 40%
- Attendance of four (4) weeks Refund 30%
- Thereafter No refund

Transcripts are only sent to other institutes after any outstanding payments have been received.

Policy #: Procu-00-0000

Procurement Policy & Committee

Roles & Responsibilities

1. To recommend purchase of capital goods (medical equipment/non-medical equipment), durables and high volume consumables (pharmacy, stationary, chemicals, paints, building materials, computers and peripherals and other) by identifying and justifying appropriate choices and best rates.
2. To create transparency in the purchase mechanism by correct documentation.
3. To identify the best purchase choices and the best available prices.
4. To formulate standardized practices in invitation of tenders and maintain a list of qualified suppliers/vendors or (OEM for medical equipment) and other such requirements.
5. To Analyze and recommend quality improvement initiatives in materials management protocols.
6. To monitor, analyze and justify bulk purchases or larger than regular orders.
7. To maintain inventories and have a strict system of inventory control.

Frequency of Meetings:

Once in two months/ or as and when required.

(Note: for all emergency procurement with the verbal approval of the Chairman of the Purchase Committee)

Members of the Committee:

Chairperson

1. Mr. Afzal Medhi, Additional Director, Administration & Commercials

Members:

2. Dr. Syed Kazmi, Associate Dean of Academics and Student Affairs,
Chair & Professor of Anatomy.
3. Dr. Vishal Saxena, Professor, Department of Pathology
4. Dr. Angela Carrington-Dyall,
Head Department of Biochemistry, Coordinator, Evaluation & Assessment.
5. Ms. Dinah Saint Jean Lorde,
Pre-medical Program Coordinator.
6. Mr. Anwar
Department of Finance, Senior Accountant.

7. Mr. Siraj,
IT & Facility Management Department.
8. Mr. Ravi Shankar,
Senior Admissions Executive.

To whomsoever it may concern

This is to inform the concerned staff that a “Purchase/Procurement Committee” of American University of Barbados, School of Medicine, has been formed with effect from 05 Dec. 2016 under the Chairmanship of Mr. Afzal Medhi, Associate Director, Administration & Commercials. Members of the committee along with other information are mentioned below:

Members:

1. Dr. Syed Kazmi, Associate Dean of Academics and Student Affairs,
Chair and Professor of Anatomy.
2. Dr. Vishal Saxena, Assistant Dean, Professor, Department of Pathology.
3. Dr. Bhowmick, Professor, Department of Pharmacology.
4. Dr. Angela Carrington-Dyall,
Head Department of Biochemistry, Coordinator, Evaluation & Assessment.
5. Ms. Dinah Saint Jean Lorde,
Pre-medical Program Coordinator.
6. Mr. Anwar
Department of Finance, Senior Accountant.
7. Mr. Seraj,
IT & Facility Management Department.
8. Mr. Ravi Shankar,
Senior Admissions Executive.

Administrative information:-

1. At least 50% of the scheduled members should be present for the committees to Establish Quorum or else the business of the committee for the scheduled day would be dissolved.
2. The minutes of the meeting would be circulated among the members of the committee after the meeting under the signature of the Chairman and member secretary.
3. When required, the Chairman or Secretary may invite a non-member to attend the meeting. However, voting rights would not be attributed to the non-member.
4. Notice for scheduled time of committee meetings would be circulated at least 24 hours prior to the scheduled time inclusive of information pertaining to the agenda of the meeting. In case of emergency a short notice may be made by the Chairman or Secretary of the Committee, stating the reason for the same.

Approved and Appointed by **CHAIRMAN**

Procedure for Procurement

Procedure for raising of demands (indents) or procurement/purchase of capital goods (medical equipment/non-medical equipment), durables and high-volume consumables (pharmacy, stationary, chemicals, paints, building materials, computers and peripherals and other) by identifying and justifying appropriate choices and best rates.

Heads of Department will submit demands for the purchase of non-capital goods such as durables and consumables (proforma attached) along with justification for the demand to the Dean / Associate Dean. On receipt of the duly completed indent proforma, the Dean / Associate Dean will review and consolidate all the demands by Department and forward the same with his recommendations to the Additional Director, Administration & Commercial.

Presently the Board of Directors and the Additional Director are procuring and supplying all the capital goods.

In case of bulk purchases or procurement of capital goods (medical equipment/non-medical equipment) the indent will be put up to the procurement committee by the Dean / Associate Dean. On receipt of the consolidated demand, the Additional Director, Administration & Commercial (ADA and Comm.) will discuss with the Board of Directors and prioritize necessary purchases. An approval in principle will be accorded and communicated to the Chairman of the Procurement Committee, who will call for a meeting and inform the members. On finalization of the complete list, tenders are requested of reputed companies that are original equipment manufacturers (OEM). Minimum of three tenders are required to complete the procurement process. The Bids will be submitted in two parts, technical and financial. Standard procedure for opening of Bids and selection of qualified suppliers will be followed. On conclusion, a supply order will be placed with the selected vendors.

For all other purchases, qualified vendors from reputed companies are identified and a rate contract is signed with the reputed companies.

On arrival of the consignment, the Administrative authorities are informed and all necessary arrangements for the safe handling and storage are made. The delivery note received from the supplier and purchase order, will be compared and any discrepancies will be brought to the notice of the Management. The consignment

consisting of non-capital goods and consumables will be opened in the presence of an administrative authority and a member of the procurement committee. Consignments consisting of capital goods and/or bulk purchase will be opened in the presence of the company representative/service engineer and an administrative authority or a member of the Procurement Committee. Any physical damage to the consignment, prior to the opening or after will be noted and a written Performa will be filled and signed by the company representative.

All the items demanded and received as per supply order and their physical condition will be noted.

All the items are taken on charge and entered in the inventory and issued to the various departments on an issue voucher. The respective departments will receive the items, make an entry in the departmental inventory and sign a receipt voucher.

In case of installation of the medical equipment, the service engineer/company representative, will be responsible for the satisfactory installation and performance of the equipment. A Completion Certificate and Satisfactory Performance Certificate will be endorsed by the Head of the Department and submitted to the management.

Policy #: Recru-00-0000 [Revise as of 2022 with title changes etc](#)

POLICY & PROCEDURES FOR RECRUITMENT OF FACULTY

The American University of Barbados recruits all the faculty members through the Faculty Recruitment Committee at its AUB campus or through ELMC – India (HR Department).

Faculty Recruitment committee

~~Campus~~ Dean – Chairman

Members:

Assistant Dean

Head of Department

Senior level subject expert

Representative of BOD

Psychologist

Faculty Recruitment Policy & Procedure:

1. Heads of Departments provide information regarding shortage of faculty or vacancies within the department.
2. This information is submitted to Dean, via the Associate Dean who informs the Dean and places the matter on the agenda of the Academic Council meeting.
3. Following discussions at the Academic Council meeting, a decision is made with regards to approval.
4. As a result of the centralized budget, approval of finances for the vacancy is obtained from the BOD.
5. A detailed job description is prepared.
6. In light of no eligible candidate in-house or in the databank of prospective candidates who had previously applied, an advertisement is placed in both digital and print media giving the details of the vacancy is posted on AUB's website and on its Facebook ® page.
 - a. These ads indicate terms of reference, qualifications, required skills and abilities, salary scale, required documents and closing date of applications.

- b. All applications are reviewed, and possible candidates are short-listed based on academic qualifications, teaching experience and research.
 - c. Preference is given to local then regional, then international candidates.
 - d. Potential candidates are interviewed by the Faculty Recruitment Committee comprised of Campus Dean, Assistant Dean, representative of the Human Resources Department, Psychologist and a local or external Senior Level subject expert/senior faculty in 2018.
7. An offer is made to the successful candidate which states the gross salary range, designation and responsibilities, proposed start date, period of contract and reply date.
8. Following acceptance by the candidate a contract inclusive of the Confidentiality Agreement, as well as the Employee Handbook containing the Code of Ethics and Conduct is delivered to the candidate.
9. The candidate is given a letter of appointment conditional to the successful completion of the designated probationary period (3mths).
 - a. Initial appointment is a 1yr renewable contract but may be offered a 3yr renewable contract after one year.
 - b. Renewal of appointment is based on annual assessment by peer review and managerial review via the Faculty Recruitment and Appraisal Committee.
 - i. Criteria for annual appraisal include code of ethics, professionalism, subject knowledge, teaching skills, student interaction and the student and university-based evaluations.

When the faculty is recruited through ELMC – India, the same procedure is followed and the interviews are conducted with the candidate via video conferencing with the Dean and the Committee.

Preference is given to local candidates.

Policy #: Refun-00-0000

Refund Policy

The following Refund Policy applies for students who choose to pay the tuition fee in full by semester and yearly basis.

Note: This Refund Policy does not apply to students who choose the tuition payment plan option and Transfer students who join the program in the middle of the course.

Withdrawals:

Request for withdrawal from the school of medicine must be addressed to the Associate Dean - academics and must be done in writing. Date of withdrawal will be the date. The Associate Dean will receive the hand-delivered request or the date on which the notice is received through the mail or other delivery system. Charges such as deposit fees, printed material etc. are neither prorated nor refunded. A refund shall only be given where the cause of withdrawal is justified by reason of emergency. The refund shall be given within 90 days of withdrawal. In case of withdrawal prior to matriculation, the University levies an administrative charge of \$600

Tuition Refund:

The University tuition refund policy to be applied in the event a continuing student leaves the School after the beginning of the semester is as follows.

Refund applications received after 30 days from the date of leaving school will not be eligible for refund.

- Attendance of two (2) weeks or less Refund 50%
- Attendance of three (3) weeks or less Refund 40%
- Attendance of four (4) weeks Refund 30%
- Thereafter No refund.

Policy #: Relat-07-2024

Policy regarding staff-student relationships

General Purpose

AUB is dedicated to medical education, research, and community service, and highly values professionalism, integrity, respect for others, and a commitment to excellence. AUB is committed to maintaining an academic environment enhancing the faculty and students working together to promote learning and research.

Relationships between Faculty and Students

The faculty-student relationship is defined by supervision, mentorship, and professional role modeling. Because of its uniqueness, the relationship between faculty and students should be based on mutual respect, trust, acceptance, and confidence limited to education, learning, and mentoring. Both faculty and students should be aware of the potential for conflict of interest and respect boundaries.

Inappropriate Conduct

- Unwanted physical contact or the threat of such contact
- Loss of professionalism, such as displays of temper, humiliating behavior to another, the use of personal threats, attacks or insults, or any other conduct that is disruptive to learning
- Sexual harassment
- Mutual romantic relationships between faculty and students
- Harassment based on age, sex, gender, race, color, ethnicity, national origin, ancestry, religion, disability, sexual orientation, or gender identity
- Discrimination in any form based on age, sex, gender, race, color, ethnicity, national origin, ancestry, religion, disability, sexual orientation, or gender identity
- Asking others to perform personal errands unrelated to education or research
- Faculty providing medical, psychiatric, or psychological services to any student

Reporting Inappropriate Conduct

All types of inappropriate conduct listed above should be reported to the Associate Dean of Student Affairs and will be reviewed by the Disciplinary Committee. After a thorough investigation, the Disciplinary Committee determines the level of disciplinary action including student dismissal or faculty employment termination. Students and faculty have the right to appeal against disciplinary decisions.

Approved: Student Affairs Committee, 10th September 2024

Policy # Remed.Decel-06-2018

Policy for Remediation and procedures for access into the Decelerated program

Remediation:

Students who obtain a cumulative final semester score of <70% would be considered to have failed that course.

- Students who fail no more than 2 courses in a semester will be allowed to proceed to the next semester but must complete the remedials for those course(s) within the first 3 weeks of the following semester.
 - Students who fail the remedial must repeat the course.
 - attendance is not mandatory
 - completes exams only
- Students failing ≥ 3 more courses in a given semester must repeat the semester.
 - attendance is mandatory
 - completes all assessments

Deceleration:

Students may be placed in a Decelerated Program that allows students to complete the first 2 years of the Basic Sciences in a 3-year period. This allows students to complete the 4yr MD program in 5 years. With this program, students can still repeat a course(s) in which they may be experiencing difficulties. It is expected that students may also be able to better perform in their courses if they are able to decompress the standard 1-yr curriculum to be covered over a 1 ½ to 2 yr period. Entrance into the Decelerated Program may be voluntary or mandatory and would result in a delayed graduation date for the student. The program is individualized dependent on the reason for the deceleration. Irrespective of the reason for deceleration, students **MUST** complete all of the courses necessary to complete the MD program of the American University of Barbados.

In 2022, the Academic Council approved the extension of the Decelerated Program into the Premedical Sciences. Students can now decelerate their 4th Premed semester.

Voluntary Deceleration:

Students may elect to enter into the decelerated program for several reasons including family, academic, personal, health or financial which could adversely affect student performance in the MD program. To utilize this method, students must submit a written request at any time between matriculation and the Mid-Term or Final Examination of MD 1. This will be considered a proactive method that may be used by a student prior to experiencing academic difficulties. It will therefore not adversely affect the student's ability to graduate with an honors standing.

Mandatory Deceleration:

Students may be recommended by the Promotions Committee to enter into the Decelerated program based on their academic standing. Students who fail to successfully complete a semester following remediation will be recommended by the Promotions Committee to enter the Decelerated program. The Promotions Committee may make recommendations with respect to the individualized plan or it may defer this decision to the Office of the Dean. Students entered into the Deceleration program via this route would not be eligible to graduate with honors standing.

Approved: Academic Council, 27th May 2022

Previous revision: 15th June 2018

Policy # Visit-04-2019

Policy and Procedures for Visiting Students

AUB defines a visiting student as a student who is enrolled at another university (host institution) and who does not officially enroll in any program at AUB but visits for a period not exceeding seven continuous days for a short-term visit or not exceeding six months for a long-term visit to carry out academic or other work that is related to their studies at their home institution. Arrangements based on enrollment is exempt from this policy.

Principles:

- As the host institution, AUB accepts visiting students where such visits provide a benefit to the university.
- Arrangements for short-term visits may be conducted at the Departmental level with the approval of the Dean's Office. Long term-visit require approval at the Organizational level. These arrangements must have approval from the Board of Deans prior to the student's arrival.
- Visiting students may only be accepted if a host department accepts them.
 - This department must indicate their willingness to host the student and indicate the name of the staff member who will be responsible to oversee the student during their visit.
 - Maintain records.
 - Provide necessary support inclusive of visiting student ID cards, access to library and digital support, workspace
 - Be the liaison between the student and AUB and between AUB and the home institution.
- All pertinent visa for entry and stay into the country are applicable. All documentation inclusive of the Police Certificate of Character, immunization and health records as normally requested by AUB (www.aubmed.org) must be provided.
- All pertinent fees/costs must be arranged and cleared prior to the arrival of the visiting student.
- AUB accepts no liability for the provision or organization of travel or accommodation for the visiting student

Student Responsibility:

- Students must adhere to the rules and requirements of the university and will be presented with a Students' Handbook and are required to sign the Student Responsibility Agreement form.
- Students must ensure that their contact information is kept up to date.
- Students should raise any issues with their Department contact in a timely manner.

Approved: Board of Deans April 2019

SECTION TWO

FORMS

Form # Adddr-00-0000F

ADD/DROP/WITHDRAW/AUDIT FORM

Personal Data *(Please print.)*

Name

Student ID number

Academic Year: PM/MD 1 2 3 4 5

Email Address

Home Phone

Mobile Phone

Add/ Drop/ Withdraw/ Audit Information *(Please print.)*

Please use the indicated action codes when completing the table below.
 Action Codes: **A** = Add **D** = Drop **W** = Withdraw **AU** = Audit

Year & Term Requesting Action (e.g. 2019 Spring)	Action Code	Course Title	Reason Requesting Indicated Action	Official Use Only (If denied, give reason in comments section)	
				Approved	Denied

Student Signature

Date

Official Use Only

Comment(s):

Processed by:

Signature

Date

Signature of Dean

Date

Form # Compl-00-2000F

UNIVERSITY COMPLAINT FORM

A. Personal Information *Indicate information of primary complainant	
Family Name:	Given Name(s):
Student ID Number:	Address:
Year Level:	
Phone Number(s): (H) (C)	Email Address:
B. Complaint Details	
Nature of Complaint: (Tick appropriate response) <input type="checkbox"/> Academic <input type="checkbox"/> Financial <input type="checkbox"/> Food <input type="checkbox"/> Housing <input type="checkbox"/> Personnel <input type="checkbox"/> Public Safety <input type="checkbox"/> Other	Is this a single person or group complaint? <input type="checkbox"/> Single person <input type="checkbox"/> Group <small>* For group complaints, all members must sign the complaint form. The group should elect a representative to speak on their behalf.</small>
Complaint statement: <small>*Please give a full description of the event(s) which occurred. Include (a) who/what you are complaining about, (b) details of the event(s) in chronological order giving time and dates where appropriate (c)indicate evidence of the event(s) and (d) state the consequences which you have suffered as a result of the event(s). Attach additional sheets if required.</small>	
Indicate any steps taken to resolve the subject of the complaint:	
Number all attachments and list in chronological order: <small>* Evidence of complaint may be attached to this document and noted here.</small>	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.
Name and contact information of witnesses:	

Desired outcome:

*Please indicate the outcome you are seeking as a result of filing this complaint.

Declaration:

- I have written a clear and concise account of the event.
- I have attached relevant evidence.
- The information presented in and or attached to this complaint form is true and not fabricated or submitted for frivolous or vexatious purposes.
- I am aware that any complaint found to be (a) misleading,(b) a falsehood or (c) submitted solely to bring harm may result in misconduct proceedings.
- I will make myself available for questioning and conduct myself in a professional and courteous manner.

Signature(s):**Date:****C. Official Use Only****Date complaint received:****Complaint number:****Signature of individual receiving complaint:****Additional comments:**

*Please note completed forms should be submitted to the Dean's Office .

Form # Gradu-04-2019F

Graduation Application Form

Personal Data *(Please Print)*

Name

Student ID number

Date of Birth (DD/MM/YY)

Sex

Living Address

Living Address

Academic Details *(Please Print)*

Date of Matriculation

Pathway Entered *(Medical/Premedical)*

Probable Date of Graduation

Fees

Gown, Cape and Hat

Duplicate degree fee _____

Late Application Fee _____

Number of duplicates _____

Declaration

I _____ confirm that the information provided in the above form is true and that I satisfy the requirements for graduation.

Signature

Date

Official Use Only *(Tick appropriate boxes and accurately complete missing information.)*

Candidate has:

- Successfully completed of the Basic Science years
- Acquired a minimum average 70 % score on Basic Science Shelf exams or a passing score in USMLE Step 1
- Successful completed a minimum 72 weeks of Clinical Clerkships based on Evaluation Results

I, the undersigned, have assessed the records of the aforementioned student and verify that the above are all true. I find that this candidate is eligible/ not eligible for graduation in _____ semester 20____.

Signature

Date

Form # Leave-00-0000F

APPLICATION FORM FOR LEAVE OF ABSENCE

PERSONAL DATA <i>(Please print.)</i>		
Name		
Student ID number	Date of Birth (DD/MM/YY)	Sex
Semester Currently Registered	PM / MD	1 2 3 4 5
Living Address		
Email Address		
Home Phone	Mobile Phone	
International Student Yes / No	Student Visa or Other (Please specify)	

REQUEST FOR LEAVE <i>(Please print. This section must be accurately completed.)</i>
--

Period of Leave Requested	From	To
Date Expected to Return	<i>(DD/MM/YY)</i>	
Reason for Leave <small>(Attach additional page if required)</small>		

I declare the information submitted in this application and its attached documentation, where applicable, to be true and complete. I have read all University terms and conditions regarding leave and am fully aware of my responsibilities regarding leave and enrolment. I understand the implications of my leave as it relates to immigration and the laws of Barbados.

Signature _____
Date

OFFICIAL USE ONLY <i>(Tick appropriate boxes and accurately complete missing information.)</i>

Recommendations/Remarks:

Dr. N. Clarke-Jordan, Assistant Dean of Student Affairs _____
Date

Official Decision: Approved Denied

Form # Retur-00-0000F

LEAVE OF ABSENCE RETURN REQUEST FORM

Personal Data *(Please print)*

Name

Student ID number

Date of Birth (DD/MM/YY)

Sex

Email Address

Home Phone

Mobile Phone

Semester Leave Began	Semester	Year				
Intended Semester of Return	Semester	Year				
Last Semester Active	PM / MD	1	2	3	4	5
Are you requesting university housing?	Yes	No				
Brief description of what you were doing while on leave from the university. <small>(Attach additional page if required)</small>						

Signature

Date

Official Use Only *(Tick appropriate boxes and accurately complete missing information)*

Recommendations/Remarks:

Dr. N. Clarke-Jordan, Assistant Dean of Student Affairs

Date

Official Decision:

Approved

Denied

Dr. S. M. Kazmi, Dean

Date

Form # Respo-00-0000F



STUDENT RESPONSIBILITY AGREEMENT

2015 - 2017

This agreement is between you (the student) of the American University of Barbados (AUB) and the Board of Directors of the American University of Barbados. As you are being oriented into the School of Medicine each student must have two copies, one for their personal possession and one to be given to the Board of Directors. Your signature signifies that you understand and abide by the rules of the School of Medicine, and acknowledge that if you breach any of the rules listed you may be subject to any of the following:

- Academic Probation
- Suspension
- Dismissal/Expulsion

ACADEMIC PROBATION

Students who receive 3 or more F's in any given semester will be put on academic probation. This could entail any or all of the following consequences:

1. Support and guidance from the school, which may include assistance from an assigned teacher;
2. Other expectations and special support arrangements in relation to academics;
3. Conditional terms for continued enrollment at the school.

The purpose of academic probation is to help get the student back on track in his or her studies. At the same time, the student and the respective family are given clear expectations regarding the necessary improvements in academic performance required to ensure continued enrollment at A.U.B. All students on academic probation must follow the academic policies as set forth by the Deanship of the university (Academic Dean and/or Associate Dean of Academic Affairs).

All students on academic probation are not allowed to serve on any student committees/organizations (including Student Government Association). All students on academic probation will be notified of their status by AUB administration.

All students on academic probation will be required to follow the remedial exam(s) guidelines as outlined by the university promotion committee and the Deanship.

ACADEMIC HONESTY POLICY

AUB encourages the pursuit of academic excellence and independence. In this endeavor, students are responsible for the academic honesty of their school work. Unless authorized by a teacher, assignments and other school exercises must be a student's own work which represents his or her own abilities. When submitting or presenting school work, the student is in effect stating, "This is my own work."

Cheating and plagiarism are serious violations of AUB's Code of Conduct and the Academic Honesty Policy. Cheating is a deliberate act of dishonesty in school work, tests and other assessments, and includes receiving and supplying unauthorized assistance, materials or other aids in any class work, assignment or test.

PLAGIARISM

Plagiarism is a special kind of cheating equivalent to academic theft. While students should derive inspiration for their studies from other sources in their community and beyond, they must always give credit to such sources of inspiration. Plagiarism involves the unauthorized use of other people's ideas and can take on the following forms:

1. Copying a passage directly from a book, Internet site, video or any other source and presenting it in written or verbal formats as if it was one's own without giving appropriate credit or following proper citation practices;
2. Paraphrasing a passage from another person's work without giving appropriate credit or following proper citation practices;
3. Submitting or presenting previously graded work without the Lecturer's permission;
4. Handing in or presenting the work of a current or past student of AUB or another school, or the work of another person without giving appropriate credit or following proper citation practices;
5. Getting assistance on school work from others (such as a tutor or parent) or from resources in a manner that goes beyond reasonable limits or limits noted by the teacher, such that the authenticity of the student's work comes into question;

Please note that the above points represent some of the more obvious examples of plagiarism; however, it is not a comprehensive list of all forms. Students should ask their teachers for support if they are uncertain about what exactly constitutes academic dishonesty or how to document sources properly in their school work.

CONSEQUENCES OF ACADEMIC DISHONESTY

The teacher will investigate any suspected case of academic dishonesty. A meeting is then held between the teacher and student at which time the situation is discussed and further follow-up arranged, depending on the outcome of the session. The student may be asked to explain the process whereby he or she acquired any questionable material or demonstrate understanding of the subject to verify authenticity. If it is determined that an academic offence has occurred, a formal interview is held with the student, Assistant Dean Academics, and other relevant staff to discuss the student's misconduct, address the seriousness of the situation, and reach an agreement on methods to prevent this offence from happening again. The interview focuses on encouraging academic responsibility, and providing support and guidance to achieve this end.

The dishonest student is subject to the following disciplinary action:

1. He/she receives a "zero" grade for the school work in question.
2. The student may be required to write a report or reflection on academic dishonesty which addresses the steps that should be taken to prevent violations of this nature.
3. He/she may be asked to redo the school work or complete an alternative assignment.
4. The student is placed on Conduct Probation or Directed Probation, depending on the circumstances and grade level. Past academic conduct is also considered in any case of academic dishonesty, and other appropriate consequences may be determined at the discretion of the Assistant Dean, Academics.
5. A permanent record is kept of the academic violation when students are placed on Directed Probation (see **Directed Probation** under the **School Discipline** section). Any further incidents of dishonesty would lead to expulsion.
6. The student will be asked to leave the school if he/she is currently on Directed Probation for a similar offence.

A.U.B. CODE OF CONDUCT

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

All members of the A.U.B community are expected to demonstrate:

SAFETY

We will keep others and ourselves safe, no student is to bully nor accost another on nor off the campus.

RESPECT

We will respect the rights and dignity of others and ourselves.

We will respect the property of the school and others in our community.

RESPONSIBILITY

We will take responsibility for our own behavior, consistent with school and classroom guidelines.

We will take responsibility for academic excellence and honesty.

We will take responsibility for knowing and maintaining dress code and appearance standards.

RESPONSIVENESS

We will respond to each other in a caring and supportive way.

RESOURCEFULNESS

We will strive to use our inner resources and the resources that exist around us for our own personal growth and the greater good of our community.

The Code of Conduct may also apply to behavior off school grounds when it affects the welfare of a member of the A.U.B community and/or affects school life within our community.

It is very important that all members of the community understand our Code of Conduct. The Code will be reviewed with students on a regular basis and it is posted throughout the school for easy reference. Students with concerns about behavior expectations or discipline issues should first speak to the teacher involved in the incident. If they need advice or support, they should talk to their advisor teacher.

Students who show an unwillingness or inability to meet the expected standards of behavior at AUB should know that they will be subject to disciplinary action. Chronic misbehaviors and serious misconduct such as bullying, theft, violent or threatening behavior and drug and alcohol violations are dealt with according to the Conduct Probation Stages and Procedures, and the Smoking, and Drug Policy.

SUSPENSIONS

Students whose behavior indicates that they do not wish to be a positive member of our school community may be suspended internally. Any kind of cheating or plagiarism, physical aggression, or bullying will likely result in an 'in-school' suspension.

School misconduct that would result in suspension includes, but is not limited to, the following:

1. Fighting
2. Bullying
3. Harassment and discrimination
4. Academic dishonesty
5. Insubordination
6. Computer or network violations
7. Possessing, using or distributing alcohol, illicit drugs, controlled substances or look-alike drugs on school or property/grounds
8. Endangering the welfare of an individual or member(s) of the AUB community
9. Smoking on school property/grounds
10. Stealing
11. Physical or verbal abuse, including threats, intimidation and violent behavior
12. Possessing or distributing pyrotechnics such as firecrackers
13. Possessing weapons or any dangerous items or substances that appear dangerous
14. Act of vandalism, personal harm or gross disrespect
15. Violations of the law
16. Intentionally seeking to spoil and/or damage the reputation of AUB
17. Skipping classes
18. Receiving repeated Immigration and Citizenship of Barbados, *Concern Reports*
19. A violation of the Code of Conduct while on probation or under suspension
20. Condoning or encouraging others to commit any of the above offence

OUTSTANDING STUDENT RECOGNITION

A form for good student recognition will be filed with advisor teacher and with the Dean of School in cases where students deserve special recognition for their positive behavior, attitude and effort. As an Academic Award students will be placed on the Dean's List when they have achieved 3.5 Grade Point Average will be given to the deserving students.

Other Rules for Students:

2. It is particularly important that behavior and dress code be followed:
 - No shorts 3 inches above the knees are to be worn in campus.
 - No skirts 3 inches above the knees are to be worn in campus.
 - No dresses 3 inches above the knees are to be worn in campus.
 - No revealing tops of the belly line and bust line can be worn, nor should shirts be too light in material that under garments can be seen.
 - No shirts that reveal ladies' undergarments
3. Food and drink may be consumed only in the cafeteria.
4. Hats must be removed when inside the buildings.
5. No cell phones whilst classes are conducted.
6. Posting incorrect information about AUB on any social media sites such as Facebook or Instagram, etc.

ARRIVING AT SCHOOL AND ATTENDANCE DURING THE DAY

All students are required to attend each day the school is in session. AUB requires written documentation of absences from the student/family member. Where an absence is sought for reasons other than illness, please contact, in writing, the faculty advisor teacher and the appropriate school authorities. If the absence is for more than three days, verification in the form of medical certificates will be required. For security reasons, all entries into the school, with the exception of the main entry on the lower level, will be locked during the school day. The right of admission to the school is reserved at all times. If you arrive during the school day, please enter through the main lobby reception.

Absences

Teachers are responsible for taking attendance and recording absences in the school database. Unexplained absences will be followed up with a phone call, contacting the student and their families. To notify the school of a student's absence due to illness or other reasons, please leave a message on the advisor teacher's voice mail and call the office before 8:00am at (246) 428-2000 or send an e-mail to info@aubmed.org. Students are to attend each course as outlined in the course syllabi. If a student fails to attend the stipulated percentage, the student would not be allowed to take the final examination or would be deemed as failed the course.

DEALING WITH BEHAVIOUR CONCERNS

AUB faculty and administrators review behavior expectations with students on an on-going basis. Subject teachers manage everyday behavior issues with the support of advisor teachers and the Deanship. Consequences for everyday rule breaking and misconduct include one-on-one conferences, loss of privileges, and/or temporary removal from class.

DEALING WITH SERIOUS OR CHRONIC MISCONDUCT

Concern reports are tracked on a term-by-term basis, giving students opportunities for fresh starts; however, students who accumulate numerous reports over the school year will be considered to have a chronic behavior problem and may be placed on Conduct Probation. As well, students occasionally commit serious violations of the Code of Conduct such as bullying, vandalism, illegal drug possession or use at school, unsafe behavior, theft or engaging threats or aggressive behavior. The Deanship and senior administration deal with these cases.

CONDUCT PROBATION: STAGES AND PROCEDURES

Stages and Procedures

In the event that a student's conduct shows a serious breach of the behavior expectations of A.U.B, the following discipline stages and procedures will be implemented. In most cases, an interview is held with the student, parent(s), Dean, and/or other relevant staff members to discuss the student's misconduct, explore the nature of the problem, address specific concerns and reach an agreement on

be arranged via phone. Counseling may be advised in certain instances.

Conduct Warning

Conduct Warning is given to a student who has violated the Code of Conduct. It provides a formal "warning" to a student that further misconduct will not be tolerated. The student is issued a conduct warning letter, which remains on file for one or two terms. If the student is able to demonstrate improvement in his or her behavior by the end of this period, the probationary sanction will be lifted. If a student continues to misbehave while having a warning on file, he or she will be placed on Probation 1.

WITHDRAWAL, PERMANENT SUSPENSION AND EXPULSION

A student may be required to leave A.U.B if he or she has committed a serious violation or repeated violations of the Code of Conduct. Any of the above listed reasons for suspension could also be reasons to ask a student to leave A.U.B depending on the context and severity of the situation. The use and/or distribution of drugs or other controlled substances, violent or threatening behavior, deliberate acts that endanger the welfare of others, and violations of the Code of Conduct while on probation are justifiable reasons for permanent suspension or expulsion.

SMOKING, DRUG AND ALCOHOL POLICY

A.U.B strives to create a healthy, safe and positive learning environment for everyone. It is also a smoke-free working and learning community. Under these circumstances, the use (which includes being under the influence of), distribution or possession of tobacco (i.e. cigarettes), alcohol, illicit drugs and other controlled or mood altering substances on school property, or during transit to and from school, is strictly forbidden. These actions are considered harmful to student health and safety, detract from an individual's educational potential, compromise the welfare of others in our community, and, in most cases, violate the law.

FACULTY

All students are expected to respect faculty, staff and the administration of AUB at all times. If any student rights are violated and the issue is not rectified with the respective person, the case may be taken to the Deanship. All students are expected to respect and follow the policies of their classrooms/faculty as outlined by their respective course syllabi.

TUITION PAYMENTS

All students are expected to follow the payment deadlines for tuition or there will be withdrawal from the semester. Any agreements for tuition between AUB and the student must be clearly documented/dated and agreed beforehand.

Scholarships can only be applied for Premed 1-4 or MD semesters 1-4. For semester 5 (preclinical) and all clinical clerkships (clinical semesters), full tuition would need to be paid before the beginning of the respective preclinical/clinical semester.

Any student not following the payment deadlines as outlined by the school academic calendar risks withdrawal from their respective semester.

AUB strives to support all students by offering financial assistance options but provides no guarantees for securing financial stimulus to students. Financial options may be discussed anytime with our Financial Affairs director/administration office.

Refund Policy:

Following Refund Policy applies for students who choose to pay the tuition fee in full by semester and yearly basis.

Note: This refund policy does not apply to students who choose tuition payment plan option and Transfer students who join the program in the middle of the course.

Withdrawals:

Request for withdrawal from the school of medicine must be addressed to the dean of the academic medicine and must be in writing. Date of withdrawal will be the date of the Dean receives the hand-delivered request or the date the notice is received through the mail or other delivery system. Charges such as deposits, fees, printed material, etc. are neither prorated nor refunded. A refund shall only be given where the cause of withdrawal is justified by reason of emergency. The refund shall be given within 90 days of withdrawal. In case of withdrawal prior to matriculation, the University levies an administrative charge of \$ 500.

Tuition Refund:

The University tuition refund policy to be applied in the event a continuing student leaves the School after the beginning of the semester is as follows.

Refund application received after 30 days from the date of leaving school will not be eligible for refund.

- Attendance of four (4) weeks or less Refund 40%
- Thereafter No refund

VISA ELIGIBILITY/RESTRICTIONS

All students understand that AUB is not responsible for securing/guaranteeing any type of travel visa to the United States or any other country for the 5th transitional preclinical semester or U.S Clinical Clerkships. AUB will support the student's visa application with appropriate documents but it is clearly understood that it is the privilege of the U.S. State Department or any other issuing country to provide you with a visa.

HOUSING (5th SEMESTER/CLINICAL CLERKSHIPS)

All students understand that it is the responsibility of the student to secure housing for 5th semester or clinical clerkships in the U.S. (Chicago or Atlanta). AUB has no control over housing with the hospital affiliations. AUB will provide all students with housing options as support services but makes no claims or receives no responsibility for student housing outside of campus.

RELATIONSHIPS BETWEEN STUDENTS & PROFESSORS/SUPERVISORS/EMPLOYEES

NB: The term professor in this document is synonymous with academic staff, instructor, and teaching assistant.

In general, personal, intimate and romantic relationships between professors and students and between employers or bosses and employees are not acceptable because they always lead to a significant disturbance in the workplace and the academic community. The parallel to this in the medical world is the matter of such relationships between doctors and patients, where essentially all licensing bodies and professional associations have a clear non-tolerance policy and where violations lead to immediate discontinuation of licenses to practice.

The particular issue, resulting from staff-student relationships and liaisons, this institution has to consider is that if there is a risk, real or perceived (such as in particular by fellow students), that the student involved will benefit from advantages that may range from hints on exam contents or to be examined and graded benignly. Most universities will therefore institute non-tolerance policies and proceed with disciplinary actions including outright termination of employment for the concerned staff member concerned as well as dismissal of a concerned student from the educational program. However, considering that some such liaisons between staff and students, or between bosses and employees, are of a genuine nature and represent normal human interactions, this university does not have a plan to institute a non-tolerance policy, but instead will impose certain requirements on the parties concerned, as follows:

- Both the professor and the student have to inform the Academic Dean and the Dean of Students of the fact that a liaison/relationship exists between them.
- The student body will have to be informed that such a relationship exists and that the University is taking steps to avoid any of the conflicts that may lead to, or could be perceived to lead to, advantages in the academic assessment of the student.
- Steps to avoid the former will have to include that the professor cannot teach that student or that the student will withdraw from classes taught by the professor.
- The professor will not be involved in setting exam questions, grading exams or otherwise assessing the student's performance.

Failure to abide by these regulations will result in disciplinary actions with the likely outcome that the staff member well as the student will face dismissal.

In case of a boss-employee relationship situation, similar considerations will be made and similar conditions may result in disciplinary actions including termination of employment.

As an amendment to the above policy statements, it should be understood that generally anonymous messages or information from anyone inside and outside of the campus, claiming that relationships between professors and students exist or are claimed to exist will not be accepted and considered. Any allegations ill need to be documented in writing and with identification of the source and author of such allegations. The person making an allegation and presenting evidence can request to be protected by keeping his/her name in confidence.

Violations of this principle by anyone of our academic community will be investigated and may lead to disciplinary action which, in extreme and recalcitrant cases, could include dismissal of the offending student, staff member or employee. Again, reports on possible violators must not be via anonymous sources but must be given to the Administration in person and in writing, whereby the writer can ask for confidentiality.

VISITORS

Students whom may have person (s) visiting them on campus, are not allowed to invite the person(s) in AUB's classes without the Authority of the Management of the School of Medicine.

Signed

Board of Directors
American University of Barbados

I the undersigned hereby agree to abide by the rules put forward by the American University of Barbados and may I infringe on these I acknowledge that I would be subject to academic probation, suspension or expelled from the School of Medicine.

I also understand that AUB reserves the right to amend any or part of this document by sending out an updated announcement including any changes to all students at the time.

NAME OF STUDENT

SIGNATURE OF STUDENT

DATE

Form # Withd-00-0000F

WITHDRAWAL FORM

Personal Data <i>(Please print.)</i>			
Name			
Student ID number		Date of Birth (DD/MM/YY)	Sex
Semester Currently Registered	PM / MD	1	2 3 4 5
Living Address			
Email Address			
Home Phone		Mobile Phone	

Withdrawal Requested	Semester	Year
Date Withdrawal Effective From	<i>(DD/MM/YY)</i>	
Reason for Withdrawal <small>(Attach additional page if required)</small>		
Do you plan on returning to study at the university in the future?		

I understand that I am withdrawing from the American University of Barbados School of Medicine, all classes in this semester and wish to cancel my campus housing (where applicable). I understand all terms and conditions of all university contracts and understand that my withdrawal from the American University of Barbados School of Medicine does not remove my financial obligations to the institution.

Signature

Date

Official Use Only <i>(Tick appropriate boxes and accurately complete missing information.)</i>

Recommendations/Remarks:

Dr. N. Clarke-Jordan, Assistant Dean of Student Affairs

Date

Official Decision:

Approved

Denied

Dr. S. M. Kazmi, Dean

Date

SECTION THREE

CONTACTS

How to request a change, challenge or exemption to a specific policy

No policies are approved by a single person. Instead all policies are approved by a Committee. The Committee that approved each policy is stipulated at the bottom of each policy as well as the date of the revision.

To request a change or exemption or to challenge a policy, persons must

1. Submit the request in writing; either a formal email or letter,
2. Address their concerns to the Chair or Contact for the Committee,
3. State their request in the subject area, e.g. Request for Exemption to Policy #
4. State reasons to justify why the request should be considered,
5. Submit the request at least 2 weeks before an answer is required.

Persons submitting a request will receive an email acknowledging receipt of the request and indicating the expected date of the decision.

Example:

Re: Request for Exemption to Policy # Remed.Decel-06-2018

Approved: Academic Council, 15th June 2018

Contact: Chairman: Campus Dean Dr. Syed Kazmi

Dear sir,

I am formally requesting an exemption to Policy # Remed.Decel-06-2018 due to
XXXXXXXXXXXXXXXXXX.

I would appreciate any consideration that could be afforded me in this matter and I apologize for any inconvenience caused.

Respectfully,

XXXXXX

Committee Contact Information

Academic Council

Chairman: Dean, Dr. Syed Kazmi

Email: drkazmi@aubmed.org

Tel: +12464282000 Ext 304

Admissions Committee

Chair: Assistant Dean Academics, Dr. Sylvester Lazarus

Email: dr.sylvesterm@gmail.com

Tel: +12464282000

Office of the Dean

Personal Assistant to the Dean:

Mrs. Hawaboo Mahmud

Email: padeanaub@gmail.com

Tel: +12464282000 Ext 315

Admissions Committee

Chair: Assistant Dean Academics, Dr. Sylvester Lazarus

Email: dr.sylvesterm@gmail.com

Tel: +12464282000

Curriculum Committee

Chair: Associate Dean Academics, Prof Shahid Hassan

Manager: Dean's Office, Mrs. Hawaboo Mahmud

Email: associatedean@aubmed.org

Tel: +12464282000 Ext 315

Purchase & Procurement Committee

Chair: Managing Director, Mr. Zaw Ali Khan

Manager: Accounts Manager, Mr. Anwer Hasan

Email: accounts@aubmed.org

Tel: +12464282000

Research Committee

Chair: Assistant Dean Assessment & Head of Research,

Dr. Angela Carrington-Dyall

Email: aubresearch@aubmed.org

Tel: +12464282000 Ext 323

Student Affairs Committee

Chair: Assistant Dean Student Affairs, Dr. Nickelia Clarke-Jordan

Email: assistantsdean.sa@aubmed.org

Tel: +12464282000 Ext 323