



St. Martinus University
Faculty of Medicine
Curaçao

*Committed
to
Excellence*

**STUDENT
HANDBOOK**
2022-2023

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FOREWORD

St. Martinus University Faculty of Medicine (SMUFOM) community extends a warm welcome to all its students, both new and returning. SMUFOM students' medical school experience should be one of efficient learning, exploration, and both personal and professional development as a physician-in-training.

Within this Student Handbook, the rules that govern conduct and operations of our institution have been outlined. These policies, procedures, and guidelines are designed to ensure that all members of our University are treated fairly and know what is expected of them and their peers.

SMUFOM has the right and the duty to preserve order and maintain stability by setting standards of conduct and setting forth procedures for the enforcement of these standards to fulfill its responsibility to educate future medical professionals. When students join St. Martinus University, they acquire certain rights and responsibilities. These will be explained in this handbook.

Students are required to read, understand, and comply with the regulations set forth in this handbook as well as the laws of Curaçao and the United States. The policies and procedures explained in this handbook affect all students. In addition to disciplinary action, the University reserves the right to take legal action, deny or terminate financial aid, and/or revoke privileges when a student violates the policies of the University or the laws of the country. Students who show any type of behavior that puts themselves or others at risk will be dismissed from the University.

USING THE STUDENT HANDBOOK



OVERVIEW:

This version of the Student Handbook is effective as of May 1, 2019. Its' contents apply to all students, including those on semester break, Approved Absence (AA), suspension, probation, or Temporarily Dismissed, and those visiting other medical schools or clinical affiliates. As these policies govern your time as a student at SMUFOM, we expect you to be familiar with the content of this Student Handbook.

CURRENT POLICIES:

Please be aware that this edition of the Student Handbook, effective May 1st, 2019, supersedes all prior editions, online, or hard copy.

From time to time, updates to policies will be made to the Student Handbook. SMUFOM reserves the right to change the rules, regulations, course offerings, degree requirements, academic calendar, and other material contained in this Student Handbook. The University will make every attempt to notify students in advance of significant changes in policy, but we recommend you refer to these documents frequently. It is the student's responsibility to keep current on all University policies.

The University Administration and faculty are always the final authorities on any topic in this handbook. The University will not be responsible for any misrepresentation of its contents. The regulations set forth in this handbook are superseded by the laws of Curaçao, the USA, or any other country where the student may reside and are applicable until such time as the student has graduated or is no longer an active student at SMUFOM.

SMUFOM CORE OBJECTIVES



INSTITUTIONAL OBJECTIVES:

Our Mission:

"At St. Martinus University, Faculty of Medicine, our mission is to provide a well-balanced, student-centric academic program in medicine that challenges the students to reach their maximum potential of academic success and to serve humanity with compassion, dignity, kindness, humility, and highest level of ethical values."

Our Vision:

At St Martinus University Faculty of Medicine, our vision is to become an academic community that is committed to excellence in education, research and scholarly activities, and patient care.

EDUCATIONAL GOALS:

Our educational goals are as follows:

1. To offer a well-tailored academic program supported by experienced faculty and staff to develop the students into well-rounded professionals in order to deal with the challenges that life has to offer.
2. To develop scholarly activities for students and faculty and a student-centric curriculum which will prepare them to lead a successful and rewarding profession.
3. To maintain an active relationship amongst students, faculty, staff, and the community to help develop a passion for learning while embracing our cultural diversity and unique talents in a safe, challenging, respectful, and nurturing environment.

EDUCATIONAL PROGRAM OBJECTIVES

SMUFOM is an institution that strives to achieve the highest standard of medical education. The core of the faculty's teaching involves direct teacher-student interaction with student's self-learning skills heavily emphasized. The University emphasizes an integration of the basic sciences with clinical medicine during its Basic Sciences curriculum with exposure to clinical settings early in students' training.

Graduates of SMUFOM are expected to transition into the formal professional phase as physicians and adopt, comprise, and embody the attributes and core values of Respect, Integrity, Leadership, Excellence, and Selfless Service.

SMUFOM's "Committed to Excellence" MD educational program creates a committed and intense academic and clinical crucible which is student-centric with a defined pathway that leads to the development of a forged and competent physician whose goals are patient-centric. To achieve this, we have incorporated the American Council on Graduate Medical Education (ACGME) standards as the main framework of our curriculum.

1. Medical Knowledge (MK) - Each student will successfully:

MK 1 - Describe the anatomy, histology, genetics, pathology, pathophysiology, biochemical aspects, and the pharmacologic influences on the human body as it relates to the individual organ systems and the normal structure.

MK 2 - Demonstrate and delineate medical knowledge as it relates to disease prevention, diagnosis, treatment, management, cure, and palliative care.

MK 3 - Describe the essential elements relating to a comprehensive patient history taking, physical examination, assessment skills and, developing a treatment and management plan.

2. Patient Care (PC) – Each student will successfully:

PC 1 - Demonstrate the skills of conducting and recording a comprehensive medical history and physical examination and develop and substantiate a presumptive diagnosis and offer differential diagnoses.

PC 2 - Choose an appropriate treatment and management plan that includes diagnostic testing such as laboratory and radiologic testing and, ancillary adjunctive modalities and analysis of their results and the implementation of interventions.

PC 3 - Demonstrate an acumen and performance skills of medical and surgical procedures.

PC 4 - Demonstrate the capability to advise, counsel, and educate patients, their families, and other caregivers relating treatment, management and preventing diseases.

PC 5 - Demonstrate the ability to coordinate a multi-modality approach to patient care to include but not limited to social work, occupational and rehabilitative therapy, palliative care and custodial services.

3. System-based Practice (SBP) - Each student will successfully:

SBP 1 - Utilize appropriate and necessary healthcare resources to achieve optimal patient care.

SBP 2 - Implement the principles of cost-effective medicine that addresses the organizational, financial, and the healthcare delivery system.

SBP 3 - Develop sensitivity to the cultural and belief systems as it impacts the perceptions of and responses to health and illness.

4. Professionalism (P) – Each student will successfully:

P1 - Implement ethical principles which apply to patient care and peer interactions.

P2 - Manifest and exhibit empathy and compassion and care towards others despite differences in race, culture, identity, and beliefs.

P3 - Exhibit and exemplify leadership and integrity in all professional activities.

5. Interpersonal and Communication Skills (ICS) – Each student will successfully:

ICS1 - Master and exhibit the ability to present a coherent and cogent oral and written synopsis of a patient's clinical condition.

ICS2 - Exhibit the ability to integrate with healthcare professionals and care teams.

ICS3 - Demonstrate the ability to engage patients, their families, and caregivers in the decision-making process with all of those involved.

6. Practice-based Learning and Improvement (PBLI) – Each student will successfully:

PBL1 - Utilize and incorporate evidence-based medical strategies to educate colleagues, patients, and the community with regards to patient care.

PBL2 - Evaluate and rate the validity, applicability, limitations, and standard of care of medical literature and medical resources in order to provide the best practices of care to patients and society in general.

PBL3 - Self-examine and assessment of one's growth and professional development to pursue a track of lifelong learning which is in concert with personal and professional strengths and challenges.

ACADEMIC PROGRAM



OVERVIEW

St. Martinus University Faculty of Medicine (SMUFOM) divides its 4-year Medical Program into two segments, the Basic Sciences Program (2 years), and the Clinical Sciences Program (2 years). In addition, SMUFOM offers a Pre-medical Program for students who are missing some or all of the course requirements for the medical program.

SMUFOM MD PROGRAM CURRICULUM		
YEAR 1	MD1 (20 weeks)	
	Course #	Module 1 : 10 weeks
	MED1001	Histology
	MED1002	Anatomy & Embryology
	MED1003	Biochemistry - General & Metabolic
	MED1004	ICM I
	MED1005	Genetics
	MD2 (20 weeks)	
	Course #	Module 1 : 10 weeks
	MED 2001	Neuroscience
	MED 2002	Physiology
MED 2003	Behavioral Science	
MED2004	Microbiology & Immunology - 11	
MED2005	Integrated Clinical Medicine II	
YEAR 2	MD3 (20 weeks)	
	Course #	Module 1 : 10 weeks
	MED3001	Pathology I
	MED3002	Pharmacology I
	MED3003	Pub. Health, Epi, Biostat
	MED3004	Introduction to Research
	MED3005	Integrated Clinical Medicine III
	MD4 (20 weeks)	
	Course #	Module 1 : 10 weeks
	MED4001	Pathology II
	MED4002	Pharmacology II
MED4003	Medical Ethics	
MED4004	Integrated Clinical Medicine IV	
MED4005	Comprehensive Basic Sciences Review	
Required: USMLE Step 1		
YEAR 3	Clinical Sciences (Core Clerkships)	
	Course #	48 Weeks
		Family Medicine
		Internal Medicine
		Obstetrics & Gynecology
		Pediatrics
		Psychiatry
	Surgery	
Required: Objective Structured Clinical Exam (OSCE)		
YEAR 4	Clinical Sciences (Electives)	
	Course #	26 Weeks
		Elective 1
		Elective 2
		Elective 3
		Elective 4
		Elective 5
	Elective 6	
Required: USMLE Step 2 CK or Alternate Pathway		

PRE-MEDICAL PROGRAM:

Overview:

The Pre-medical Program is a 90-credit accelerated program consisting of three intensive 15-week semesters. To be accepted to the program, the students must have completed high school or a Pre-University program. These specific admission requirements for entry into the Medical Program or transfer into the Medical Program are listed in the Brochures and on the University website.

Objectives of the Pre-medical Program:

The objective of the Pre-Medical Program is to provide students with the necessary science credits for admission into the MD Program. In addition to the science courses, the Pre-Medical Program also offers medical subjects such as Medical Terminology and introductory courses to Anatomy, Biochemistry, and Psychology. At SMUFOM, we have correlated these introductory courses to higher levels of academic achievement in Basic Sciences.

BASIC SCIENCES PROGRAM:

Overview:

The Basic Sciences Program consists of four 20-week semesters offered at our Curaçao Campus. We believe that a high-quality education cannot be rushed. Two, 20-week semesters a year affords students the opportunity to integrate and retain the knowledge presented. There are 35 contact hours of teaching per week in each of the first four semesters. This is equivalent to more contact hours over 4 semesters than most Caribbean schools can accomplish over 5 semesters.

The Basic Sciences Program is designed to provide students with a hybrid learning experience through didactic lectures, group discussions and clinical skills providing student-centric learning experiences. The knowledge gained is applied throughout the program as students learn communication skills, self-evaluations, and lifelong learning skills during standardized patient encounters. In addition to the medical courses offered, there is also a heavy focus on research, medical ethics, and applicable clinical skills which are taught during 4 semesters of Integrated Clinical Medicine (ICM).

In order to successfully complete the basic sciences component of the degree, a student must have successfully passed all courses with a minimum GPA of 2.0. Students who are unable to pass a course in any particular semester are offered a Remediation (remedial exams) at the end of every semester.

Objectives of the Basic Sciences Program:

In this program, students are expected to gain the knowledge required for clinical clerkships and to pass the NBME and USMLE Exams. Aside from medical knowledge, students are also expected to learn communication skills, applicable clinical skills, teamwork, and a sense of community. At SMUFOM, we emphasize the importance of community involvement in the medical sector. In order to assist students in preparing for the NBME and USMLE Examinations, all our exams in the Basic Sciences Program are created in USMLE format.

CLINICAL SCIENCES PROGRAM:

Overview:

The Clinical Sciences Program consists of four semesters for a total of 74 weeks, including 48 weeks of core clinical clerkships and 26 weeks of elective clerkships.

The philosophical framework of clinical education and training at St. Martinus University, Faculty of Medicine is that of preparing students to pursue a career in medicine. The program will educate students to become competent physicians who clearly recognize their roles as providers of comprehensive healthcare to the individual, to the family as a unit, and to communities. Physicians must be able to function in the role of leader of the healthcare team to bring about needed change from the level of the individual to the level of the community. The ultimate intent of the program is to prepare physicians who will impact positively on the quality of healthcare and healthcare delivery systems and will improve access to health care for individuals and their families.

To successfully transition from the Basic Sciences to Clinical Sciences, students must have completed the four semesters of the Basic Sciences Program at SMUFOM, subsequently students must pass the NBME Basic Sciences Comprehensive Exam. Following the NBME, students must pass either sign the International Track Affidavit or pass the USMLE (United States Medical Licensure Exam) Step 1.

To graduate with a Doctor of Medicine Degree, the student must successfully complete all the courses offered by SMUFOM and have signed either the International Track Affidavit or passed all ECFMG required examinations including the MiniCEX and OET examinations. Detailed information about the program is available in the Curriculum and Course Catalogue.

Objectives:

The SMUFOM administration understands the responsibility to prepare physicians with the mastery of the skills and abilities to be successful in any professional trajectory they pursue. Physicians must have a command of clinical knowledge and skills as well as the ability to reason, analyze, assess and plan for patient care based on up to date scientific and medical standards. Therefore, our continued aim is to have students graduate with the experience necessary to contribute to a professional medical team.

Clinical clerkship courses/ clerkships are structured based on the following five learning components to ensure students are well rounded and prepared to become a medical professional:

1. Appropriate medical knowledge
2. Clinical skill performance
3. Professional behavior
4. Communication skills
5. Examinations

PROGRAM EVALUATION

Curriculum Evaluation:

The SMUFOM Curriculum Committee and the Faculty Senate are responsible for evaluating the curriculum as a whole and making sure that it meets the educational goals and objectives of the university. The Dean of Academic Affairs also works closely with the Curriculum Committee, which is composed of faculty and student members, in order to review the curriculum, recommend improvements, and approve changes. At SMUFOM, we promote a student-centric education and therefore consider that student opinion on matters such as curriculum are incredibly important.

Faculty & Course Evaluation:

SMUFOM is committed to a process of complete and meaningful assessment of the curriculum and its faculty. The Dean of Academic Affairs, The Dean of Faculty Affairs and Development, and the SMUFOM Faculty have the responsibility of conducting course evaluations and soliciting input from students and various other sources such as from USMLE scores, AMEE, the Director of Medical Education, and feedback from affiliated hospitals. The evaluation process is designed to solicit the views of students and peers in a manner that will maximize participation and the validity of the following criteria as results namely: quality, quantity, organization, and presentation.

It should be emphasized that student evaluations of Faculty, although important, are not the sole component of faculty or curriculum evaluations. Changes in teaching or curriculum will usually occur over a period of time; however, student evaluations of Faculty are important and contribute to the overall improvement of the program.

LICENSURE TO PRACTICE MEDICINE

Licensure to Practice Medicine in the United States and Obtaining a Residency Program:

The first step in this process is to obtain an ECFMG Standard Certificate. Information with regards to this process can be obtained on the ECFMG website (www.ecfm.org). The requirements for initial medical licensure vary from state to state although USMLE Step 3 exam is a general requirement for this process.

Please refer to the website of the Federation of State Medical Boards (www.fsmb.org) for the most up-to-date information regarding obtaining medical licensure in the United States.

Licensure to Practice Medicine in Other Countries:

SMUFOM is listed in the World Directory of Medical Schools, incorporated from the International Medical Education Directory, which is the global directories of Medical Education Institutions. This directory is maintained by the World Federation for Medical Education (WFME) and the Foundation for Advancement of International Medical Education and Research (FAIMER). SMUFOM students are eligible to obtain ECFMG Certification upon passing United States Medical Licensing Examinations (USMLE) successfully.

SMUFOM graduates are eligible to practice in Canada, United Kingdom, India, and several other countries upon successfully passing the required medical licensure examinations. For more information, please email registrar@martinus.edu.

SMUFOM is chartered by the government of Netherlands Antilles, an independent member of the United Nations. As such, graduates of SMUFOM are eligible for licensure in all member countries of the United Nations. Such licensure is subject to specific conditions that each country has established for foreign medical graduates.

Students that are interested in being licensed and practicing medicine in countries other than the United States can expect to be subjected to examinations like the USMLE as deemed by the country in question. Such examinations are recognized to be International Equivalent Medical Examinations or IEME. Under very special circumstances, some students may be allowed to pass an IEME that is acceptable to SMUFOM instead of the USMLE Step 2 (CK); in these cases, passing the IEME will be a condition for graduation and obtaining the degree.

ACADEMIC RESOURCES:

For the past few years, SMUFOM has been increasing online medical resources as the world continues to evolve into the digital era.

1. **AMBOSS** - AMBOSS is the perfect all-in-one medical companion for both students and faculty. It is a great resource for modern curriculums as it provides students and faculty with an intuitive and comprehensive digital course book. AMBOSS will aid students in honing diagnostic skills with thousands of high-quality and interactive medical imaging, illustrations, and charts. Maintain course engagement with a multimedia collection that includes hundreds of explanatory videos, Chalk Talks, quizzes, and an ANKI add-on.
2. **AccessMedicine** - AccessMedicine (McGraw Hill Medical) is a comprehensive online medical resource that provides a complete spectrum of knowledge from the best minds in medicine, with essential information accessible anywhere.
3. **Campus Library** - Our campus library is open to all students 24 hours a day, seven days a week, and provides study spaces, groups study rooms, access to computers, WIFI, air conditioning, and thousands of books and journals.

**CERTIFICATION EXAMS & ECFMG
REQUIREMENTS**



GENERAL INFORMATION

As SMUFOM is recognized by the Educational Commission for Foreign Medical Graduates (ECFMG), students must complete all requirements set forth by ECFMG to be eligible for the US residency match in order to qualify for graduation. Along with USMLE Step 1 and 2 CK, students must pass the OET and MiniCEX exams as stated in ECFMG's Pathway 6. Per specific instruction from ECFMG, it is the responsibility of the individual student to sign up for and take these exams. SMUFOM provides guidance for students throughout this process.

Over the years, SMUFOM is proud to have a first-time pass rate of over 80% for all USMLE exams.

The USMLE Exams will be taken throughout the MD Program. The Step 1 Exam will be taken at the end of the Basic Sciences Program. The USMLE Step 2 exam will be taken during the Clinical Sciences Program. Finally, the USMLE Step 3 will be taken post-graduation.

It is recommended that students take the USMLE Step 2 CK, OET, and MiniCEX exams during 4th year elective clerkships prior to the residency application deadline. There is not a specific order to these exams, however they must be completed. Find out more here: <https://ecfm.org/certification-requirements-2022-match/pathway-6.html> Any questions or concerns regarding these exams, graduation requirements or ECFMG certification can be directed to the Office of the Dean of Clinical Sciences.

In addition, students are also required to take the Objective Structured Clinical Examination (OSCE) as a final/promotion examination upon completing the 3rd year core clinical clerkships. Although the OSCE is not an ECFMG requirement, it is required for graduation at SMUFOM. The protocol for the OSCE at SMUFOM is designed to simulate the ECFMG MiniCEX exams. The grading rubric and encounters are similar so that students have exposure to this exam in order to prepare for it.

OFFICE OF ACADEMIC COUNSELLING

SMUFOM aims to have students achieve the highest possible score on all certifying exams. This is especially important because higher scores make our students more competitive when applying for Residency Programs. To achieve this goal, an Academic Examination Advisor has been appointed to assist students throughout this process. SMUFOM also provides an Examinations Administrator to assist students with any questions regarding registration and scheduling for certifying exams.

APPLICATION, REGISTRATION & SCHEDULING:

The application and scheduling process for the certifying exams is the responsibility of the student. Every student must make sure to read the bulletin of information from www.usmle.org and the information booklet from www.ecfm.org, and to check these websites regularly for the most up-to-date information about the exams. Information about score reporting and specifics about scheduling exam dates, exam locations, and fees will be available on these websites.

OBJECTIVE STRUCTURED CLINICAL EXAMINATION (OSCE):

The OSCE is coordinated under the direction of the Office of the Dean of Clinical Sciences and performed at Pontiac General Hospital (PGH). The OSCE assesses an examinee’s ability to apply medical knowledge, skills, and understanding of clinical science essential for the provision of patient care under supervision. It also ensures that due attention is devoted to principles of clinical sciences and basic patient-centered skills that provide the foundation for the safe and competent practice of medicine under supervision.

The patient-actors that participate in the OSCE are volunteers from the medical community. For this examination, students will be required to participate in 2 patient-actor scenarios, 15 minutes each. During this time, students are expected to:

1. Ask pertinent questions related to the patient-actor’s symptoms.
2. Perform relevant physical examinations based on the patient-actors responses to elicit signs of the disease.
3. Counsel the patient-actor appropriately.
4. Complete a patient note of the encounter, including relevant SOAP-type information, in 15 minutes.

Students complete two case scenarios and are given a grade on each scenario by the precepting member of the Office of the Dean of Clinical Sciences based on the published grading rubric. The student’s final grade is based on the cumulative result of all the graded scenarios. Grades below a “C” are considered failing and students are put on academic probation. The grade and feedback occur on the Martinus UMS portal.

RANGE	LETTER GRADE
89-100	A
67-88	B
44-66	C
0-43	F

NATIONAL BOARD OF MEDICAL EXAMINERS (NBME) EXAM:

We offer a portfolio of products that include assessment tools for every stage of the medical school journey, high-quality licensing exams, and a range of products and services for health professionals and educators.

NBME Attendance:

If a student is unable to sit for their scheduled NBME exam due to illness or other unforeseen event, a Leave of Absence form with proper supporting documents must be submitted to the Office of the Dean of Clinical Sciences where it will be reviewed for approval or rejection. If the Leave of Absence is approved, it is the student's responsibility to contact the exam registrar and reschedule the exam.

Preparing for the NBME:

Although students are not allowed to take time off from their clerkship to study for their NBME shelf exam, they are allowed the day off to take the exam and the hospital and precepting physician must accommodate this scenario. The experience of the clinical clerkship does not provide enough information for the student to pass the NBME exam. Students are expected to use supplemental sources to help them prepare for the NBME.

MINICEX EXAMINATION

The ABIM Mini-Clinical Evaluation Exercise for Trainees (Mini-CEX) is intended to facilitate formative assessment of core clinical skills. It can be used by faculty as a routine, seamless evaluation of trainees in any setting. The Mini-CEX is a 10- to 20-minute direct observation assessment or "snapshot" of a trainee-patient interaction.

1. **Medical Interviewing (PCPS, MK, IPCS)**
 - a. Facilitates accurate collection of a patient's history.
 - b. Effectively uses questions/directions to obtain accurate information needed.
 - c. Responds appropriately to non-verbal cues.
 - d. Shows respect, compassion, empathy and establishes trust.
 - e. Attends to a patient's needs of comfort, modesty, confidentiality and information.

2. **Physical Examination (PCPS, MK)**
 - a. Follows efficient, logical sequence.
 - b. Balances screening/diagnostic steps for problem.
 - c. Sensitive to a patient's modesty and comfort.

3. **Informed Decision-Making/Counseling Skills (PCPS, MK, IPCS)**
 - a. Explains rationale for test/treatment, obtains a patient's consent.
 - b. Educates/counsels regarding disease management.
 - c. Discussion is prioritized, timely and concise.

4. **Clinical Judgment/Reasoning (PCPS, MK, PBLI, SBP)**
 - a. Selectively orders/performs appropriate diagnostic studies.
 - b. Considers risks and benefits of prescribed treatment.

5. **Overall Clinical Competence** (PCPS, MK, PBLI, IPCS, P, SBP)

- a. Demonstrates judgment, synthesis, caring, effectiveness and efficiency in patient care.

ABIM recognizes that not all the ACGME general competencies can be easily assessed and evaluated by observing clinical skills. The listed examples are intended to demonstrate how the ABIM Mini-CEX could facilitate competency-based assessment and evaluation.

OCCUPATIONAL ENGLISH TEST (OET):

The Occupational English Test (OET) is an international English language test that assesses the language communication skills of healthcare professionals who seek to register and practise in an English-speaking environment. OET is trusted by regulators, hospitals & universities in the UK, the US, Ireland, Australia, New Zealand, Dubai and Singapore as proof of ability to communicate effectively. OET covers all four language skills with an emphasis on communication in a healthcare environment. These include Reading, Writing, Listening, and Speaking.

The OET is required by ECFMG due to the follow reasons:

1. OET uses real healthcare scenarios so students will feel more confident on test day.
2. OET is widely recognised as proof of English proficiency for registration, study and work in the healthcare sector, as well as for visas in some countries.
3. OET helps students develop language skills for success in their career.

USMLE

The United States Medical Licensing Examination is a three-step exam for medical licensure in the United States. This exam is sponsored by the Federation of State Medical Boards and the National Board of Medical Examiners. For Detailed information about the three steps, please visit www.usmle.org. ECFMG has provided instruction for these exams found here: <https://ecfm.org/certification-requirements-2022-match/pathway-6.html> Any questions or concerns regarding these exams, graduation requirements or ECFMG certification can be directed to to the Office of the Dean of Clinical Sciences.

Step 1 of the USMLE is used to assess a student's ability to apply Basic Sciences to the practice of medicine. Step 2 is used to assess a student's clinical knowledge. Step 3 assesses the ability of the graduate to apply the knowledge they have obtained for the unsupervised practice of medicine.

All USMLE examinations are computer-based.

In order to register for these examinations, students can obtain the appropriate application materials from the Educational Commission for Foreign Medical Graduates (www.ecfm.org).

USMLE Policy

All SMUFOM medical students are required to take and pass all ECFMG required examinations including the USMLE Step 1 and Step 2, MiniCEX, and OET examinations to obtain their MD degree from SMUFOM regardless of whether they intend to complete the clinical sciences portion of the program in the United States.

Students will be given a 1-year period after completion of the Basic Sciences Program to take and pass the USMLE Step 1 exam. All students are allowed a maximum of three (3) attempts to pass USMLE Step 1 during that 1-year period. If a student is unable to comply with the above, the case will be reviewed and addressed by the Student Evaluation and Promotions Committee. Upon review of the case, deliberations will be discussed with the Dean of Academic Affairs and the Executive Dean, which are to be approved before presenting them to the student.

If a student is certain that they will not practice medicine in the United States, exceptions can be made, in certain situations, regarding Step 2. These exceptions will be made on a case-by-case basis and will only be made if the student opts to pass an equivalency exam for the country in which they choose to practice, especially if the USMLE is not accepted in that country.

Options include the PLAB exam for students choosing to practice in the United Kingdom and the MCI Screening test for students who choose to practice in India. Any student who wishes to opt out of the USMLE Step 2 in lieu of an equivalency exam must contact the Dean of Clinical Sciences prior to beginning clinical clerkships. All students regardless of future plans will be required to sit for Step 1 prior to beginning of their clinical clerkships.

Preparing for USMLE Step 1:

SMUFOM will only register a student to sit for Step 1 once convinced that the student has a good chance of passing. Prior to applying and registering for USMLE Step 1, students will be required to pass two self-assessments and one comprehensive examination. Comprehensive examinations for USMLE certification must be completed in a Prometric center or the SMUFOM student center. Please consult the Academic Examination Advisor concerning acceptable mock exams.

Once the Academic Examination Advisor is satisfied with the score, the Advisor will discuss the performance of the student with the Office of the Dean of Clinical Sciences. Once the Dean has approved the student for the USMLE Step 1, the Office of the Dean of Clinical Sciences will authorize the student to register the student for the exam. Students must be financially cleared before they are allowed to register for any ECFMG required examination.

In addition to mock examinations, all students preparing for the USMLE Step 1 will be required to be in frequent contact with the Academic Examination Advisor. The frequency of the contact will be determined by the Academic Examination Advisor, but all students will be required to communicate with the Advisor at least once every two (2) weeks.

If a student fails to perform sufficiently on the mock examinations or fails to communicate with the Advisor as required, the Advisor will refer the student for evaluation by the Student Evaluation and Promotions Committee. Students will only be ECFMG certified by SMUFOM once they have passed the comprehensive mock examination with a qualifying score.

Taking the USMLE Step 1:

All students are encouraged to sit for their first attempt of the USMLE Step 1 within six (6) months of completion of the Basic Sciences Program. This six-month period is calculated from the last day of the semester in which they complete the Basic Sciences Program. Prior to completion of the Fourth semester, all students must have met with the advisor to determine a plan for their continued preparation for USMLE Step 1. Students who do not sit for the USMLE Step 1 exam six (6) months after completion of the Basic Sciences Program, will need to contact the Academic Examination Advisor and arrangements will be made for counseling.

Once a student has applied for the USMLE Step 1, the ECFMG will assign them a three (3) month eligibility period. This period can be extended by another 3 months through the ECFMG and will require the student to pay an additional fee to the organization. This eligibility period is different from the six (6) months granted by the University and may fall outside that time frame. This does not mean that the University will automatically permit the student to sit after the 6-month deadline.

SMUFOM requires that all students send their complete score report, including their performance profile to the Registrar upon receipt. Once the student has passed Step 1, he or she is eligible to continue with the clinical program. Students should be aware that delays in receipt of score reports could result in delays in scheduling clinical clerkships.

Taking USMLE Step 2 Exams:

The University recommends that the students take the USMLE Step 2 after completing 48 weeks of required clerkships. Prior to applying for the USMLE Step 2 CK, the student must contact the Dean of Clinical Sciences for approval and pass two self assessments and one comprehensive examination. Comprehensive examinations for USMLE certification must be completed in a Prometric center or the SMUFOM student center. Please consult the Academic Examination Advisor concerning acceptable mock exams. Once the Dean has given his/her approval, the student can be registered for the exam. Students will be required to pass both these exams and complete the clinical program successfully in order to meet the requirements for the Doctor of Medicine (M.D.) degree

Failure To Pass The USMLE

A student who fails any of the USMLE Steps will automatically be placed on Academic Probation. SMUFOM will allow a maximum of three (3) attempts of the Step 1 within one (1) year of completion of the Basic Sciences Program.

SMUFOM strongly encourages students to repeat the USMLE Step 1 exam within 4 to 6 months. This should give the student ample time to receive guidance from the Academic Examination Advisor and arrange a study plan that will provide better results.

Those that fail Step 1 on their first attempt will be allowed to repeat the exam up to 2 more times within the one (1) year time period after the completion of the Basic Sciences Program. Students who fail Step 2 will be allowed to repeat the exam up to 2 more times prior to completion of the Clinical Sciences Program. It is important to remember that successful completion of the USMLE Step 1 and Step 2 exams is a graduation requirement.

Failure of the first or second attempt of Step 2 may lead to a delay in commencing the fourth year of clinical clerkships; this decision will be made by the Clinical Sciences Dean in conjunction with the Student Evaluation and Promotions Committee. Students who have not passed Step 2 CK upon completion of the Clinical Program will be reported to the Student Evaluation and Promotions Committee for review of their academic record and will not be eligible to graduate. The Student Evaluation and Promotions Committee in conjunction with the Dean of Clinical Sciences may consider granting the student an additional six (6) months to pass Step 2 CK.

If a student fails to pass at their third attempt of any Step, the student will be automatically dismissed from the University.

After any failure of USMLE exams, the University has the right to require that the student repeat a portion of the program or enter another form of remedial intervention prior to re-registering the student for the examination. Scores of each examination taken will become part of the student's academic record.

Remaining In Curaçao To Prepare For USMLE Step 1

Students can remain in Curaçao for up to one semester (6 months) after completion of the Basic Sciences Program to prepare for USMLE Step 1. Students who wish to take advantage of this opportunity must first produce evidence of their financial ability to cover their living expenses for this extra semester and they must obtain clearance from the Registrar 30 days prior to the end of the fourth semester.

The student will be charged to cover immigration and health insurance costs for the additional semester. During this time, students will have access to all SMUFOM facilities.

Students who wish to audit courses can do so by requesting permission from the Office of the Dean of Basic Sciences as well as the Faculty member of the course in question.

Leave of Absence To Prepare For USMLE Step 2 CK

Students will be allowed to request a Leave of Absence (LOA) in order to prepare for the Step 2 CK exam. The maximum period that will be allowed is 12 weeks. Please refer to official University policy in order to formally request this LOA. Students in the US are encouraged to take advantage of the SMUFOM Student Center and AccessMedicine resources for their studying for USMLE STEP 2.

FINANCIAL AID & SCHOLARSHIPS



SCHOLARSHIPS FOR BASIC SCIENCES:

1. Academic Excellence Scholarship

- **Scholarship:** Full semester tuition
- **Requirements:** 4.00 GPA (Students who do not have any other scholarship can avail this)
- **Eligibility:** Basic Sciences Program.
- **Description:** This scholarship is applied to the students' tuition for the next semester.

2. R.K. Sharma Academic Excellence Scholarship

- **Scholarship:** \$1,000
- **Requirements:** 3.75 GPA
- **Eligibility:** Basic Sciences Program.
- **Description:** This scholarship is applied to the students' tuition for the next semester.

3. SGA Member Award and Scholarship

- **Scholarship:** \$500
- **Requirements:** 3.0 GPA or higher, Member of the SGA, Recommendation from SGA President, Recommendation from SMUFOM Administration.
- **Eligibility:** All SGA Executives and Committee Members. Students must be financially-cleared. Members of the administrative team will evaluate the SGA members and award this scholarship.

SCHOLARSHIPS FOR CLINICAL SCIENCES:

1. Academic Excellence Scholarship

- **Scholarship:** \$6,000
- **Requirements:** Score of 235 or higher on the USMLE Step 1
- **Eligibility:** Students must have completed all Basic Sciences Requirements and must be financially-cleared.
- **Description:** The scholarship amount will be applied towards the 8th semester tuition. Some of the recipients of these awards will be invited to Curacao for various SMUFOM functions (all expenses will be covered by SMUFOM).

2. Exceptional Academic Scholarship

- **Scholarship:** \$8,000
- **Requirements:** Score of 250 or higher on the USMLE Step 1
- **Eligibility:** Students must have completed all Basic Sciences Requirements and he/she must be financially-cleared.
- **Description:** The scholarship amount will be applied towards the 8th semester tuition. Some of the recipients of these awards will be invited to Curacao for various School functions (all expenses will be covered by SMUFOM).

SCHOLARSHIP POLICIES & CONDITIONS:

Students must understand that R.K. Sharma Scholarship or any other Scholarship awarded at SMUFOM is not a personal gift, but rather an MOU (Memorandum of Understanding) between the student and the university. Students who are offered a scholarship will have to comply with all the conditions set forth.

The government of the student's home country may also impose conditions on the scholarship. Students are responsible for researching this information. The recipient of the Scholarship must agree to having read and to follow the Student Handbook in writing at the time of registration.

In accepting any Scholarship at SMUFOM, the student must:

1. Agree that the scholarship offered is for the appropriate field and level of study.
2. Comply with the conditions set down by SMUFOM, including not changing enrolment without prior notice of SMUFOM.
3. Agree to study full-time, achieve satisfactory academic progress and meet all course requirements set out by SMUFOM and agree not to engage in employment outside vacation periods without notifying SMUFOM.
4. Agree not to transfer to another institution on or off the Island of Curaçao for their medical education for any cause without finishing their MD degree at SMUFOM.
5. Acknowledge that the scholarship might be withdrawn by SMUFOM at any time.
6. Agree to return home promptly upon the completion of the Scholarship.
7. Agree to advise SMUFOM immediately should the student marry a person who is not a citizen in the student's country of citizenship.
8. Agree to ensure that SMUFOM has a current record of their residential and postal address in Curaçao and in their home country.
9. Agree to the disclosure of information regarding their progress; and
10. Agree to act in a manner that will not bring disrepute to themselves, their family, their country, or SMUFOM during the Scholarship.
11. Be in good academic standing and maintain the GPA required for scholarship.
12. Be in good financial standing and pay the remainder of their tuition on time.

SCHOLARSHIP EXTENSIONS

An extension is defined as any increase to the length of a scholarship or an increase in the cost of a scholarship. Only one extension of six months for legitimate academic reasons will be approved for any scholarship, and only in the second or subsequent years. Legitimate reasons for an extension include unforeseen and exceptional circumstances that are beyond the control of the Student and SMUFOM. It does not include health issues, family matters, academic failure, or a death in the family.

CONDITIONS ON REPAYMENT OF SCHOLARSHIP COSTS

Students will be required to re-pay the total cost of their scholarship if they either withdraw for any reason or transfer from SMUFOM to attend another educational institution without finishing their MD degree or any other degree for which they received the Scholarship.

**STUDENT CODE OF CONDUCT,
VIOLATIONS & GRIEVANCES**

MEDICAL STUDENT CONDUCT

SMUFOM students must always behave in a professional and ethical manner, upholding the academic integrity of the University and the standards of conduct expected of a professional in the medical field. It is the duty of the student to practice and preserve academic honesty and professionalism.

On acceptance of admission into the institution, the student agrees to abide by all the policies, procedures, and regulations of the University including the Code of Ethics.

Professional conduct required of SMUFOM students includes: Honesty, adherence to ethical principles, punctuality, compliance with policies, rules, regulation and laws, accountability, professional appearance, team work spirit, ability to express concern and compassion, commitment and motivation, openness to constructive criticism, respect for his/herself and others, and confidentiality when needed.

AMA ETHICAL PRINCIPLES

The medical profession has long subscribed to a body of ethical statements developed primarily for the benefit of the patient. As a member of this profession, a physician must recognize responsibility to the patients first and foremost, as well as to the society, to other health professionals, and to self. The following principles adopted by the American Medical Association are not laws, but standards of conduct which define the essentials of honorable behavior for the physician.

PRINCIPLES OF MEDICAL ETHICS:

The following are guiding principles at SMUFOM:

1. A physician shall be dedicated to providing competent medical care, with compassion and respect for human dignity and rights.
2. A physician shall uphold the standards of professionalism, be honest in all professional interactions, and strive to report physicians deficient in character or competence, or engaging in fraud or deception, to appropriate entities.
3. A physician shall respect the law and also recognize a responsibility to seek changes in those requirements which are contrary to the best interests of the patient.
4. A physician shall respect the rights of patients, colleagues, and other health professionals, and shall safeguard patient confidences and privacy within the constraints of the law.
5. A physician shall continue to study, apply, and advance scientific knowledge, maintain a commitment to medical education, make relevant information available to patients, colleagues, and the public, obtain consultation, and use the talents of other health professionals when indicated.
6. A physician shall, in the provision of appropriate patient care, except in emergencies, be free to choose whom to serve, with whom to associate, and the environment in which to provide medical care.
7. A physician shall recognize responsibility to participate in activities contributing to the improvement of the community and the betterment of public health.
8. A physician shall, while caring for a patient, regard responsibility to the patient as paramount.

9. A physician shall support access to medical care for all people.

STUDENT CODE OF ETHICS:

The following guidelines are expected of all SMUFOM students:

1. As a student of St. Martinus University, I acknowledge that I will uphold the highest standards of conduct, professionalism, and ethics in every aspect of my life.
2. As an aspiring medical professional, I have read and will adhere to the policies of academic honesty published in this handbook. I will not lie, cheat, misrepresent myself, steal, or tolerate anyone who does. I will always dress and act professionally.
3. All work that I submit for grading will represent my own effort without undue assistance from others.
4. I will not engage in academic dishonesty which includes but is not limited to: cheating or giving unfair assistance; plagiarizing; using unauthorized materials; violating the directions of a faculty member with regards to examinations or assignments; defacing, damaging, hiding, or removing without authorization any library materials or ancillary course materials; falsifying documents or data.
5. In my relationship with others, I will always demonstrate that I am a mature, caring adult worthy of consideration for advancement to the clinical years of training at St. Martinus University's campus and affiliated hospitals.
6. At no time should my actions jeopardize the safety and well-being of fellow students, faculty, patients, or society at large. [On the campus of St. Martinus University, the Curaçao community, and the community of the hospitals affiliated].
7. I will not cause disturbances, violate laws, initiate hostile or aggressive acts, display non-professional behavior, or violate patient confidentiality.
8. I will serve patients to the best of my ability regardless of race, sex, ethnicity, nationality, physical or mental disability, socioeconomic status, religion, and/or political beliefs.
9. My mission, to be made possible by this University, is to investigate, evaluate, and to formulate strategies for patient care through the assimilation and application of medical scientific evidence with compassion. I am ready and prepared to do all the above.
10. St. Martinus students have the right to be themselves, while always keeping in mind the guidelines set out in this handbook.
11. It is imperative for the medical student to be aware that any aberrant social or personal behavior that is legally or ethically deviant or that violates the academic integrity of the University will be handled following the proper University procedures.

The procedures for handling any violation of SMUFOM's rules and regulations or conduct that are inappropriate in a medical professional are addressed in the following section.

STUDENT GRIEVANCE POLICY:

Purpose of the policy

SMUFOM is committed to mutual respect among all constituents of the university community. This commitment includes students, faculty, staff, and administration alike. In all concerns about fair treatment, we seek to work together to understand and address those concerns without having to resort to formal grievance procedures. When that is not possible, we are at all levels committed to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process.

The regulation described below guides the orderly procedure of grievance, and attempts at resolution

Policy Principles

The student grievance resolution procedures of the University are based on the following principles:

1. The procedures used to review and resolve complaints or grievances are fair.
2. Confidentiality will be respected for all parties, unless the use of the information is authorized by law.
3. The staff involved in resolving complaints or grievances will always act fairly and ensure that conclusions will be based on a fair hearing of each point of view.
4. There will be no reprisals or any disadvantage arising as a result of a student making a complaint or grievance in good faith.
5. The complaints or grievances are handled in a timely manner with achievable deadlines specified for each stage in the resolution process.
6. Any student who makes a complaint or grievance on any staff member or student on whom the complaint or grievance has a direct impact is regularly informed of the progress of the matter.
7. Where the complainant is not satisfied with the outcome proposed by the decision-maker, the student is entitled to seek a review, either on procedural or substantive grounds, from a higher internal body or an appropriate external agency.

The Student Appeals, Grievance and Disciplinary Committee:

The Student Appeals, Grievance and Disciplinary Committee deals with disciplinary measures discussed and/or applied to the students and works with the students if they have a grievance or if they appeal a disciplinary action. The Appeals, Grievance and Disciplinary Committee will address the appeals and grievances of students upon disciplinary action, and address the grievances submitted by students.

Recommendations of the Appeals, Grievance and Disciplinary Committee include but are not limited to the following:

1. Community service for minor offenses.
2. Withdrawal with failure from a course or from the program.
3. Suspension from the University
4. Dismissal from the University

Recommendations regarding suspension, dismissal, or withdrawal will be forwarded to the Dean of Academic Affairs and the Student Evaluation and Promotions Committee for consideration, and the final decision will be made by the Dean. Non-academic recommendations will be sent to the Dean of Student Affairs or the Executive Dean for consideration and the final decision will be made.

Academic Grievances:

These are usually complaints or appeals against academic decisions. They include but are not limited to:

1. Academic progress decisions
2. Assessment matters
3. A decision of a member of academic staff that affects an individual or groups of students
4. Selection or admission decisions
5. Content or structure of academic programs, nature of teaching, or assessment

Administrative Grievances

These relate to decisions and actions associated with administrative or academic services. They include but are not limited to:

1. Administration of policies, procedures and rules by the University, student support groups, faculty, and departments
2. A decision by an administrative staff member that affects an individual or groups of students
3. Access to University resources and facilities

Discrimination, Sexual Harassment, and Bullying

Because other procedures apply, these procedures do not apply to complaints or grievances relating to:

1. Discrimination on the grounds of gender, race, disability, age, career status, gender identity, parental status, political belief or activity, lawful sexual activity, breastfeeding, industrial activity, sexual orientation, marital status, physical features, religious belief or activity, pregnancy, or sex
2. Sexual harassment
3. Bullying

Grounds for Complaint or Grievance

Without limiting the circumstances which may give rise to a complaint or grievance, a student has valid grounds for making a complaint or grievance or lodging an appeal against a decision made in relation to a complaint or grievance, where the student considers he or she has been adversely affected by one or more of the following:

1. Improper, irregular, or negligent conduct by a university staff member.
2. Failure by a University staff member to act fairly.
3. A decision that has been made without enough consideration to facts, evidence or circumstances of specific relevance to the student.
4. Failure by the University to decide within a timely manner.
5. A penalty that, where applied, is or would be too harsh.

Violations of Code of Conduct:

Examples of disciplinary problems are:

1. Demonstration of an inadequate behavior such as chemical and/or alcoholic dependency.
2. Emotional instability such that it impairs judgment and/or represents a potential compromise to patient care.
3. Smoking, eating, and drinking in University instructional areas.
4. Any violation of policies and procedures followed by St. Martinus University.

Please note that social or civic disobedience off-campus, at an affiliate hospital either in Curaçao or the United States, an international hospital location, or in a place of residence, while enrolled as a student, may be considered for possible disciplinary action.

Examples of disciplinary problems to come before the Student Appeals, Grievance and Disciplinary Committee include:

1. Violations of the civil and legal laws of Curaçao such as practicing medicine without a license, brawls, incurring debts beyond one's means, driving without a valid Driver's License, driving without car insurance, parking in areas where parking is prohibited.
2. Emotional instability that impairs judgment and/or represents a potential compromise to patient care.
3. Failure to follow good hygiene habits or to keep an adequate appearance.
4. Any infringement of the policies, procedures, and Code of Ethics of SMUFOM is considered a violation.

Violations Academic Integrity:

In an academic community, honesty and integrity must prevail if the work done and the honors awarded are to be received with credibility and respect. The erosion of honesty and ethics is the academic community's ultimate loss. The responsibility for the practice and preservation of honesty, ethics, and professionalism must be equally assumed by all members of the academic community.

Academic dishonesty includes:

1. Cheating on an examination of any type.
2. Forgery.
3. Using prepared materials, notes, or texts other than those specifically permitted by the faculty member during the examination.
4. Collaboration with another student during an examination.
5. Using, buying, selling, stealing, soliciting, or transmitting an examination or any other material purported to be the contents of an upcoming examination.
6. Substituting for another person during an examination or allowing such substitution to occur.

Plagiarism includes, but is not limited to:

1. Copying from another student's work; or any other sources.
2. Failure to properly cite references from any source
3. Collusion in the preparation or editing of notes, themes, reports, website materials, or other written or laboratory work offered for evaluation and credit, unless the faculty member specifically approves such collaboration in advance.
4. Credential misrepresentation on admission to St. Martinus University/to obtain a US residency/ECFMG certification/transfer for university admission elsewhere, while enrolled at St. Martinus University.
5. Pretending to be a medical professional (i.e. physician) when one is not.

Encountering a Violation:

Upon encountering a (suspected) violation of academic honesty and/or professionalism by an SMUFOM student, a faculty member would consider following these procedures:

1. The involved faculty member will confront the student and explain the allegations.
2. If the student is under suspicion for cheating on an exam, they will be removed from the examination hall.
3. Discuss the matter thoroughly with the student, so that each position is clearly delineated.
4. Decide what action is appropriate. It is possible that the matter could be settled amicably at that moment.
5. If the faculty member believes that violation is severe enough to warrant further action, they will inform the student and refer the student(s) to the Student Handbook in order to review the procedures for handling of the grievance or accusation.
6. The faculty member shall then notify the Dean of Academic Affairs or the Dean of Student Affairs. The notification must be written and must be stored in the student's file.

For more information, refer to the section on Student Grievances.

Procedures for Managing Violations:

The Student Promotions and Evaluations Committee is responsible for continuous maintenance of academic standards and ensures fairness in academic decisions. An adverse academic action will undergo detailed assessment by the Student Promotions Committee and recommendations will be passed on and discussed with the Dean of Academic Affairs or the Dean of Clinical Sciences.

In all cases where there is recommendation of an adverse academic action, the faculty member involved will be introduced to the discussion to understand the details of the case. The Dean will summon the student in order to inform of the adverse academic action and obtain details from the student's perspective before moving forward with the procedure. The student will be informed of the process and of the three stages in the academic grievance resolution process.

Students are encouraged to seek to resolve any issues or concerns informally listed under Stage 1 before initiating formal grievance resolution procedures under Stage 2 and Stage 3.

A student who has a question or concern about a decision, act or omission of a member of the staff or the faculty that affects their academic experience should follow the steps set out below. The student should take careful note of the deadlines for following up with the grievance at each step.

Stage1: Informal discussion with person(s) directly involved

The student should first make an appointment and approach the person(s) directly involved to discuss any questions or concerns and resolve the complaint informally within 10 calendar days.

For academic appeals in the Basic Sciences Program, students are encouraged to meet with the professor of the course in question (if the issue pertains to a specific course) or with the Chairperson of the Promotions Committee (if the issues pertains to a more global academic situation such as promotion, suspension, etc). For Disciplinary issues in the Basic Sciences Program, students shall first meet with the Executive Dean of Basic Sciences.

In case of academic or disciplinary appeals in the Clinical Sciences Program, the students will be referred to the Office of the Dean of Clinical Sciences and should not contact the preceptor directly.

Stage2: Referral to Deans, Administrator or Registrar

1. If a satisfactory resolution is not reached in Stage 1, the student may file a formal appeal by filling out the Appeal Request Form (Appendix MS-30) which is available on SMUFOM's UMS. This form must be submitted within 10 working days of the alleged act or omission.
2. Upon receipt of the complaint, the SMUFOM Administration will inform the respondent, the professor, and the corresponding Dean immediately in writing of a grade appeal request. Within five calendar days of the receipt of the complaint, the Dean will conduct a preliminary inquiry. Notification will be sent to the Executive Dean in matters concerning the Basic Sciences and to the Dean of Clinical Sciences for matters pertaining to clinical students. All materials reviewed will be considered confidential and shared only on a "need-to-know basis".
3. The corresponding Dean may communicate with the appellant and give them the opportunity to present any additional relevant evidence.
4. The corresponding Dean may:
 - a. Refuse to take the matter further if there are insufficient grounds for the grievance;
 - b. Conciliate the matter; or
 - c. Proceed to Stage 3 and appoint a 3 member Ad-Hoc Appeals, Grievances and Disciplinary Committee within 5 calendar days. The committee will consist of SMUFOM employees with one member appointed the chair of the committee and will have one student representative. The committee will be advised to review materials obtained during enquiry.

Stage 3: Referral to Ad-Hoc Committee

The student will be notified once the Ad-Hoc committee has been established and will be given due notice of when the committee meeting will be held.

The committee will conduct an investigation and review all pertinent documents submitted to the committee.

The student is to be present during the meeting and may be accompanied by a representative or legal guardian. The representative may advise the student during the course of the meeting but cannot personally participate.

Within 10 working days of establishing the committee, they will deliberate and issue a brief written opinion containing the findings, recommendations or final decision based on the will of the committee. A copy of these findings and final decision will be given in writing to the corresponding Dean, the Director of Student Affairs and the appellant.

The committee may choose to uphold one of the following:

- 1) A ruling in favor of the student and student's proposed resolution
- 2) A ruling in favor of the student with a new proposed resolution or
- 3) A ruling not in favor of the student.

Appeals Procedure

The student may want to appeal the decision for an administrative action. The appeal should be filed within a time of one academic week. The student must notify the Dean who will deal with this matter. In Basic Sciences matters, it shall be the Dean of Academic Affairs/Student Affairs while in clinical matters; it shall be the Dean of Clinical Sciences. The medical student must provide in writing the reasons for requesting the appeal and submit any supporting documents relative to the appeal.

Student policy and procedures for an appeal of an academic decision regarding dismissal or other academic sanction.

The following steps constitute the established procedure for appealing a decision for academic or disciplinary sanctions. While policy allows up to one academic week (5 days) for the initial request of the Appeal process, it is strongly recommended that procedures be undertaken as rapidly as possible, without jeopardizing due process. In this area of an appeal for an academic disciplinary action, the appropriate Dean shall set in motion a review by an Ad Hoc Student Appeals, Grievance and Disciplinary Committee. That means that the University student must have timely due process if the case was one of academic probation or grades issue. The student(s) can request and have legal representation at the student's own personal expense.

Following the recommendation of the Student Appeals, Grievance and Disciplinary Committee, the Dean may wish to dismiss the appeal or impose other administrative sanctions on a student including that the student may appeal the decision. This would result in the setting up and implementation, by the Dean of another Ad Hoc Student Appeals, Grievance and Disciplinary Committee. As mentioned above, the appeal must be submitted in writing to the appropriate Dean within one academic week (5 days).

The Appropriate Dean will act as an ex officio representative on the Ad hoc Student Appeals, Grievance and Disciplinary Committee. The Student Appeals, Grievance and Disciplinary Committee may have a Student Government Association (SGA) representative and may have one faculty member on the committee as requested by the involved student. Other Ad Hoc members will be decided by the Dean or by his/her delegate.

The Student Appeals, Grievance and Disciplinary Committee will start its hearings within a reasonable period (usually five (5) class days) after its appointment. Within a reasonable period (usually five (5) class days) after the completion of its hearings, the Student Appeals, Grievance and Disciplinary Committee shall render its decision and notify the Dean. Additional notification shall go to the Director of Student Services, the Registrar, and to the student in writing.

The decision of the Student Appeals, Grievance and Disciplinary Committee is final unless appealed directly to the Vice President/President of St. Martinus University. This means that a decision of the Student Appeals, Grievance and Disciplinary Committee may be appealed in writing to the Vice President/President within five academic days. The decision of the Vice President/ President is final and shall occur within a reasonable period usually within a week or less.

Summary of Academic Disciplinary Procedures:

1. A student is officially cited, by a faculty member, as violating one of many academic rules or University Policies.
2. The case is presented to the appropriate Dean.
3. The student is informed that he/she will be appearing in front of the Students Appeals, Grievance and Disciplinary Committee.
4. After the Students Appeals, Grievance and Disciplinary Committee hears the facts of the case, a decision is recommended.
5. The decision may go in favor of the student or the decision may be that a violation probably did occur, and this will result in the matter being sent to the Dean of Academic Affairs if the matter or the decision made by the Student Appeals, Grievance and Disciplinary Committee relates to or results in academic consequences.
6. If the decision made is against the student, then that student can ask the Dean's office to arrange for an appeal hearing. (Note: In all situations, the student can have student representation and legal advice.)

If the finding is in favor of the student, then the student is dismissed of allegations and charges. If the Appeals, Grievance and Disciplinary Committee finding is not in favor of the student, then a recommendation is made to the appropriate Dean and the student is informed of the decision. In this case, the student can accept the consequences or write an appeal (within five academic days) to the Vice President/President of St. Martinus University. The decision made by the Vice President/President is final.

ACADEMIC POLICIES & GUIDELINES



ACADEMIC RESPONSIBILITIES OF SMUFOM STUDENTS

St. Martinus University Faculty of Medicine (SMUFOM) students, by voluntarily accepting admission to St. Martinus University, and by agreeing to accept the academic requirements, procedures, policies (Code of Ethics), and academic regulations of this institution, acknowledge that it is his/her responsibility to fulfill the course work and to know, understand, and meet the criteria for satisfactory progress and completion of the program in a timely and honorable manner.

To assist the student in meeting these requirements and criteria, SMUFOM offers the following types of assistance upon the student's request:

1. A tutoring program.
2. Formal regular academic meetings with faculty.
3. Informal mentoring sessions with faculty.
4. Study efficiency counseling activities.
5. Senior classmate mentoring activities.
6. Personal and financial counseling.
7. Due process proceedings for academic and disciplinary problems.

To obtain assistance, the student can contact the Office of the Dean of Academic Affairs.

GUIDELINES FOR PROMOTION

Student Evaluation and Promotions Committee:

It is a fundamental responsibility of the faculty and administration of SMUFOM to determine whether students are making adequate progress toward promotion and graduation. The Student Evaluation and Promotions Committee is organized to maintain academic standards and ensure fairness and consistency in decisions, especially with regards to students with academic difficulties.

The Student Evaluation and Promotions Committee will deal with issues including but not limited to the following:

1. Students with academic deficiencies (failures) in one or more courses.
2. Students with GPA below 2.0.
3. Students with difficulties in the Clinical Clerkships.
4. Medical Student Transfers.
5. Students who have to take a leave of absence.
6. Failures of the USMLE Step 1, Step 2 (CK).

At appropriate times during a semester (e.g. after exam periods or when early evaluations have been received), the Student Evaluation and Promotions Committee will receive a report from the Registrar or the Dean of Academic Affairs or Clinical Sciences with the names of the students who are at risk for failing a course or clerkship.

Based on the student's semester level and on all the factors involved, the Student Evaluation and Promotions Committee will make their recommendations to the appropriate Dean. The Dean or Associate Dean will meet with each student individually to discuss the decision after the student has received written notification. At that time if the determination is to continue the course or clerkship, the appropriate Dean will assist the student by arranging the appropriate tutoring or support.

Basic Sciences Program:

Students are promoted once they have met the requirements for promotion:

1. Students must pass all courses in order to be promoted to the next semester. Students with two (2) or more failures or incompletes will not be promoted to the next semester.
2. Students must remediate any failures in MD1 and MD2 before they can be promoted to MD3.
3. Students must remediate any failures in MD3 before they can be promoted to MD4.
4. All course prerequisites must be completed prior to the student enrolling in a course.
5. All core clerkship deficiencies must be resolved prior to advancement into the fourth year of the program.
6. Students will not be promoted to the clinical program until they pass the USMLE Step 1.

Any promotions deviating from the above requirements must be evaluated by the Student Evaluation and Promotions Committee. These will be evaluated on a case-by-case basis. In the case that a student wishes to deviate from the above requirements, the student must submit a written request to the Student Evaluation and Promotions Committee. The decision made by the Student Evaluation and Promotions Committee must be approved by the Dean of Academic Affairs and the Faculty member.

Clinical Sciences Program:

Students are not promoted as such in the Clinical Sciences Program as there are no semesters as in the Basic Sciences Program. During the 3rd and 4th year at SMUFOM, students will be tasked with successfully completing the objective and subjective assessment requirements for the clerkships before being allowed to commence a new one. For more information on the grading criteria and policies, please refer to the Grading Policy and Procedures section.

GUIDELINES FOR GRADUATION:

Students are expected to finish the MD program and obtain the degree of Doctor of Medicine within a timely matter. A maximum of six (6) years is the allowed duration and failure to complete the MD program within this timeframe will result in recommendation for dismissal. The Student Evaluation and Promotions Committee will review such cases and approval of the dismissal recommendation will be required by the Chief Academic Officer.

The degree of Doctor of Medicine may be conferred on a candidate who fulfills the following criteria:

1. Candidate is at least 21 years old.
2. Candidate has paid all tuition incurred plus any additional fees owed to SMUFOM.
3. Candidate has successfully completed all courses in the Basic Sciences Program.
4. Candidate has successfully completed all clerkships in the Clinical Sciences Program.
5. Candidate has successfully passed the following certifying examinations:
 - a. NBME Prometric Exam
 - b. USMLE Step 1
 - c. USMLE Step 2 CK
 - d. MiniCEX
 - e. Objective Structured Clinical Examination (OSCE)
 - f. Occupational English Test (OET)
6. Candidate has been recommended for the Doctor of Medicine degree by the Student Evaluation and Promotions Committee, the Dean, Vice President, President and approved by the Board of Trustees of the University.

GUIDELINES FOR FAILURES IN THE BASIC SCIENCE PROGRAM

When a student receives a failing grade (F) in a Basic Sciences course, the Student Evaluation and Promotions Committee will evaluate the student's academic situation. The Student Evaluation and Promotions Committee can recommend a remediation exam if the student fits the criteria according to the policy or it can recommend that the student repeat the course. If there are multiple failures, the Student Evaluation and Promotions Committee may consider making alternate recommendations. Note that the students will not be allowed to advance into the clinical clerkships until they have successfully completed the Basic Sciences Program and passed the USMLE Step 1.

Any failing grade is considered an Academic Deficiency. Please see the remediation exam policy to find out which students may be granted a remediation exam prior to the start of the following semester. In the case of a remediation exam, the student must successfully pass the exam in order to be promoted and to be eligible to enroll in the following academic semester. Students who fail remediation exams will be required to repeat the course. Students with two or more failures will not be eligible for remediation exams. If it is determined that the student is not eligible for a remediation exam, the student must repeat the course(s). Students with two or more failures may be required to repeat the complete semester course work or considered for academic dismissal from the program. Please consult the financial section of the handbook to determine the impact this will have on the student's tuition.

GUIDELINES FOR FAILURES IN THE CLINICAL PROGRAM

A grade of less than 70% for any clinical discipline in any phase of the academic program constitutes a failure. Typically, resolution of a failing grade in the Clinical Program requires repeating all or part of the failed clerkship. The Registrar will automatically place a student with a failure in a clinical clerkship on academic probation and his/her academic record will be sent to the Student Evaluation and Promotions Committee for review. If the student were to fail a second clerkship, they would be removed from the clerkship program for a period of 3 months.

The advice of the Attending Physician and the Dean of Clinical Sciences will be considered by the Student Evaluation and Promotions Committee in determining how to resolve the deficiency. Incomplete grades will also be brought to the committee.

When making their decision, the Committee will consider the maintenance of the academic integrity of the University as well as the well-being of the patients under the student's care. Any failing grade in the clinical program may be grounds for dismissal.

The student has the right to appeal the decision made by the Student Evaluation and Promotions Committee as specified in the Appeals procedure.

GUIDELINES FOR PROBATION

A student can be placed on Probation for academic and/or administrative reasons. The terms of the probation will be defined at its outset, including the length of the probationary period, any sanctions to be imposed during this period, and the criteria for removal from probation.

Failure to meet the terms of probation may result in a recommendation for dismissal.

For information on how to appeal the recommendation of probation, please refer to the Appeals procedure.

Failure of any course or clerkship will result in the student being placed on Academic Probation.

All transfer students admitted with advanced standing will be placed on Academic Probation for their first semester and monitored by the Student Evaluation and Promotions Committee.

Students who have taken a leave of absence (LOA) and been readmitted to the University will also be placed on Academic Probation for their first semester after returning and monitored by the Student Evaluation and Promotions Committee.

At the end of each semester, the Student Evaluation and Promotions Committee will review all the students who are on probation, if a student has demonstrated superior academic performance then they may be removed from Academic Probation.

GUIDELINES FOR SUSPENSION

The Student Evaluation and Promotions Committee may place a student on suspension when deemed necessary.

A suspension is defined as a mandatory separation of the student from the SMUFOM Campus or Hospital Affiliates. The terms of the suspension will be defined at its outset, including the length of the suspension, any sanctions to be imposed during this period, and the criteria to petition for reinstatement.

Reinstatement of suspensions will be decided by the Student Evaluation and Promotions Committee in conjunction with the Dean of Academic Affairs or Clinical Sciences. Readmission is subject to the approval of the Dean of the University.

GUIDELINES FOR DISMISSAL

The Student Evaluation and Promotions Committee, the Dean of Academic Affairs, Dean of Student Affairs, the Director of Student Services, or the Dean of Clinical Sciences can recommend a student for dismissal from SMUFOM if it is determined that the student is not making adequate academic progress toward graduation, is involved in drug and/or alcohol abuse or any other controlled substance, carries a dangerous weapon without permission of local law enforcement authorities, incurs indecent exposure, threatens or harasses another fellow student, indulges in any criminal activity, indulges in any kind of unethical business, starts any rumors about the University, or misleads other students about any University related issues.

1. Students who are dismissed may appeal via the Appeals procedure.
2. Examples of lack of Academic progress include but are not limited to multiple failures and a lack of professional qualities or academic abilities necessary to become a future medical professional.

GUIDELINES FOR REPEATING STUDENTS

Students repeating any part or an academic year are placed on academic probation. Failure to meet the terms of the Academic Probation may result in a recommendation for dismissal. The probationary period ends on completion of the repeated course(s). Students who fail the same course twice may be considered for academic dismissal. Students with four failures in consecutive semesters may also be considered for academic dismissal. All dismissal proceedings will be conducted according to the due process guidelines of the University.

NOTIFICATION OF STUDENT EVALUATION AND PROMOTIONS COMMITTEE DECISIONS

The Student Evaluation and Promotions Committee will review the progress of all SMUFOM students who have earned grades of F or I. They will make recommendations when deemed appropriate. In addition, members of the faculty or administration may bring forward to the committee for discussion any student who may not be making satisfactory progress due to academic, personal, or professional concerns.

The Student Evaluation and Promotions Committee will notify the students in writing of their recommendations after notifying and receiving approval from the Dean of Academics. The student has the right to appeal any decision made by the Student Evaluation and Promotions Committee.

ACADEMIC LEAVE OF ABSENCE (LOA)

General Details:

Approval of a request for a Leave of Absence is not automatic. Adequate proof and documentation must accompany the request. A Leave of absence may be granted for reasons including, but not limited to: Family Leave of Absence (maternity), Medical problems, Family catastrophes, Financial difficulties, and/or Mental health problems.

The stress involved in the pursuit of a medical degree is usually not an adequate reason for being granted a leave of absence. A student desiring a leave of absence must provide a written request to the Dean of Student affairs office or the Dean of Clinical Sciences office, in person or via email.

In the case of a medical leave of absence, the request must be accompanied by a letter from a physician or appropriate professional supporting documentation describing the nature of the disability for which the leave is requested, and the estimated length of time needed for recovery. The form for requesting a leave of absence is available online on SMUFOM website at www.martinus.edu and or maybe requested from the Registrar's office/email.

The Director of Student Services, will notify the student in writing of the final decision, including the starting date for the leave and a date when the leave will end. Notification will also be sent to the corresponding faculty and the Registrar's Office. The student must meet with the Immigration Department before the leave of absence and before reinstatement to discuss their specific situation.

Before a student may return, a written request must be submitted to the Dean. In the case of a leave for medical reasons, a letter from a physician or appropriate professional must state that the student has recovered from the disability leading to the withdrawal.

During the leave, the student must provide means of contact at which he/she can be reached.

It continues to be the student's responsibility to check his/her university email account throughout the Leave of Absence period.

Short-Term Leave of Absence:

Students are permitted a maximum leave of 10 total days per semester.

Short-term Leave of Absence requests for planned events must be submitted at least three (3) weeks prior to the date of the leave. The student is responsible for all academic work scheduled up to the date the leave is approved. Students will not be excused from academic responsibilities prior to the approval of the request except in emergency situations. An approved Leave of Absence does not guarantee a make-up assignment. It is the sole discretion of each faculty to grant make-up assignment(s).

Long-Term Leave of Absence:

The maximum leave time permitted is six (6) consecutive months.

In extraordinary situations, an extension of this period may be considered after submission of a written request to the Dean of Student Affairs at least one month prior to expiration of the current period of the approved Leave of Absence. This request will be considered by the Dean in conjunction with the Student Evaluation and Promotions Committee and together they will decide whether to approve or deny the request.

A Long-term Leave of Absence request must be submitted in advance of the first leave date. A student who is granted a leave of absence will be withdrawn from all classes by the Registrar, and their permanent record will be marked with a withdrawal ["W"] as appropriate.

On re-entering the program, the student will be required to successfully complete all the courses from which they have withdrawn prior to registering for additional courses. Upon the return of any student who has taken a Leave of Absence, SMUFOM reserves the right to impose certain conditions that in its discretion it deems appropriate.

Reinstatement to the program after a Long-term Leave of Absence is not automatic or guaranteed. The student must submit a written request to the Dean of Student Affairs to apply for reinstatement to the Academic Program at least 30 days prior to the end date of the Leave of Absence. Failure to re-apply for reinstatement can result in dismissal from the University. The reinstatement request will be reviewed by the Student Evaluation and Promotions Committee to determine re-entry into the program and the committee will report the final recommendations to the Dean of Student Affairs.

WITHDRAWAL POLICY

Withdrawal from the Basic Sciences or Clinical Program:

Application for voluntary withdrawal from the program must be made in writing to the Dean. The Withdrawal Form will be accompanied by a personal interview. At the time withdrawal is granted, the Registrar will mark on the official permanent record indicating the academic standing of the student in the courses under progress (see grading scale; withdrawal (W)). In addition, the student must report to the Registrar's Office to sign a withdrawal form before they can officially withdraw from St. Martinus University.

Students who do not complete this application for voluntary withdrawal will not be entitled to an official withdrawal and consequently will not be considered for re-admission, will not be issued an official transcript, and will not be allowed to apply for transfer.

Re-admission following withdrawal is not assured and the student must apply for re-admission. There will be a financial penalty if the student transfers from SMUFOM to another medical school within a 50-mile radius from Curaçao.

Withdrawal from a Course (Procedure for "Dropping" a Course):

A student may, upon advice from the Student Evaluation and Promotions Committee and/or the Dean of Academic Affairs or Clinical Sciences, withdraw from a course during the semester. If a student withdraws from a course within five (5) academic days of sitting for the second semester exam, a record of withdrawal (W) will be noted regardless of the academic standing of the student in the withdrawn course.

If a student withdraws from a course more than five (5) academic days after sitting for the second semester exam, the Registrar will mark on the official permanent record the standing of the student in the course(s) under progress either withdrawal passing (WP) or withdrawal failing (WF) and the grade will be incorporated in the calculation of the semester G.P.A.

For information regarding the financial reimbursement policies in the case of withdrawal from the program or from a course, contact the Bursar's Office.

GRADING POLICIES AND PROCEDURES



GRADING IN BASIC SCIENCES

Overview:

Students are assessed by both formative and summative assessments. The assessment methods like multiple-choice questions with clinical vignette, short essay questions. Immediate constructive positive and also negative feedback will be provided to the students. Students are also encouraged to get their self feedback after solving the clinical problem.

Summative assessment will be conducted by up to three block examinations per semester with multiple choice questions with clinical vignette. In addition, students will be evaluated with internal assessments that may include evaluations such as short multiple choice tests, short essay questions, practical exams, group discussions, and simulations with check lists conducted throughout the course.

Students are expected to maintain a Grade Point Average (GPA) of at least 2.00 to avoid being placed on Academic Probation. Certain financial aid programs require that a student maintain a GPA above 2.80.

Grading Scale:

Weightage of the exams for the calculation of the final grade are as follows:

GRADE	NOTATION
A	90% to 100%
B	80% to 89%
C	70% to 79%
F	below 70%
IC	Incomplete
W	Withdrawn

Promotions:

To be promoted from Semester I to Semester II, or from Semester II to Semester III, and so forth, a student must pass all courses during those respective phases. Allowance to attend courses in advanced semesters without completing or passing the required courses of any semester is determined by the Student Evaluation and Promotions Committee and the Dean of Academic Affairs in consultation with the Faculty.

Failure to Pass a Course:

A grade of less than 70% for any basic sciences course constitutes a failure. SMUFOM offers remedial exams for students who have failed their final examination under certain conditions. For more information, refer to the section on **Academic Policies and Guidelines**.

GRADING IN CLINICAL SCIENCES

Overview:

The final grade in the core clerkship represents a semi-quantitative average of five components based on both subjective and objective assessments. The final grade of the student is based on the combination of the precepting physician's evaluation of the student (70%) and the NBME exam (30%).

Elective Clerkships:

The final grades for elective clerkships are graded on a "pass/fail" basis but require more in depth comments from the precepting physician. These comments are used to help build the student's MSPE letter to provide a more descriptive account of the student.

Core Clerkships:

The final grade in the core clerkship represents a semi-quantitative average of five components:

1. APPROPRIATE MEDICAL KNOWLEDGE..... (20%)
2. CLINICAL SKILL PERFORMANCE..... (20%)
3. PROFESSIONAL BEHAVIOR..... (20%)
4. COMMUNICATION SKILLS..... (10%)
5. NBME CLINICAL SUBJECT EXAM GRADE..... (30%)

Grading Scale:

RANGE	LETTER GRADE	POINTS
90 - 100	A	4.0
80 - 89	B	3.0
70- 79	C	2.0
0 - 69	F	0

Subjective Assessments:

At the beginning of each clinical clerkship, precepting physicians are given electronic access to the SMUFOM's University Management System (UMS) and an evaluation form for the student is auto-populated with the student's photo and identification information. The precepting physician fills out the student evaluation form with relevant and descriptive information of the student as she/he relates to the four grading criteria. Comments are required as the comments will be used in the student's MSPE form.

The precepting physician has the entire clerkship to evaluate the student based on the following four (4) categories:

Appropriate Medical Knowledge (20%)

A student should demonstrate a level that reflects their current timeline in the medical school process. It should be apparent that a student is actively involved and progressing in the relevant study and retention of knowledge to become a competent physician.

1. Knowledge and application of performing an appropriate history and physical examination
2. Clinical diagnosis, judgement and problem solving
3. Treatment and involved implementation
4. Up to date with relevant medical reading via textbook, journal, internet databases.

Clinical Skill Performance (20%)

A student should demonstrate a level that reflects their current timeline in the medical school process. It should be apparent that the student can navigate in a hospital or clinical setting as a functioning member of a medical team's patient care.

1. Chart work, patient notes
2. Psychomotor skills for doing procedures and examinations
3. Case presentation and ability to synthesize data
4. Ability to interpret laboratory data
5. Active participation in rounds and conferences

Professional Behavior (20%)

A student should demonstrate behavior that is becoming of a physician. HIPAA regulations, hospital guidelines, appearance and social norms must be followed.

1. Attendance and promptness
2. Professional interest while on the clerkship service
3. Professional attire and grooming
4. Self motivation, study habits and preparedness

Communication Skills (10%)

A student should demonstrate the ability to function in a medical team and with patients. Empathy, knowledge, thoughtfulness and honesty should be demonstrated in all interactions.

1. Ability to communicate with physicians, residents, hospital staff, and patients
2. Interpersonal relationships and skills
3. Data organization and presentation

Objective Assessments:

A student should demonstrate sufficient mastery of knowledge in the relevant core clinical clerkship. It should be demonstrated that a student is progressing in medical acumen as well as showing the ability to digest and retain medical knowledge. The lifelong attribute of continued learning must be demonstrated. The best predictor of future USMLE and licensure exams success is demonstrated by NBME scores.

NBME Clinical Subject Exam Grade (30%)

The students take the NBME Clinical Subject Exam during the final week of their clerkship. This exam makes up 30% of the student's grade for the clerkship. Scheduling of the exams is done by the SMUFOM exam registrar in the Office of the Dean of Clinical Sciences. Exams are either taken at a Prometric center or at the SMUFOM testing center depending on availability.

The Office of the Dean of Clinical Sciences receives the scores from the NBME and uploads them to the SMUFOM UMS system for students to monitor. It is mandatory to sit for the NBME exam on the scheduled date and a student cannot progress to their next clinical clerkship unless it is completed.

Failure to Pass a Clerkship:

A grade of less than 70% for any clinical discipline in any phase of the academic program constitutes a failure. For more information, please refer to the section on **Academic Policies and Guidelines**.

MEDICAL STUDENT PERFORMANCE EVALUATION

Upon completing the program, Basic Sciences and Clinical Sciences, and meeting all requirements for graduation, all graduating medical students are provided a Medical Student Performance Evaluation (MSPE) letter. The MSPE will include 8 parts as listed below:

1. Identifying information – Student's legal name and date of matriculation and graduation.
2. Academic History - Date of matriculation, graduation, dual degree programs (if applicable), any repetition of courses and if there were any adverse actions taken towards the student. If there were any extensions, leave of absence requests or break's in the student's educational program details will be provided.
3. Pre-clinical curriculum – Summary of performance during the first and second years of medical school.
4. Clinical Clerkships & Electives – Summary of performance during the third and fourth year. Details will be provided for the core rotations, and areas of strengths and weakness will be addressed.
5. Research – Research endeavors, or participation in research programs.
6. Noteworthy characteristics – This section describes the student's most salient noteworthy characteristics. It may include student's honors, awards, leadership and volunteer activities.
7. Summary – This is a brief concluding paragraph written by the Dean.
8. Appendix – Description of the curriculum at SMUFOM.

The Medical Student Performance Evaluation (MSPE) must be reviewed by the student within the office of the Director of Student Services at the St. Martinus University Faculty of Medicine, under the supervision of a staff member. If a student wishes to contest an entry in their MSPE, the student must make a request in writing to the Chief Academic Officer.

REPORTING OF GRADES AND APPEALS

Reporting of Grades:

The Registrar will report final grades in the Basic Sciences Program to the students within three (3) academic days if the students are financially cleared. During the Clinical Sciences Program, grades will also be posted on UMS within a reasonable amount of time after receipt of grades from the respective Hospital or Dean of Clinical Sciences.

Once Final Grades have been recorded by the Registrar, they become permanent. No permanent grade will be changed, except to correct clerical errors or as the direct result of a grade appeal.

Requests for correction of clerical errors must be initiated within five (5) calendar days after the student receives the grade. The request should be submitted in writing to the Registrar's Office. Grades from the records maintained by the Registrar may be used in composing a Dean's Letter of Recommendation for a residency position sought by the medical student.

Appealing a Grade:

Please refer to the section of Academic Grievances for the procedure to appeal a grade.

Removal of an Incomplete "IC":

The requirements for the removal of a grade of incomplete ("IC"), should be obtained from the faculty member or preceptor who issued the grade. When the student receives an "I", the student in the Basic Sciences Program must retake the final examination, repeat the course, or complete some other form of remedial intervention.

If the grade of "IC" is not removed after completion of the remediation exam, repetition of the course, or the required remedial intervention, a permanent grade of "F" will be recorded for the course. All grades of "IC" must be removed before a student can enroll in the subsequent semester.

If an incomplete ("IC") is assigned for a clinical clerkship, the Attending Physician in conjunction with the Dean of Clinical Sciences will determine the requirements and method for removal of the incomplete (I) grades.

EXAMINATIONS

Board Reviews:

Board review sessions and examinations are mandatory. Absence from board review sessions or examinations will be considered a violation of the academic responsibilities of the student and will be reflected in the student's overall weighted grade for the corresponding clinical clerkship.

Unexcused absence from Examination(s):

A score of zero (0) will be recorded in the event of an unexcused absence from a scheduled examination and this score will be averaged with all other scores when the final grade for the course is computed.

Excused absence from Examination(s):

In the case of an excused absence from a scheduled examination, the grading percentage will be redistributed, and the percentage of the final exam will be re-calculated. For an absence to be excused, the student must first be evaluated by a physician appointed by the University. This physician must then provide a letter explaining the reason for the absence and that letter must be presented to the Dean and the Faculty who will decide together whether the absence should be excused.

Examination Review Policy:

The purpose of examination review is to allow students to use the mid-term exams as a learning tool. All students have the right to review their mid-term exams in order to assess their current academic situation and to learn from their mistakes and improve their performance on subsequent examinations. Although some faculty may choose to review their examinations in class, the student still has the right to review their individual examination.

In order to review a mid-term examination, the student must submit a request to the Registrar within five (5) academic days of receiving the mid-term examination grade. The Registrar will set up an appointment with the faculty member and the student for examination review.

During the examination review, students will not be permitted to bring in any bags, writing instruments, computers, hand-held devices, computers, cellular phones, or recording instruments of any type. Any student that is found copying or recording examination questions or changing answers on the examination will be subject to academic dismissal.

NOTE: Review of Final Examinations will only be permitted in the case that the student wishes to appeal their final grade in the course.

Remediation Exam Policy:

The Remediation exam policy applies only for students in the Pre-medical and the Basic Sciences Programs.

1. Only students with maximum one (one) failed final exams will qualify for a remediation exam. Students with more than one (one) failures will be required to retake the failed courses.
2. Students will only be allowed to take one (1) remediation exams per semester.
3. To qualify for the remediation exam, the student must have a final score in the course between 65-69%.
4. Remediation exams will not be offered for Pass/Fail courses.
5. The Remediation exam will be given the week before the beginning of the following semester.
6. Any absence from the exam will result in the student having to repeat the course unless otherwise decided by the Dean and the Faculty member.
7. Students who fail a remediation exam will be required to repeat the whole course (classes + exams)

8. Students who must retake a course will have to accommodate themselves to the schedule for the following semester and comply with the attendance policy. The schedule will not be adjusted to meet their needs.
9. Prior to registering for the following semester courses, any student with failures will be required to meet with the Evaluation and Promotions Committee in order to determine what courses they will be allowed to take.
10. Remedials/Retakes/Repeat courses, if passed, will show a score of 70/C.

The official transcript for students who qualify for remediation exams will not be finalized until after the completion of the remediation exam.

COURSE EXEMPTIONS & TRANSFER CREDITS:

Prior to enrolling in SMUFOM, some students may have successfully completed courses in biomedical sciences or basic sciences courses at another medical university (LCME listed) or equivalent LCME listed program. Some of these courses may be equivalent to basic sciences courses offered at SMUFOM. The faculty and administration recognize that these students may not need to retake those courses, and these students may request a course exemption.

All exemption requests must be submitted at the time of application so that they can be reviewed by the Admission Committee. In order to qualify for an exemption, the student must submit the following documents:

1. A formal letter requesting the course exemption, including the reasons why the student feels that the exemption should be granted.
2. An official transcript listing the equivalent course and the grade received.
3. A copy of the syllabus of the previously passed course.

The decision to accept transfer credits will be made by the Admissions Committee and must be approved by the Dean of Academic Affairs. If the decision is made to grant the student transfer credits, a formal record of the decision will be sent to the student and a copy will be placed in the student's academic file. The student's transcript will list the grade as Credit for the courses in which the student has received transfer credits.

**REGISTRATION AND OTHER
ADMINISTRATIVE SERVICES**

REGISTRATION FOR BASIC SCIENCES

Students enrolled in the Basic Sciences Program must register through UMS, our university portal, each semester, **one (1) week** before classes begin. It is highly recommended that students be on campus at the time of registration.

At the time of registration, tuition and fees (due 14 days prior to beginning of the semester) must be paid in full or registration must have been authorized by the University Bursar based on one of the following circumstances:

1. The University has received documentary evidence, satisfactory to the University Bursar, indicating that payment of tuition and fees is guaranteed. In such cases, it is expected that payment will be made within thirty days from the beginning of the semester.
2. Delayed payment has been authorized by the University Bursar.

Should there be an outstanding balance at the beginning of the second week of the semester and the aforementioned guarantee has not been provided, the registration will be annulled consistent with other applicable policies and regulations, and the student will not receive any credit for that semester.

Students who are unavoidably late returning to the campus due to illness must:

1. Notify the Campus Registrar in writing at latest within a week before the registration date and must complete a "Late Registration Fee Waiver Request" form and include official documentation to support the request. This form is submitted to the Director of Student Services and reviewed by the Dean of Academic Affairs or Dean of Student Affairs. Approval or denial of the request will be sent back to the student within three (3) working days.
2. Students arriving on campus after registration will not be permitted to register for that semester unless proper documentation for their late arrival is presented. Any financial issues or concerns that arise from this situation should be dealt with by the Director of Finance and University Bursar.
3. Students who have not completed and submitted the "Late Registration Fee Waiver Request" prior to their late arrival will be subjected to a late registration fine of \$100.00 per day.

Students who fail to register on time, regardless of whether it is due to forgetfulness or inability to meet the registration requirements will:

1. Automatically be given the status of Inactive Student.
2. Be prohibited from attending classes or participating in any exam or internal assessment.
3. Be charged Lap Fees (more information on Lap Fees below).

REGISTRATION FOR CLINICAL SCIENCES

Students in the clinical phase of the curriculum register through the Office of the Dean of Clinical Sciences. Once students have successfully completed the Basic Sciences, passed the USMLE Step 1, or the EPC of 62 and signed USMLE exemption waiver, submitted documentation of their scores to the University Registrar (copies of both sides of the USMLE report), received financial clearance from the University Bursar and have submitted their completed Clinical Sciences Packet, they will be assigned to clinical clerkships by the Office of the Dean of Clinical Sciences.

SMUFOM has a responsibility to place students in their individual clinical clerkships. This is done solely by the Office of the Dean of Clinical Sciences. All the students are required to report to the clerkships to which they are assigned. In general, clerkship programs will be taken according to a pre-arranged schedule. Students will be notified of their entry into a given program via email confirmation from the Office of the Dean of Clinical Sciences.

Students in the Clinical Sciences curriculum will register for an academic year. Clerkship schedules will be issued to students in blocks of 4, 6, 8, or 12 weeks of clerkship assignments. Students who decline their clerkship schedule must sit out for 3 months and incur the corresponding LAP fees associated with inactivity. Before reassignment will be provided. Failure to attend a scheduled clinical clerkship is grounds for dismissal from the University.

Students performing clerkships are considered enrolled full-time and are scheduled for a minimum of 20 weeks. The calendar period in which 20 weeks of clerkships are completed defines the semester for that student.

INACTIVE STUDENTS:

If a student does not register for a course/clerkship in a given term and does not have an approved Leave of Absence, enrollment at the University will be discontinued and status will be changed to “inactive”.

All students categorized under the inactive status will be subject to LAP fees (refer to LAP Fee policy).

A student may fall under the inactive status for a maximum of six (6) months. Failure to communicate with the Registrar regarding their status or request and approval of a Leave of Absence will merit an administrative dismissal.

LAP FEE POLICY:

A student who is not ACTIVELY participating in the academic program in either Basic Sciences or Clinical Sciences will be responsible for the payment of LAP fees. LAP fees entail \$US200.00 per month and will cover administrative expenses that SMUFOM incurs during the time a student remains inactive.

Active participation entails being officially registered and/or being physically present in any Basic Sciences courses or Clinical clerkship.

Students who satisfactorily finish Basic Sciences are granted a six-month period without application of LAP fees for the preparation of NBME/USMLE Step 1 examination. This timeframe can be extended for an extra six months upon discussion and approval of the NBME/USMLE administrative advisor, but during that extended period LAP fees will apply.

Students who satisfactorily complete all Clinical clerkships are granted a three-month period without application of LAP fees for the preparation of USMLE Step 2 (CK).

STUDENT ID CARDS

Official SMUFOM Student ID cards will be provided for all incoming SMUFOM students. These cards should be carried by the student at all times. The ID card will be valid as long as the student is registered at SMUFOM. Students will also be able to use the card to receive student discounts on the island and online.

Student ID cards will be required as identification for Block Exams at our Curaçao Campus.

Students who require a replacement card can request it at the Administration Office and will be required to pay a small fee.

TRANSCRIPT REQUESTS

For issuance of Official Transcripts, an official transcript form is to be completed. The Official Transcript Form can be downloaded from and paid for on the official University website. Students in the Basic Sciences Program may request an unofficial copy of their transcript when leaving Curaçao. It may be provided in person by the Campus Registrar in Curaçao. Transcripts are not released until all financial obligations to the University have been met and any missing admission documents have been received.

TRANSCRIPT REQUESTS FOR WITHDRAWAL

Students who withdraw from the MD program and request their official transcript must be financially cleared by the Bursar's Office. It takes a minimum of 10 to 15 business days for a transcript to be issued after the request has been placed. The cost of an official transcript is \$75.00 USD per transcript. Additional charges apply if mailed by FedEx or a similar mailing service.

Students who receive financial assistance (scholarship, tuition waiver, partial tuition waiver, tuition deferment, partial tuition deferment, or ANY other form of financial assistance) from SMUFOM and want to withdraw from the school without finishing the MD Program will be required to pay the entire amount of assistance provided by SMUFOM in order to receive their transcripts.

HEALTH INSURANCE

During the Basic Sciences Program, all students are required by law (Curaçao law) to obtain health insurance from a local agent. SMUFOM's Immigration Department will assist students in obtaining an insurance policy as it is part of the requirements for approval of the student permit. Although it is not required, it is highly recommended that students maintain health insurance coverage while on approved Long Term Leave of Absence to avoid a lapse in coverage.

Students in the Clinical Sciences Program are also required to have and maintain an active health insurance policy. All students must provide proof of insurance coverage prior to beginning clinical clerkships. In addition, SMUFOM provides all clinical students with medical malpractice insurance. This fee is included in the tuition fees for the Clinical Sciences Program.

For any questions relating to this matter, the students can approach the Office of the Director of Student Services on the Basic Sciences or Clinical Sciences campus.

INSTITUTIONAL POLICIES AND REGULATIONS



ATTENDANCE POLICY

SMUFOM students are expected to attend all classes and clerkships.

Basic Sciences:

All SMUFOM Basic Sciences courses require a minimum of 80% class attendance. The attendance policy for each class will be emphasized by the Faculty at the beginning of each course and students are required to comply with it.

Clinical Sciences:

For clerkships in the Clinical Sciences Program, attendance is mandatory (100%) unless a student is excused by the Office of the Dean of Clinical Sciences or the precepting physician. Students' attendance and participation in clinical clerkships is evaluated by the precepting physician. Unexcused absences will be factored into the overall grade for the clerkship by the precepting physician.

As attendance is 100% mandatory during clinical sciences, students are required to attend all scheduled events pertaining to each clerkship. If a student requires an absence of less than 1 week, they must get the absence approved by the precepting physician. If the absence is to last longer than 1 week it must be approved by the Office of the Dean of Clinical Sciences.

If a student has an unapproved absence of less than a week, it is evaluated accordingly by the precepting physician and is under the discretion of the precepting physician as to the ramifications of the absence on the grade of the student. If the unexcused absence occurs for more than one week, the consequences fall to the Office of the Dean of Clinical Sciences and the student is removed from the clerkship, receives a failing grade for the clerkship, is put on academic probation and must retake the clerkship with the corresponding tuition fees.

All students are responsible for their interaction with all the material presented in the syllabus, lectures, handouts, and assigned readings. Attendance and participation in demonstrations, laboratories, small group sessions, and conferences are required.

Reporting Responsibilities of Anticipated or Emergency Absences:

If a student anticipates an absence or if an emergency arises, the student must contact the Registrar who will contact the faculty member involved, if possible, in advance of the scheduled event. If the Registrar is unable to inform the faculty member involved, the Dean of Academic Affairs will be notified and the student may be excused upon notification of and approval by the Dean who will in turn contact the faculty member, if possible, prior to the scheduled event. The student may be asked for supplemental documents as evidence of the need for the absence.

Excused Absences:

If the student is excused from a class, laboratory, demonstration, small group session, or conference, the event must be made up in a manner determined by the faculty member. If the approved absence is due to illness, the student must present an official letter addressed to the Dean or to the Registrar. For more information, refer to the section on Academic Leave of Absence.

The official letter must be provided by:

1. A general practice physician in Curaçao or;
2. A physician at one of the main hospitals or clinics in Curaçao, or;
3. A physician of the Affiliate Hospital where the student is in Clinical clerkships.

NOTE: The University has the right to appoint a physician of their choice to evaluate the legitimacy of a sick leave.

The official letter must provide the following information:

1. It must be written on the date of absence.
2. It should reference an ongoing illness.
3. It should determine a date on which the student will be eligible to re-initiate their studies.

Failure To Comply With Attendance Policy:

Any student who has failed to attend a minimum of 80% of the classes will be withdrawn from the class and prohibited to participate in the final exam of that course. Students should be aware that all unexcused absences will be included in the calculation of total absences.

Exemptions to the course attendance policy can only be made by the Dean of Academic Affairs, Dean of Student Affairs, and the Faculty member upon written request from the student and will be decided on a case-by-case basis after evaluating any extenuating circumstances.

REFUND POLICY:**Refund of Tuition:**

Students who officially withdraw before the start of classes will be charged a \$250.00 administrative fee in addition to the non-refundable seat deposit. A refund of billed and paid fees, including tuition, dormitory, and meals will be processed upon notification of the official withdrawal.

The official date of withdrawal considered will be the date the Registrar's office received a withdrawal notification via email from the student. The official withdrawal form is available online on the SMUFOM website.

The processing of the refund may take up to two to four (2-4) weeks approximately.

If the official withdrawal occurs after the classes commence, the following schedule reflects the amount of paid tuition fees that will be refunded:

1. 75% of the tuition money will be refunded within 3 days of starting classes.
2. 50% of the tuition money will be refunded within 1 week of starting classes.
3. 25% of the tuition money will be refunded within 2 weeks of starting classes.
4. No refunds will be given after 2 weeks from the day of starting of classes.

Refund of Housing & Meal Plan:

Dormitory and meal plan charges are non-refundable after one month of the beginning of the term.

Refund of Immigration and Health Insurance Fees:

Immigration and Health insurance fees are not refundable after payments have been made to the respective authorities.

LAPTOP POLICY

All students are required to have a laptop. SMUFOM Campuses are a wireless environment. Students are expected to use this wireless environment productively.

To prevent virus infections on the University network, it is required that all laptops or other devices have antivirus software installed and updated. We suggest installing any one of the following antivirus software programs: Norton Antivirus or McAfee Antivirus. Antivirus software must be updated with the most current version. The University does not assume any responsibility with respect to damage of laptops due to malicious software attacks.

The use of laptops in the classroom is allowed only to follow class material. Students must not use the Internet during class sessions for email, surfing, Skype, Facebook or anything other than class course material. Students who are in violation of this norm may be reprimanded, and/or subjected to penalty.

BOOKLIST AND TEXTBOOK POLICY

Students are required to have an active AccessMedicine account at all times. Most textbooks and other learning resources can be found here. SMUFOM requires that all students purchase the required textbooks (those NOT available on AccessMedicine) for all their courses. Students may opt to purchase secondhand textbooks or special student editions that may be available at reduced prices.

SMUFOM reserves the right to change the recommended textbooks listed in the booklist. To prevent unnecessary expenditures, we suggest that students purchase their books only one semester at a time. The Registrar can provide you with the most up-to-date list of required textbooks.

EMAIL POLICY

During registration, students will be assigned a SMUFOM email account that will be used exclusively for all communications or activities at SMUFOM. Students must refrain from using their personal email accounts for any university related emails. It is the student's responsibility to check and use the student's University email. It is recommended that students check their email accounts on a daily basis or minimally every 24 hours.

The University does not keep a separate data bank for personal email addresses. If the student's email does not work, they should immediately inform the University about it.

All official SMUFOM emails and email addresses are the property of the University.

DRESS CODE POLICY:

University policy requires that all students always dress appropriately, reflecting the position in society to which they aspire.

While on campus during class hours, the following is deemed appropriate and not appropriate.

Men- **YES:** Neat jeans, pants and khakis, button-down shirts or collared polos. Dress shoes or clean and neat sneakers

Men- **NO:** Shorts, sweat pants or beach wear. Clothing with rips, tears, or frayed edges. Tank tops, t-shirts. Sneakers, open-toed shoes, flip-flops, slippers, Crocs. No baseball caps.

Ladies- **YES:** Neat jeans, slacks, skirts or dresses (mid-length/long). Shirts/tops with collars, blouses. Dress closed-toe shoes or dress open-toe shoes, clean and neat sneakers.

Ladies- **NO:** Shorts, sweat pants or beach wear. Tank tops, t-shirts, and thin straps on tops low-cut necklines or exposed midriffs. Clothing with rips, tears, or frayed edges. Flip-flops, slippers, Crocs. No baseball caps

Casual Dress Guidance: As a privilege, Friday's have been declared casual dress. Casual dress for both men and ladies is limited to neat and clean jeans, collared shirt (No t-shirts), sneakers, (No flip-flops). Clothing with rips, tears, or frayed edges is not allowed. No baseball caps.

Weekends on Campus: Follow the Casual Dress Guidance.

Library Attire: Follow the Casual Dress Guidance.

Exam Week Attire: Follow the Casual Dress Guidance.

In the laboratory, students are required to wear scrubs or short white coats. Open-toed shoes are not acceptable in the laboratory.

While attending clinical clerkships or courses in the hospital setting, students must always be dressed appropriately, preferably with short white coats or scrubs and with proper identification.

Students attending any conferences or public lectures should be appropriately dressed as they are representatives of the University. Shorts or any kind of beachwear is not considered appropriate in such settings.

If a student's state of dress is deemed inappropriate by a university official, the university official has the right to remove the student from the class or other academic setting and they will be marked absent for the day.

ADMINISTRATIVE DISMISSAL

A student may be administratively dismissed from the University. Administrative dismissal may be invoked when the student fails to comply, after due notice, with an administrative regulation of St. Martinus University. Official notification of an administrative dismissal is noted on the permanent record of the student.

Reinstatement of a student who has been administratively dismissed may be made only by application for re-admission with the Admissions office and only when the condition that has necessitated administrative dismissal can be ameliorated to the satisfaction of the University.

POLICY ON SEXUAL MISCONDUCT

Introduction:

St. Martinus University, Faculty of Medicine is committed to promoting and maintaining an environment in which all members of our community are safe, secure, and free from sexual misconduct of any form. Our community expects that all interpersonal relationships and interactions will be grounded upon mutual respect, open communication, and clear consent. When learning of any conduct or behavior that may not meet these standards, all community members are expected to take an active role in upholding this policy.

SMUFOM expressly bans all forms of sexual misconduct. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff, and other community members.

SMUFOM has adopted the following standards of conduct for all members of our community with respect to sexual misconduct. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

Consent:

Consent represents the cornerstone of respectful and healthy intimate relationships. SMUFOM strongly encourages its community members to communicate – openly, honestly, and clearly – about their actions, wishes, and intentions when it comes to sexual behavior, and to do so before engaging in intimate conduct. It is always the requirement of the individual initiating sexual contact (or undertaking a new type of sexual activity) to ensure that consent is present before acting and is present during sexual activity.

For purposes of this policy, consent is present when clearly understandable words or actions manifest a knowing, active, voluntary, and present an ongoing agreement to engage in specific sexual or intimate contact. Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to age (generally 16 in Curaçao), physical condition, or disability that impairs the individual's ability to give consent.

Reasons why one could lack capacity to give consent due to a physical condition include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring.

Reporting Obligation:

All SMUFOM employees (including students), as well as non-employees with teaching or supervisory authority are obligated to promptly report sexual misconduct. While the University strongly encourages reporting, members of the University community who believe they have experienced sexual misconduct have the right to choose whether or not to report the incident to the University or law enforcement or to pursue a sexual misconduct complaint with the University regarding the misconduct of which they become aware of during their work for the University.

Retaliation:

St. Martinus University, Faculty of Medicine unequivocally bans retaliation against any member of its community for reporting an incident of sexual misconduct or for participating, in any manner, in an investigation or hearing related to a report of sexual misconduct. The University considers such actions to be protected activities in which all members of the SMUFOM community may freely engage.

Banned Conducts:

An attempt to commit an act identified in this policy, as well as assisting or willfully encouraging any such act, is also considered a violation of this policy. An act may violate one or more parts of this policy. Community members may also be held responsible for the misconduct of their visitors and guests.

SMUFOM banned conducts include, but are not limited to, the actions listed below.

1. **Sexual Assault:**
 - a. Sexual penetration without consent (e.g., rape)
 - b. Sexual conduct without consent (e.g., fondling)
 - c. Incest.
 - d. Statutory Rape

2. **Sexual Exploitation:** Taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. Sexual exploitation includes actions that can be done via electronic means, methods, or devices.
 - a. Voyeurism
 - b. Indecent exposure
 - c. Video or audio recording without consent.
 - d. Distribution of sexual information, images, or recordings
 - e. Recruiting, harboring, transporting or obtaining another person for the purpose of sexual exploitation.
 - f. Inducing incapacitation on another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct occurs.

3. **Stalking:** A course of conduct directed at a specific person that is unwelcome and that would cause a reasonable person to fear for their safety (or the safety of a third party) or suffer substantial emotional distress. A conduct that can amount to stalking may include two or more actions directed at another person, whether done directly, indirectly, through others, via devices, or via any other methods or means (specifically including electronic means), including but not limited to:
 - a. Following a person.
 - b. Being or remaining near a person.
 - c. Entering or remaining on or near a person's property, residence, or place of employment.
 - d. Monitoring, observing or conducting surveillance of a person.
 - e. Threatening (directly or indirectly) a person
 - f. Communicating to or about a person.
 - g. Giving gifts or objects to, or leaving items for, a person.
 - h. Interfering with or damaging a person's property (including pets); or
 - i. Engaging in other unwelcome contact.

4. **Dating/Domestic Violence:** Intimidation, harassment, physical abuse, sexual abuse, or interference with personal liberty of any person by someone in an intimate relationship, as described below. These actions may include, but are not limited to Physical, Psychological, Emotional, or Sexual abuse. Individuals encompassed include persons who have or have had an intimate social relationship, a dating relationship or current and former spouses or domestic partners.
5. **Sexual Harassment:** Any unwelcome conduct of a sexual nature where:
 - a. Sexual favors are used or threatened to be used as a basis for academic or employment decisions (quid pro quo harassment).
 - b. The conduct creates a hostile, intimidating, or offensive academic or working environment.
 - c. The conduct has the effect of unreasonably interfering with an individual's work performance; or
 - d. Other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an educational program or activity.

STUDENT PRIVACY

All matters of student privacy must be governed by the laws of Curaçao. By University policy, no document in any student's permanent file in possession of the University shall be released without the student's written authorization, including official transcripts, official academic records, or any document relating to the performance of students on examinations.

However, the University may release, on advice of counsel, any documents or information required by a court order or judicial warrant. The University reserves the right to release confidential or otherwise privileged information from student files if, upon advice of counsel, such is deemed reasonably necessary for the protection of the public or for the prevention of a criminal act or for the detection and/or prosecution of a criminal act. In all such cases, the University will provide copies of released information to the subject(s) of that information unless the University is prevented or enjoined from doing so by a judicial body of competent jurisdiction and upon advice of University counsel.

It shall be the continuing duty of present and former University students to keep the University Registrar apprised of students' current mailing addresses and telephone numbers, so the University, at its discretion, may inform present and past students of requests for official records.

SMOKING, DRUG AND ALCOHOL ABUSE

SMUFOM is a smoke-free environment. Fire regulations, insurance provisions, and University policy prohibit smoking on the Campus.

SMUFOM is concerned with the international problem of alcohol and substance abuse. One of its tasks is to educate physicians to identify and to treat such problems in patients who may come into their care. A second task is to assure, as best it can, that the physicians it graduates will be men and women who, by the stability of their lives and conduct, show themselves able to meet the public trust and responsibility for the care of sick people and the prescription and handling of controlled substances.

The University recognizes the widespread availability of drugs that lend themselves to abuse. Illegal possession, distribution, or use of drugs, are violations of the University's policy. Such violations are not in accord with the University's requirement of fitness or suitability for the practice of medicine. It is equally clear that the University cannot responsibly grant a medical degree to a student whose life and performance is being impaired by drugs, including alcohol. SMUFOM, through its administrative bodies and procedures, will make the ultimate judgment in these matters.

The University is concerned with the health of its students and their ability to meet the demands and challenges of their profession. The University also recognizes and supports the local laws on controlled substances. Students should be aware of these laws and the consequences of violating them. Students should be aware that a student with an untreated alcohol or other substance abuse problem is unfit to continue in the program or to graduate.

LAW AND JURISDICTION

Students must understand that they have submitted to the legal jurisdiction of their country of residence while in the MD Program. Students must be aware of both the laws of the Government of Curaçao as well as the laws of the USA. Local staff will do their best to assist students who experience cultural or legal conflict.

IMMUNIZATION POLICY

St. Martinus University, Faculty of Medicine, follows all recommendations from Center for Disease Control Advisory Committee on Immunization Practice (CDC ACIP). During clinical rotations, it is of utmost importance that all our students are protected against preventable communicable illness. The well-being of both our students and patients are a concern, and as such we encourage all students to get their vaccinations prior to arrival at Pontiac General Hospital, so their protection is effective. These requirements and the pertaining records need to be sent to the Immigration Department, prior to registration.

All students are responsible for following-up on their vaccinations (including booster shots) and maintaining vaccination records up-to-date with the university. In case a student has not been immunized due to religious beliefs or other valid medical reasons, the student must provide documentation certifying that fact prior to registration. In the event of an outbreak of such diseases, these students could be excluded from academic and clinical activities.

SPECIAL NOTE: Annual influenza immunization is mandatory at all of our teaching hospitals and clinical sites each Fall in order to continue an ongoing clerkship or be assigned to a new one.

COMMUNICABLE DISEASE POLICY

The Communicable Disease Policy and self-reporting requirements apply to all SMUFOM students, regardless of year. All students must self-report chronic infection with HBV or HIV to the Office of Student Affairs. For students in clinical clerkships, this requirement is intended to assure that their rotation in the hospital or other clinical setting can be tailored so as to protect patients from risk when cared for and so that a student receives appropriate counseling on medical care and career options. The Director of Student Services will notify the student's attending physician and/or clinic(s) to which the student is assigned of the student's medical condition, so that the rotation can be adjusted if necessary. Each case is considered on an individualized basis.

All medical students are required to present documentation that they are protected from acquiring or passing on HBV, in accordance with guidelines in the Immunization Policy. The University encourages all students to know their HIV status. Any student who tests positive or contracts a communicable disease other than HBV or HIV must report the illness to the office of Student affairs. The Director of Student Services will consult with the student, the student's physician and steps to minimize the risk of spreading the disease to patients will be addressed. It is of utmost importance to respect the privacy rights of students and facilitate students' voluntary cooperation by keeping all medical information on students confidential to the extent possible.

Details to follow for students with previous HBV infection:

1. Documentation of a positive Hepatitis B surface antibody test (HBSAb) requires no further requirements.
2. Reporting of a chronic carrier of BHV will be reviewed on an individual basis.
3. A student testing positive for Hepatitis B surface antigen must have further testing to determine the level of infection.
4. If a student is found to be e-antigen positive or otherwise has reason to believe that she/he is infectious, the student must self-report within a week to the office of Student Affairs.
5. If a student learns that another student is infected with HBV he/she shall advise the infected student of the duty to report such a fact.

Details to follow for HIV infection:

1. Students who believe to be infected with HIV should seek immediate medical care and should self-report within 24 hours to the office of Student Affairs.
2. If a student learns that another student is infected with HIV he/she shall advise the infected student of the duty to report such a fact.

If SMUFOM learns that a medical student is aware of their infection with HBV or HIV but has failed to report their status as delineated above, the medical student may be subject to disciplinary action. If an infected student fails to follow the recommendations or restrictions provided, use universal precautions, or conform to minimal standards of care, the student may be subject to disciplinary action, including but not limited to oral or written warning, suspension from clinical exposure and referral to Disciplinary Ad Hoc committee.

INFECTIOUS DISEASE POLICY

During clinical rotations physicians and medical students will have the responsibility of caring for patients with infectious diseases. In early stages of their education, students at St. Martinus University are provided with education in biological, clinical, and psychosocial aspects of infectious diseases. During the educational program, students are made aware of the risks involved from contact with secretions or blood of an infected patient population. Students are expected to care for these patients in a competent and ethical manner, with appropriate safeguards but within the students' current realm of responsibility and competence. Students are instructed to inform their supervisors when their level of expertise and disease state of a patient may constitute an increased level of risk for themselves or their patients. In order to avoid or minimize risk involved in the caring of infectious patients, students are taught to use precautions

Precautions:

1. Wash Your Hands

- a. Hands washed without scrub will not significantly reduce the numbers of resident organisms (*Corynebacteriaequi*, *Corynebacteria acnes*, etc.) but is effective in removing transient flora such as gram-negative bacilli and *S. Aureus*. Antiseptic agents such as chlorhexidine are probably more effective.
- b. Always wash between different patients as well as between “clean and dirty” sites on the same patient.
- c. Always wash hands and gloves before inserting or manipulating an intravascular device or any other device, which will enter a sterile body site.

2. Observe Isolation Procedures

- a. Isolation procedures are based on a large body of scientific work. They come from the CDC, and are based on recommendations from people who are smarter than most of us. They are rational.
- b. Each isolation category specifies whether gloves, gowns, masks, or goggles are necessary when in close contact with the patient or even entering the room.
- c. Isolation is intended for appropriate patients whether they are alive or dead. This also includes specimens derived from patients. All specimens taken from isolated patients must be designated as isolation specimens and placed in the appropriate protective bags. The lab must be aware that a specimen is from an isolation patient as body fluids can be hazardous when spilled, splattered, or aerosolized in the lab.
- d. There is a copy of the infection control manual and the isolation category cards at every nursing station for reference. In case of any questions, approach the Hospital’s Epidemiology Department.

3. Be Careful with Needles.

- a. Do not attempt to recap them.
- b. Dispose of them (used or unused) only in the red plastic containers.
- c. Know where the container is located BEFORE using needles.
- d. Do not use needle cutters, and do not try to bend or break them yourself.
- e. Be careful when you are cleaning up after LP’s, thoracentesis, bone marrow, etc. Do not hide needles under drapes if the nurses are going to clean up for you.
- f. During blood culturing, there is no need to change needles between the patient and the blood culture bottles.
- g. Occasionally while in the hospital or clinic, a student is accidentally stuck with a needle potentially contaminated by infectious material. Should this occur you should thoroughly clean the wound immediately and stimulate bleeding. As soon as possible you should inform your supervisor for the particular rotation. An incident report should be filed at the nursing station and a note made in the patient’s chart.

4. Generic Blood and Bodily Fluid Precautions

- a. Follow Universal Precaution for Body Fluid Exposure at all times.
- b. Use disposable, non-sterile gloves whenever you handle blood, urine, sputum, etc. from any patient. Also, whenever you change dressings or manipulate an IV or a catheter.
- c. Studies have shown that efforts to identify patients with + HBsAg fail miserably. Over 90% of positive samples are missed.

5. If you are ill, do not be a vector

- a. Students who may themselves have an infectious disease have the responsibility to take all measures to prevent the spread of disease.
- b. Such a student must identify themselves as medical students to a physician and explain the extent of their responsibilities for patient care.
- c. These individuals should additionally report their disease state to the office of Student Affairs. Any and all information provided will be held with confidentiality.
- d. The following steps are recommended:
 - i. Consult a physician.
 - ii. Wear a mask if you have a respiratory illness; go home if you think you have influenza.
 - iii. Wash your hands repeatedly and follow all other precaution measures.
 - iv. If you have a contagious disease or have been exposed to one, we need to know. Report it to your supervisor for the particular rotation.

POLICY ON PROTECTION OF HUMAN SUBJECTS

This policy applies to all faculty, staff and students whenever they are supervising or conducting any research activity involving human subjects, regardless of whether the research is funded, and regardless of whether the subjects are members of the University community.

Any member of the SMUFOM preparing proposals for research or class projects involving human subjects should arrange to have his/her proposal or class project reviewed by the Research Committee prior to initiation of any data collection for the project.

Approved research must be reviewed at least once annually to ensure that:

- All approved studies are subject to audit of compliance at any time.
- Unanticipated problems involving risks to subjects, adverse events, or other problems must be reported promptly to the Research Committee for evaluation.
- Any revisions or amendments to the approved research activity must be submitted to the Research Committee prior to their implementation for review and approval.
- Those studies that may qualify for exemption must still be submitted to the Research Committee for a final determination of exemption.

POLICY ON SCIENTIFIC MISCONDUCT

SMUFOM faculty, staff and students are expected to conduct research with the highest ethical standards. The university does not tolerate misconduct in any aspect of research, and will promptly investigate all such allegations.

Research misconduct is defined as:

- **Fabrication:** The making up of data or results and the recording or reporting them;
- **Falsification:** The manipulation of research materials, equipment or processes, or the change or omission of data or results such that the research is not accurately represented in the research record;
- **Plagiarism:** The appropriation of another person's ideas, processes, results or words without giving appropriate credit.

Any and all such acts of misconduct will be appropriately investigated. Unethical research conduct may lead to a grade 'F' in the research class, suspension or expulsion from the academic program. This will be based on the decision made by the Research Committee.

RESEARCH ETHICS POLICY

SMUFOM strives to meet the highest ethical standards in the planning and conduct of research and holds each individual involved in research accountable to comply with these standards. Each researcher must maintain the trust and protect the identity of the participant. Research participants retain the right to decline to continue participation in a research study for any reason, including as new data, side effects, or unexpected circumstances occur during the course of the study.

All persons involved in conducting research must ensure that research is conducted ethically and in compliance with SMUFOM policies and procedures and have the responsibility to:

1. Ensure that all faculty, staff, and others who oversee and/or conduct University research complies by ethical training norms.
2. Protect and promote the rights and interests of all research participants, including those who are vulnerable, who may be susceptible to coerced consent, or who lack (or may come to lack) the capacity to consent to or decline continued participation in research.
3. Comply the laws, regulations, and policies that pertain to the treatment of patients and of participants who are enrolled in research studies.
4. Be transparent and accountable in all research activities.
5. Ensure that identified individual and institutional conflicts of interest that potentially undermine the well-being of research participants will be effectively managed.
6. Maintain integrity of the research and keep in regard the participants, their families, community, cultural diversity and societal implications.
7. Engage the community where required to raise awareness or such.

Any violation of this policy will be referred to the Faculty Disciplinary, Appeals and Grievances AD HOC Committee.

STUDENT LIFE



SMUFOM understands that, along with quality professors and staff, it also needs to provide its students with the tools for success. As such, SMUFOM's facilities include several laboratories, state-of-the-art equipment, and the best academic resources to foster a positive learning environment and help you achieve your professional goals.

EQUALITY AND DIVERSITY:

The University is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning, and social environment in which the rights and dignity of all its staff and students are respected. The University's overarching equality policy applies to all members of the University community.

MENTORSHIP PROGRAM

Mentoring will involve the development of a long-term relationship between a mentor and a newly admitted student to the Basic Sciences program. Several valid reports have demonstrated that a mentoring program is the key to a successful and fruitful career in medicine. The mentor will be an active advisor and counselor in an ongoing relationship whose key objective is to maximize the potential of a mentee and assist him/or with reaching personal and professional goals.

Each newly admitted student will be assigned a mentor. The mentor will make arrangements for the first meeting, and each student will be encouraged to come prepared with a few questions so that any doubts or questions the mentee may have upon the start of their basic medical sciences experience can be clarified during this initial encounter. Scheduling of meetings should be done in a timely manner throughout the MD semesters, with at least one meeting per module each semester.

The mentorship program is to continue throughout the mentees' entire stay in Curacao while studying the basic medical sciences. The topics of focus will include:

1. How to develop and attain professionalism
2. Coping with stress and establishing a satisfying work-life balance
3. Supporting in personal growth
4. Teaching healthy study habits and improving time management skills
5. Providing career counseling
6. Increasing students' interest in research

The mentor will be aided by secondary participants that he or she will choose to be part of a group mentorship. Such participants may include, but are not limited to, upperclassmen such as students in MD3/MD4 or clinical students. The role of the secondary participants is to help advise and share experiences with mentees to create a supportive environment which will enhance each and every experience throughout the basic medical sciences.

The ultimate goal is to contribute to the challenging formation of medical students by empowering and encouraging them to continuously reach the sometimes intimidating, frightful and difficult but extremely rewarding profession in medicine.

CAMPUS IT & REQUIREMENTS

SMUFOM campuses offer students free access to WIFI networks. All devices must be registered with our IT Department. In order to do so, all students must send the MAC Addresses of all their devices to the IT Department via email (it@martinus.edu). In addition, the IT Department, in coordination with the Facilities Manager, and our external IT Technicians work hard to deal with any issues that may arise throughout the academic year to ensure optimal service 24 hours a day.

All students are required to bring a laptop with them. SMUFOM offers all its students access to our University Management System (UMS), an online management and educational platform which allows students to access their grades, course materials, and communicate with fellow classmates and professors. SMUFOM's UMS system allows students to update their contact information and access their Student Account Information. The UMS is also frequently utilized as the main resource for faculty and administration.

In addition to this, SMUFOM students take all exams on a computer-based system, LXR. This is intended to prepare students for the USMLE Examinations by getting them accustomed to taking computerized examinations. The University's Block Examinations are done through our internal network. For these Examinations, SMUFOM will provide laptops for all students. Nevertheless, for examinations like NBME Prometric Evaluations, students will be required to use their own laptops.

SMUFOM does not have specific computer requirements. Both PCs (Windows) and MACs (Apple laptops) are used by the students and faculty.

In order to take full advantage of our systems, it is recommended that students meet the minimum requirements outlined below:

Windows PC minimum requirements:

1. Windows 7 (NOTE: Vista version of the PC's tend to have issues connecting to the exam server)
2. MS Office Student version

Apple (Macintosh) minimum requirements:

1. OSX 10.6 or later
2. MS Office Student version (NOTE: Keynote and Pages are accepted as well. However, in some instances, Keynote does not import the instructor's PowerPoint layout correctly).

Apple or other Tablets:

Although some students do take advantage of these units such as the iPads and tablets, these units are not sufficient to replace your notebook in Medical school.

We do welcome using these units in your personal notebook. Our SMUFOM-Portal and Online-Exam system both support iPad (1 & 2).

CURAÇAO CAMPUS

Our Curacao Campus is our Basic Sciences Campus. It is located in the historic Huize Scherpenheuvel, a World Heritage Site located in the quiet hills of Santa Rosa, in a suburban area, approximately 8 kms away from the town. Our campus is conveniently located on the island. It is just minutes away from beautiful beaches and downtown Punda, yet the quiet residential area of Santa Rosa makes it a great environment to study.

ACADEMIC FACILITIES

1. Anatomy Lab
2. Histology Lab
3. Integrated Clinical Medicine (ICM) Lab
4. Microbiology Lab
5. Pathology Lab
6. Physiology Lab

STUDENT FACILITIES:

1. Fitness Center
2. Cafeteria
3. Library
4. Games Room
5. Student Lounge
6. Courtyard

Student Safety:

SMUFOM is committed to providing a safe and secure environment and atmosphere for its faculty, staff and students. The entry to the building is restricted to only one entrance; with several emergency exits. SMUFOM has outfitted areas of the campus with CCTV security cameras throughout the campus to monitor the daily activities on campus by the security officers. The security officers are stationed on campus from 8:00 pm to 7:00 am and are equipped with basic defense and communication tools. Students, Faculty and Staff are encouraged to report any suspicious activity and communicate in case of any emergency to the administration and security officers on campus.

In cases of emergency, severe weather, or public safety concerns, SMUFOM has an official texting system in place through Digicel and uses mass email to notify all relevant parties. The Director of Administration and Student Services will also coordinate an Emergency Evacuation Plan in case of any emergency in order to ensure that all students, faculty, and staff are able to evacuate the building safely. In order to ensure an efficient evacuation, bi-annual drills are run. SMUFOM has many communication options available in order to reduce the risks of relying on only one communication channel.

MICHIGAN CAMPUS:

Our Michigan Campus is located at Pontiac General Hospital(PGH) a short drive away from Detroit. In addition to the state-of-the-art facilities in the hospital, PGH also offers students with many spaces created to promote a sustainable study environment:

1. Library
2. Lecture/conference room(s)
3. Study area(s)
4. Computers or terminals for educational use
5. Call room(s)
6. Shower/changing area
7. Lockers
8. Recreational area(s)
9. Residential facility in Hospital Compound
10. Group study/Discussion Space
11. Auditorium for student presentations
12. Board room for Student Council meetings

Student Safety:

The Hospital goes to great lengths to keep the facilities and its residents secure at all times. The security guards patrol the premises 24x7x365. Security cameras are strategically placed (where allowed by HIPAA) and the footage is constantly monitored by the control room as well as saved on hospital servers. Daily security logs are maintained and monitored as per CMS regulations. All employees, students and contractors are required to wear hospital issued badges while on premises. All visitors are required to sign in (and out) to obtain clearance with the Information desk prior to entering the main hospital. Security offers escort services for every resident if he/she requests.

STUDENT CLUBS AND ORGANIZATIONS:

Student Government Association (SGA):

The SMUFOM Student Government Association (SGA) is the main student-run organization at SMUFOM. Composed of an Executive Board and several internal committees, the SGA represents all SMUFOM Students. Every year, the SGA works diligently to organize social events, sport tournaments, and work with SMUFOM Administration to improve student life at SMUFOM. All students are welcome to join the SGA, whether they be elected as an Executive during the elections process or serve in one of the internal committees.

American Medical Student Association (AMSA):

The American Medical Student Association (AMSA), with a half-century history of medical student activism, is the oldest and largest independent association of physicians-in- training in the United States. It is a student-governed, national organization committed to representing the concerns of physicians-in- training. AMSA members are medical students, premedical students, interns, residents and practicing physicians. Founded in 1950, AMSA continues its commitment to improving medical training and the nation's health.

Christian Medical & Dental Association (CMDA):

The Christian Medical & Dental Associations (CMDA) is made up of the Christian Medical Association (CMA) and the Christian Dental Association (CDA). CMDA provides resources, networking opportunities, education and a public voice for Christian healthcare professionals and students. Founded in 1931, CMDA provides programs and services supporting its mission to “change hearts in healthcare” with a current membership of nearly 18,000. CMDA promotes positions and addresses policies on healthcare issues; conducts overseas medical projects; coordinates a network of healthcare professionals for fellowship and professional growth; sponsors student ministries in medical and dental schools; distributes educational and inspirational resources; hosts marriage and family conferences; provides Third World missionary healthcare professionals with continuing education resources; and conducts academic exchange programs overseas.

Big Brother, Big Sister Program (BBBS)

For more than 100 years, Big Brothers Big Sisters has operated under the belief that inherent in every child is the ability to succeed and thrive in life. As the nation’s largest donor- and volunteer-supported mentoring network, Big Brothers Big Sisters makes meaningful, monitored matches between adult volunteers (“Bigs”) and children (“Littles”), ages 6 through 18, in communities across the country. We develop positive relationships that have a direct and lasting effect on the lives of young people.

COMMUNITY OUTREACH PROGRAM:

SMUFOM prides itself in its ability to give back to the local community that has embraced us so much. Every year, SMUFOM, in association with the Student Government Association, organizes Health Fairs every semester at local supermarkets, malls, and in the heart of Downtown Punda where our students offer free basic medical check-ups to hundreds of people. During these Health Fairs, students check heart pressure, BMI, and blood glucose level among other basic exams. This not only allows SMUFOM to give back to the community, but it also gives our students first-hand experience.

In addition to Health Fairs, our student groups also do a lot of charity work on the island with underprivileged families and orphanages. The Christian Medical and Dental Association works hard every semester to raise funds for these groups. They also take time out of their busy schedules to travel to the local orphanages to play with the children. Despite its name, students from all religions join these efforts.

LIVING ON CAMPUS

St. Martinus University, Faculty of Medicine, Curaçao (SMUFOM) wants students to be able to achieve their goals and be successful in school while living in the dormitories. Therefore, while a student is a resident in the dormitory, certain rights and responsibilities must guide their lifestyle. When choosing to live on-campus, students must fully understand that they are agreeing to recognize and adhere to SMUFOM Rules and Regulations. If students choose not to abide by SMUFOM Rules and Regulations, they do have the option to find alternate housing off campus.

Please understand that SMUFOM reserves the right to revise these rules and regulations if necessary. SMUFOM will make every honest attempt to notify students when and if rule changes are proposed. SMUFOM strongly encourages student involvement in the development of its dormitory rules and regulations.

Housing Privileges:

Continued residency in the dormitories will depend on a student's conduct and observance of dormitory rules. Students must be aware that housing is a privilege not a right.

Room Transfer:

Students requesting a room transfer must make a request to the office of Student Services, and alternate living arrangements will be assigned if the move is deemed necessary and if a room is available.

Personal Conduct:

All residents and their guests are always expected to conduct themselves in a respectable manner. In case of any unacceptable behavior by the roommate, the other roommate must report it to the school authorities.

Zero Tolerance Policy for Drugs and Alcohol:

SMUFOM enforces a Zero Tolerance Policy to drug and alcohol use and their possession on campus. This means that no drugs and alcohol are allowed in the dormitories at any time by any person. Any violation of the Zero Tolerance Policy will result in disciplinary action as outlined in this Student handbook.

Alcohol Containers:

Because the use of alcohol beverages or drugs is prohibited, storage of these items is also prohibited. Empty alcohol containers are not allowed in the resident rooms.

No Smoking or Chewing Tobacco:

Smoking and chewing tobacco is prohibited in all rooms. Students that violate this rule will be subject to disciplinary action. Continued violations may result in the loss of housing privileges.

Weapons:

No firearms, knives, or any device which could cause bodily harm may be stored in rooms. If a student has knowingly brought a weapon with them to campus, they are required to turn it to Security or Administration immediately upon arrival to campus, regardless of the hour. If a student is found to be in possession of a weapon and has not turned it to the Security/Administration, it will be confiscated. Students must be aware that they will be subjected to a penalty according to law and that the weapon will be forfeited and not returned.

Respect for others:

Inappropriate public display of affection is not to be tolerated. Students must always be mindful and respectful of others.

VISITORS AND GUESTS:**Registration of Guests:**

It is the student's responsibility to seek approval from his/her roommate before having guests. All guests, including other students who are visiting a dormitory resident and who are not already a resident of the dormitory they are visiting, are required to sign in at the Administration Office upon entering the halls, and provide photo identification at that time. If the person is under the age of 18, photo identification is not required, in such case the person must be under the supervision of a parent or guardian or other relative of legal age 18 years or older.

Guest Hours:

All guests must leave the dorm by 9:00 p.m. Sunday through Thursday and 10:00 p.m. on Friday and Saturday. There are no overnight guests allowed in resident rooms unless the Administration grants prior approval.

Guidelines for Guests and Residents:

Residents at SMUFOM Residences are allowed to have guests in their rooms. In order to ensure that students are respectful of their fellow residents, SMUFOM has placed the following guidelines:

1. The occupants of the room are responsible for the conduct of guests.
2. Dorm Residents will be limited to having two people as a guest in their room at one time.
3. The door of the room must always be open during a visit.
4. Students should be sure that guests are not interfering with the privacy of his/her roommate.
5. All non-student guests are subject to removal from campus if they are found in violation of any local law or SMUFOM policy.

STUDENT RIGHTS, PRIVACY & INSPECTIONS**Privacy:**

All residents of the dorm are placed on notice that they should not have an expectation of absolute privacy. SMUFOM will make every effort to contact a student and schedule an appointment to enter their room. The only time SMUFOM staff should enter a student's room without prior notice is when an emergency requires it, or all other alternatives have been exhausted.

When entering a student's room, SMUFOM personnel are required to knock loudly several times and announce themselves and wait for a response. If there is no response, the SMUFOM official has the right to enter. If an official enters the room without the student's presence, SMUFOM officials will leave notice that they have accessed the student's room.

All students will have rights provided in this student handbook regarding any action taken as a result of the inspection by SMUFOM personnel.

Search and Seizure:

If a student is suspected of using alcohol or drugs within the dorm, they will automatically subject themselves and their property to a search. A student's property may be seized as evidence and turned over to the appropriate authorities for follow-up. Before a search can take place, the SMUFOM employees requesting a search will contact the Dean of Student Affairs for authorization to conduct a search. If a search is authorized, the student is requested to fully cooperate.

Room Inspections:

Regular weekly room inspections will be made. SMUFOM will post a schedule and make an honest attempt to adhere to the schedule. Students may be present during the inspection if they so choose. A checklist will be used to guide the personnel making the inspection. The checklist will be reviewed with students during their orientation session to the dormitory.

Security of Rooms:

Students are always strongly encouraged to lock their rooms. SMUFOM is not liable for the theft or damage to any property of the student. Tampering with a lock is illegal. Students found to be tampering with a lock will be subject to SMUFOM rules and regulations and local and federal laws. Duplicating a SMUFOM key is a serious offense and students must be aware that they could face criminal penalties.

Threats, physical violence, creating unrest and participation in any kind of strikes:

Any threats or physical violence directed towards or at anyone is not tolerated. SMUFOM considers these to be serious offenses. Students violating these rules will go through disciplinary action including possible suspension, termination, or legal proceedings. Students will be subject to immediate expulsion if he/she causes any kind of unrest, strike, orchestrates, or participates in any event that is in any manner disruptive to the University.

HOURS OF OPERATION AND ACCESS**Dormitory Hours of Access:**

Exterior dormitory doors will be locked everyday at 9:00 p.m. If a student needs to enter the dormitory after hours, Security must be contacted. Security will respond to the student's request as soon as possible. It is important for the student to provide his/her name and location if making contact by phone. If others are also with the student and they need to access the dormitory, they must provide their names and location as well. This must be done for student safety.

Quiet Hours:

SMUFOM understands that students have different study habits. Students are expected to understand this as well and be respectful of the right of fellow residents to a proper study environment and a good night's sleep. These hours will be recognized between 10:00 p.m. and 6:00 a.m. every day.

Room Keys:

Keys to individual rooms are issued upon arrival to all residents. Students are responsible for their keys at all times. There will be a charge for the replacement of lost keys. Students being found using keys that do not belong to them will be referred to the Disciplinary Committee. The key will be confiscated and returned to the appropriate owner.

Respect for Dorm Rooms and Roommates:

Students are expected to show consideration for his/her roommate(s) and other students regarding loud music, radios, or other devices. The volume must always be kept at a reasonable level. Students are strongly encouraged to use headphones if the music is offensive to others. If someone asks a student to turn the volume on a device down, the request must be respected. If students are found to be in violation of this rule and refuse to cooperate, they will be subject to disciplinary action.

Cleaning Responsibilities:

Facilities Management Services is responsible for the cleaning and maintenance work required on campus. They will take care of cleaning of the SMUFOM common areas such as restrooms, lounge area, hallways, and kitchen. The dorm residents are responsible for cleaning their own rooms, all the areas including the refrigerator. If your room requires any maintenance, you must email the Housing Department.

SMUFOM will conduct a regular inspection of each individual dormitory room. Students who do not keep their rooms clean may be subject to disciplinary action and/or penalties may be imposed. This is a matter of hygiene and respect towards your roommate(s) and the University.

Disposal of Trash:

Students are responsible for disposing of their trash in the dumpsters located on campus.

Linen:

All students are required to have linen on their beds. It is the responsibility of the student to have his/her own linen. All linens must be laundered weekly. SMUFOM has a third-party alliance with a local Laundry Service company which comes to campus three times a week and picks-up, washes, folds, and delivers student clothes. This service is not included in our Boarding & Lodging Package and must be paid for by the student. SMUFOM is not liable for any laundry that may be stolen or damaged.

Furnishings:

The Administrator must approve all exchanges of furniture between rooms. Furniture may not be removed from the lounge area and used in individual rooms. All furniture requests must be made through the Administrator. The student will be charged for all damages other than damages caused by normal wear and tear. Any damage to the dormitory property must be reported immediately to the Administration Office.

Appliances:

SMUFOM prohibits the use of all cooking appliances, space heaters, etc., that may start fires in the dormitory rooms. Students must be made aware that this is also a violation of Curaçao Fire Laws. A student that has violated

this rule or refuses to comply may be subject to penalties under these laws. Only microwaves, refrigerators, electric kettles, irons, and pop-up toasters may be allowed. The use of these appliances in the dormitories is a privilege, not a right, and will only be allowed if students maintain the cleanliness of the appliances and the room. Students will be charged for all damages and/or repairs for any appliances provided by the University.

Food items:

All perishable foods must be stored in the refrigerator. All nonperishable food stored outside of the refrigerator must be done in a responsible and hygienic manner.

Wall Hangings:

Students can hang pictures, mirrors, etc., on the walls of his/her room if permission has been provided by the Housing Department. The material must not be offensive to others. If the material is found to be offensive to others, students will be required to remove it permanently. Please refer to the Students Rights sections of this Student Handbook if a student is unsure of whether the material he/she wants to post is appropriate.

Students are not permitted to use anything that will damage the walls and/or ceilings such as large nails, screws, bolts, contact paper, or glue. You are responsible for removing anything hung on the walls or ceiling before checking out of the room.

Use of Religious Items:

Burning of sage, sweet grass, cedar and other religious items is allowed within each resident hall only as specified in this rule. Before using these materials, the student must inform the Administrator of their intention to use these items. This is done to recognize that a student needs privacy during the ceremony and for staff to be on notice that a fire hazard is present.

Use of Candles or Incense:

No burning of candles or incense is allowed within each resident hall due to the fire hazard they present.

Pets:

Pets are prohibited anywhere on campus.

Babysitting:

Babysitting is prohibited in resident halls.

Vandalism:

Residents will be responsible for vandalism occurring to their rooms or other areas throughout the resident hall. This means writing on walls, kicking holes in doors or walls, etc. If Student is found to have caused damage, SMUFOM will assess an appropriate fee for labor and material. This amount will be billed to the students account. A student will not be eligible to receive an official transcript or diploma until the amount owed is paid.

EVICTION**Notice to Vacate:**

Students who have received a Notice to Vacate must leave the dormitory within 48 hours. There will be no exception to this rule.

Disposal of Property:

Any personal belongings left in a resident hall room after a student leaves will be inventoried and put in storage for 30 days. If the student has not claimed the property within 30 days, SMUFOM will dispose of it in accordance with the Curaçao Law.

Moving Off Campus:

Upon the completion of their contract, students may opt to move off-campus. Any student wishing to move off-campus must inform the Housing Department via email at least one (1) month before the contract expiration date and request an Off-Campus Living Request (OCLR) Form. Students may not move off-campus until their OCLR has been approved by the Housing Department. The student must be cleared by the Bursar's Office and the Immigration Department before approval can be given.

The OCLR Form takes 5 – 10 business days to process, therefore, we highly recommend that students begin the process at least one (1) month before the expiration of their contract. If a student has not submitted their OCLR Form or received approval from the Housing Department by the time their contract expires, they will be charged for a one (1) month contract extension. If the student has not submitted the OCLR Form or received approval from the Housing Department upon the completion of the one (1) month contract extension, their Boarding & Lodging Contract will be automatically renewed.

IMPORTANT: OCLR Forms will only be approved by the Housing Department once all conditions and requirements stated on the OCLR Form are met. Please note that these requirements may be changed at any time, without notice. Students must complete all check-out procedures before leaving the campus. Students who choose to move off campus must understand that room availability is limited. SMUFOM does not guarantee that space will be available if the student chooses to return to Housing.

NOTE: Facility administration reserves the right to inspect the living quarters at their discretion. If the rules are found to be violated, penalties will be imposed including fines up to USD 1000.00 and/or immediate dismissal from the dorm.

Check-in/out Procedures:

All students are provided with a Check-In Form once they move to SMUFOM Housing. This form includes a check list of all the amenities in the room. Before leaving the SMUFOM Housing, students must complete the Check-Out Form. The SMUFOM Housing contract will only be considered terminated once all check-out procedures are completed.

Premature Termination of Contract:

SMUFOM Boarding & Lodging contracts are valid for a period of ONE (1) year. They are automatically renewed unless the student indicates otherwise. Students who wish to terminate the contract before its expiration are able to do so by sending a request to the Housing Department. Students who terminate their contract prematurely will not be eligible for a refund on the remainder of the term on their Housing Contract.

Miscellaneous:**Messages:**

Bulletin boards are to be used as a source of information and should be checked regularly. SMUFOM will not post material that is offensive or inappropriate. Students must receive permission from the Administration Office before posting any material.

Student illnesses:

If a student should become ill, he/she must contact the Administration Office. In extreme emergency cases, please call 912 for an ambulance. If the Student is uncertain of whether a situation is serious enough to call 912, SMUFOM strongly encourages the student to call 912. It is always best to err on the side of caution.

Cleaning in commons areas:

There is a cleaning person on staff that will take care of cleaning of the restrooms, lounge area, hallways, and kitchen. The cleaning person will check rooms for cleanliness daily.

The dorm resident is responsible for cleaning up after themselves in all areas.

Campus Safety:

All our campuses are located in safe neighborhoods. Nevertheless, SMUFOM believes that students must feel safe in their environment in order for it to be conducive towards learning and living. Therefore, SMUFOM provides private security in their campuses.

Emergency Preparedness:

SMUFOM campuses are up-to-code on all security measures required by law including fire and safety. There is a fire drill every semester for both faculty, staff and students to learn and practice emergency evacuation plans.

In case of any emergency, please contact or call the Administrator/Housing Department/University authorities. Important telephone numbers are provided with these guidelines. Any complaints, suggestions, or enquiries are always welcome and should be sent to the Housing Department.

Revision of Rules and Regulations:

The housing management reserves the right to revise the rules and regulations from time to time and will keep the students informed of any changes in the form of notices on the housing notice boards or via email. Ignorance of rules will not be accepted as an excuse.

COMPLAINTS AND SUGGESTIONS**Step #1: Informal Process:**

We strongly encourage students to speak directly with the person they are experiencing problems with and hopefully resolve the problem informally. Usually, most problems are resolved at this stage with a calm, objective conversation. If the student is uneasy about how to approach the subject, they may speak with the Student Affairs Coordinator, Administrator, or Dean of Student Affairs and seek advice.

Step #2: Formal Process:

If the attempt to resolve the problem with the faculty/instructor or the staff does not result in a satisfactory response, or if the student feels that it is inappropriate to speak with the person directly, the next step is to request an appointment with the Dean of Student Affairs. The Dean will try to resolve the problem by investigating the situation and talking to all parties.

Students are encouraged to write a complaint clearly explaining the problem, identifying evidence, and describing the resolution that they seek. The campus administrator must assist in identifying the appropriate supervisor and give information about the proper procedure for the introduction of grievances.

The Dean will investigate the issues reported in the complaint and will try to find a satisfactory solution to the problem.

Appeal Process:

If the complaint is not resolved or did not reach a satisfactory conclusion, the student may follow the appeals and grievance process.

Parental Consent:

The parent or legal guardian of the student authorizes SMUFOM to take legal action if a student does not adhere to the driving rules and regulations of Curaçao law; including driving or car rental without proper documentation as stipulated by the Curaçao law.

Parents should understand that students must obey all established rules and follow the instructions of the person in-charge of the SMUFOM staff and administration. Parents' consent to and understanding that the person in-charge of the SMUFOM administration, its staff or any authorized official has the right to take strict disciplinary action against the student.

Furthermore, SMUFOM will not be held responsible for any accident or injury if the student has violated the rules.