

**STUDENT HANDBOOK
EAC SCHOOL OF MEDICINE
2011- 2013**

The Student Handbook of the EAC School of Medicine is a guide with instructions pertaining to the following vital information:

- I. Admission policies, requirements and procedures
- II. 4 year medical curriculum
- III. Performance Assessment/Evaluation
 - a). Periodic Examination
 - b). Grading System
 - c). Comprehensive Examination after completion and passing of all courses of the first two years of the medical curriculum.
 - d). Oral Revalida during Clinical Clerkship
 - e). Mentoring
- IV. Retention Policy
- V. Focus Licensure Review during Clinical Clerkship

I. A. ADMISSION POLICY

The EAC School of Medicine aims to accept qualified students who have reasonable capability for success in medical education.

B. ADMISSION REQUIREMENTS AND PROCEDURES

To begin the application process, the following are required for incoming freshmen, transferees and/or international students:

1. Pay appropriate application fee to the Cashier Office.
2. Proceed to the Office of the School Secretary to fill up forms and obtain student number necessary for registration from the Office of Admissions.
3. Submit the following documents to the Office of the School Secretary:
 - 3.1 NMAT certificate (Original copy)
 - 3.2 Transcript of Record of BS/BA degree
 - 3.3 Diploma (Xerox copy as certified true copy)
 - 3.4 Certification of Graduation
 - 3.5 Certificate of eligibility to enroll in School of Medicine
 - 3.6 Honorable Dismissal (for transferees)
 - 3.7 Live Birth Certificate (National Statistics Office)
 - 3.8 2 Good Moral Character letters from undergraduate teachers
 - 3.9 4 pcs. 2x2 colored picture with name tag (white background)
 - 3.10 2 pcs. EAC mailing envelop with stamp
 - 3.11 2 pcs. Brown long envelope
 - 3.12 Psychometric Exam (to be taken at the EAC Guidance and Counseling Office after payment of appropriate application fee at the second floor)

C. ADMISSION CRITERIA

I. Admission of Freshmen

1. Criteria for admission apply to both Filipino and International applicants.
 - 1.1 Applicants will be classified into three (3) groups:
First priority are holders of NMAT \geq 50 percentile.
Second priority are holders of NMAT \geq 30 to 49 percentile

NMAT \geq 15 percentile will only be considered if there are still vacant slots, compliance to 2 requirements:

1. baccalaureate degree GWA 2.5 or better
2. an undertaking that he/she should pass all their subjects in the first year to be retained in the college. Failure in any first year subject will cause dismissal of student.

1.2 GWA of \geq 2.5 for first and second priorities will be computed from either the actual course GWA or from CORE SUBJECTS such as:

English = 2 subjects	Botany/Biology = 1 subject
Mathematics = 2 subjects	Humanities = 1 subject
Chemistry = 2 subjects	Social Science = 1 subject
Physics = 2 subjects	Philosophy = 1 subject
Zoology = 3 subjects	

The higher of the two GWA scores will be used in the evaluation.

2. Interviews: First and Second Priority applicants will be prioritized for interview. Site for interview will be at the School of Medicine Office of Admission, Room no. 900 on appointed day and time.

Beginning 2011, interview is scheduled every Tuesday and Friday of the week beginning the last week starting from the last week of March till the last week of May.

3. Weight of each of the above criteria in percentage: NMAT = 40%, GWA = 40%, Interview = 10%, Endorsement = 10%. The passing mark is set at 70%.
4. Criteria are recommended to take effect by the first semester of 2011. Effectiveness of the admission criteria will be evaluated by March 2013.

II. Admission of Transferees

1. Entrance (validation) examination on years (subjects taken and passed) covered will be required only if the student's subject grade is below 2.75. A passing grade of 65% is required in all the subjects covered by the validation examination.
2. Those who passed the entrance examinations will be interviewed.
3. Applicants whose validation examination grades are below 65% will be rejected.
4. Interviews will be held at the School of Medicine on appointed day and time. Deliberation follows immediately after each interview.

III. The Office of the President and that of the Dean have the prerogative to reconsider applicants who were rejected by the Admissions Committee.

II. FOUR (4) YEAR MEDICAL CURRICULUM

Curriculum: MD Program

FIRST YEAR SUBJECTS	1st Sem. Units/Hrs	2nd Sem. Units/Hrs.	Total Units/Hrs.
Human Anatomy	256	224	480
Physiology	192	192	384

Biochemistry	128	128	256
Prev. & Comm. Med. I	48	48	96
* Pedagogy	16		16
* Psychiatry I		32	32
SECOND YEAR SUBJECTS			
Medicine I/Physical Diagnosis	96	192	288
Microbiology	128		128
Parasitology		96	96
Pathology	160	160	320
Basic Pharmacology	96	96	192
Prev. & Comm. Med. II	48	48	96
Radiology	16	16	32
* Surgery I	32		32
* Pediatrics I		32	32
* Psychiatry II	32		32
* Bioethics I & II	32		32
THIRD YEAR SUBJECTS			
Medicine II	128	128	256
Surgery II	104	104	208
OB-Gynecology	80	80	160
Pediatrics II	80	80	160
Ophthalmology	16	16	32
Advanced Pathology & CPC	32	32	64
Otorhinolaryngology	16	16	32
Prev. & Comm. Med. III	80	80	160
Psychiatry III	32	32	64
Legal Medicine & Jurisprudence	32	32	64
* Clinical Pharmacology I	32		32
* Bioethics III		32	32
* Perspective in Medicine		16	16
* Research Methodology		4	4

FOURTH YEAR SUBJECTS

1st & 2nd Semester Total Units/Hrs

Community Medicine Clerkship	1 1/2 months
Medicine Clerkship	2 1/2 months
Obstetrics & Gynecology Clerkship	2 months
Ophthalmology Clerkship	1/2 months
Otorhinolaryngology Clerkship	1/2 months
Pediatrics Clerkship	2 months
Psychiatry Clerkship	1/2 months
Surgery Clerkship	2 months
**Bioethics IV	12 hrs.

Electives:

Obstetrics & Gynecology	½ months
Pathology	½ months
Radiology	½ months
Rehabilitation Medicine	½ months
Surgery	½ months
Elective (Medicine)	½ months
Elective (Anesthesia)	½ months

* *Semestral Subjects*

III. PERFORMANCE ASSESSMENT/EVALUATION**A. REGULAR EXAMINATION****I. Basis of Performance:**

1. Periodic Examinations during a semester such as;
 - 1.1 Long Examinations including final examinations
 - 1.2 Quizzes
 - 1.3 Laboratory Practical Examination
 - 1.4 Reports/ Manual
 - 1.5 Average Passing grade in all the above is 75%
 - 1.6 Proportion – the proportion of the grade of subjects with laboratory hours is 80% lecture grade and 20% laboratory grade

II. Removals/ Completion Examination:

Removals are scheduled a week after the final examinations every semester. A fee of Php 200.00 for each grade (subject) to be removed is to be paid. A grade of $\geq 75\%$ is a 3.00 and below 75% is a 5.00. Removal / Completion Examination must be accomplished within one year after receiving the grade. If the student fails to take the removal or completion examination within one year, he/she automatically gets a grade of 5.00. No student will be barred from taking the final examination based on prefinal class standing.

III. Absences due to Valid Reasons:

Long examinations may be allowed for makeup only for absences due to valid reasons. These reasons are: (1) medical illness of the student as certified by the School Physician (2) grave illness of a member of the immediate family and (3) occurrence of natural calamity or disaster. No make up for quizzes will be given.

B. GRADING SYSTEM**Grade Equivalence:**

75-77 = 3.00	74 – 70 = 4.00
78-80 = 2.75	$\geq 69 = 5.00$
81-83 = 2.50	Incomplete = INC.
84-86 = 2.25	Officially Withdrawn = OW

87-89 = 2.00
90-92 = 1.75
93-95 = 1.50
96-98 = 1.25
99-100 = 1.00

Unofficially Withdrawn = UW

C. COMPREHENSIVE BASIC SCIENCES EXAMINATION

After completing and passing all the subjects in the first and second years of medical school, a comprehensive basic sciences examination in the following subjects (Anatomy, Biochemistry, Physiology, Pathology, Medical Microbiology and Parasitology, Family and Community Medicine and Basic Pharmacology) is required and have to be passed in order to advance into the third year of medical school. The comprehensive examination shall be scheduled a week after the Final Examinations. The Comprehensive BASIC SCIENCES Examination may be taken several times. To pass the comprehensive examination, the student should have no grade below 65% in any subject and must attain an overall average of 75% in all subjects.

D. ORAL REVALIDA

All Clinical Clerks will undergo the Oral Revalida Examination to be given at the end of their rotation in each of the four (4) major clinical departments namely; Internal Medicine, Obstetrics and Gynecology, Pediatrics and Surgery. The passing grade of 70% is required. Like the Basic Sciences Comprehensive Examination, the Oral Revalida Examinations can be taken several times subject to schedule availability. Passing the Oral Revalida is a requirement for the graduation.

E. MENTORING

Students will be grouped and assigned a faculty mentor who will conduct mentoring sessions with his/her student group for 2 hours every 2 weeks. The mentoring session is meant to assist the students in coping with the difficulties of schooling. Students are required to attend and participate in these mentoring sessions.

IV. RETENTION POLICY

A medical student who fails in the same subject/course twice at any level shall be automatically dropped from the rolls. A student who fails in forty percent (40%) or more of the total annual academic load, in hours, at any year level shall be dismissed from the college.

V. FOCUS LICENSURE EXAMINATION REVIEW

Focus Review aims to prepare prospective examinees of the Medical Licensure or Board Examination. A FOCUS REVIEW in the BASIC SCIENCES such as Anatomy, Biochemistry, Physiology, Microbiology and Parasitology, Pathology, Pharmacology and Family and Community Medicine will be held every Friday beginning August during the Clinical Clerkship year.

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