

Programme Requisites



The Vice-Chancellor, Dr. Shyam Sunder and NTR University of Health Sciences officials discussing with the IHS faculty about the APH programme in the context of the Institute's request for affiliation to the NTRUHS. From L-R: Dr. Prasanta Mahapatra, Dr. Shyam Sunder, Dr. Chandra Sekhar, Jt. Registrar, NTRUHS.

Commencement

The Commencement ceremony of the APH Programme is normally held in the first week of January every year. This is the time when Provisional certificates are granted to students who have successfully completed the coursework of the APH programme and are ready to start their internship. The same ceremony will be used to introduce new students to the programme. The Commencement provides the new students an orientation about the Institute and the programme and an opportunity to interact with the senior students. A brief description about the academic qualifications, employment history, publications, awards, and areas of interest of each student who have successfully completed the APH coursework will be provided in the *IHS Commencement Booklet*.

Student Advising

Within fifteen days of admission, each student should select a Faculty Advisor who would be best placed to provide the student with the required academic guidance, information, and general assistance. The Faculty Advisor is available throughout the academic year for discussing the student's proposed course of study and any procedural or personal issues relevant to the student's academic experience. A continuing relationship between the student and faculty advisor is considered to be an integral part of the educational experience at IHS. In most effective relationships between student and advisor, the latter is a general counselor. Advisors may be changed by request with the approval of the Director, former advisor, and the new advisor.

Semester Plan

The IHS-APH academic year is divided into two semesters running from January to mid-May and from mid-August to December and a Summer Period from mid-May to mid-August. Field placement, independent study and dissertation are taken up during the Summer Period. Each semester and summer period normally has 20 credits of course work. The scope, timetable and assigned readings and session plan for each course is provided at the time of registration.

Academic Conduct

The underlying principle of academic conduct is the assurance of the integrity of the Institute's educational mission. Students are expected to abide by this principle in all relevant matters, including those identified below.

Academic Deficiencies Noted at Admission

A deficiency is a lack of course work or knowledge in a basic area that may be critical to the programme and professional work. Deficiencies in a student's past academic work or prerequisite skills may be identified during the admissions process. The Faculty Committee may require that the student complete additional course work prior to entry into the programme or at the onset of the programme. Such deficiencies are brought to the notice of students in the letter of admission. Students should take steps immediately to remove any deficiencies noted on their letter of admission within the stipulated period.

Conflict of Obligation or Opportunity

The wealth of opportunity available to the student at IHS makes it inevitable that there will be occasions when conflict arises (e.g., between regularly scheduled courses and guest seminars, special activities, work-study programme, etc.). In these situations it is the faculty's expectation that the regularly scheduled course takes priority. Each instructor is free to make the judgment that a particular activity is of sufficient merit to warrant special arrangements.

Academic Integrity

The IHS expects high integrity from its academic community. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students are required to submit such work for evaluation for various reasons:

- To help the students develop and cogently express concepts, knowledge, and skills
- To inspire creative thinking and work
- To provide the instructor with feedback revealing whether or not students grasp the material presented
- To provide a record of the student's progress
- To promote the learning of new material and to reinforce old material

IHS students are expected to adhere to the following guidelines regarding academic standards and behavior. There is no intention to discourage interactions among students, faculty, and others. Exchanges among students are invaluable, especially in this institute where the diversity of backgrounds and experience is so rich and varied. Nevertheless, these guidelines emphasize the need for attributing credit and for doing independent work when required by the instructor.

- All work submitted to meet course requirements is expected to be a student's own work. In the preparation of work submitted to meet course requirements, students should always take great care to distinguish their own ideas and knowledge from information derived from sources. Whenever ideas or facts are derived from a student's reading and research the sources must be indicated. The term "sources" includes not only published primary and secondary material, but also information and opinions gained directly from other people. The responsibility for using the proper forms of citation lies with the individual student. Quotations must be placed within quotation marks, and the source must be credited. All paraphrased material also must be completely acknowledged.
- IHS encourages its students to collaborate with others for academic work. Students must however acknowledge any collaboration and its extent in all submitted work. This requirement applies to collaboration on editing as well as collaboration on substance.
- Students who submit work either not their own or without clear attribution of its sources may be subject to disciplinary action including the possibility of being required to withdraw from the programme.
- If the student intends to submit the same or substantially the same work to more than one course, prior written permission of the instructor involved must be obtained.

Academic Misconduct

All instances of academic misconduct are serious in their potential for harm to the educational process. Academic misconduct is defined as any activity which tends to compromise the academic integrity of the institution, subvert the education process. Examples of academic misconduct include:

- Providing or receiving information during exams and quizzes; or providing or using unauthorized assistance in the laboratory, at the computer terminal, on field work;
- Plagiarism, including the use of term papers or laboratory reports from any source other than the student's own work;
- Alteration of grades or marks by the student in an effort to change the earned grade or credit;
- Falsification on any other official form or any other official document ;
- Violation of course rules as contained in the course syllabus or other information provided the student. Instructors' policies may vary widely concerning the conditions under which assignments are to be completed or the access permitted to examinations or other materials from current or prior offerings of the course. Violating such policies is academic misconduct. It is the student's responsibility to know and abide by these policies, as it is the instructor's responsibility to announce them. If there is any uncertainty as to the acceptability of an action, the student should confer with the faculty member to clarify the expectation.
- Failure to report incidents of academic misconduct.

These examples are not meant to be exhaustive, and the Institute reserves the right to determine, in a given instance, what action constitutes an infringement of academic honesty and integrity. The APH Programme Office actively attempt to inform students of the requirements of academic honesty through orientation programs and publications and will investigate vigorously complaints of academic dishonesty.

Academic Credit

A credit is granted in terms of the semester unit, which represents 10 to 12 didactic class hours and laboratory hours, together with the requisite study, preparation and practice. Thus a 5 Credit course will have about 50 to 60 hours of teaching. All APH candidates have course load requirements to ensure successful completion of the programme within the specified time period. The table below shows the number of credits required to be taken per semester to successfully complete the APH programme.

Semester/Summer Period	Credits
First Semester	20
First Summer Period	20
Second Semester	20
Third Semester	20
Second Summer Period	20
Fourth Semester	20
Total	120

Transfer of Credit

Transfer credit is credit completed at another accredited institution of higher learning, and then approved for application to the APH programme. At present IHS does not accept transfer credit for courses taken elsewhere. However students may petition the Director to recognize a course taken elsewhere as equivalent to an APH course. The Director in consultation with the Faculty Committee may review the petition and ascertain the academic standing of the Institution and the course under consideration for transfer of credit. If the Faculty Committee establishes that the credits earned is eligible for Transfer of Credit to the APH programme, the student may apply for the same.

Waiver of a Course

A student may request waiver of a course if prior course work or experience fulfills the intent of the requirement but does not qualify for transfer of credit. Waiver requires the consent of the primary course instructor(s), the programme Coordinator and the Director. Waiver of a required course does not exempt students from the minimum credits required for their programme. Students are to choose other course units in lieu of the waived course in consultation with their advisor and the programme coordinator. Course work used to justify a waiver must have received a grade of B or better. Waiver of a particular course may be granted after it is requested by academic variance petition, recommended by the faculty advisor and the programme coordinator, approved by the course instructor(s), and approved by the Director. Petitions for waiver of a course must be submitted 4 weeks prior to the start of the semester in which the course is being offered. In evaluating a student's qualification to waive a course, an equivalency examination may be required by the programme coordinator or by the instructor of the course. Students are to choose the substitute courses in consultation with their faculty advisor, programme coordinator and the concerned faculty. If the course is a public health core course, the instructor of the course must be involved in the decision regarding an appropriate substitution.

Equivalency examination

IHS students may utilize equivalency examinations for the following purposes:

- To demonstrate competence in a prerequisite area, thus satisfying the prerequisite; or
- To demonstrate competence in the subject matter of a course required in the APH programme, thus justifying waiver of that course requirement.

Requests for equivalency exams must be approved by the instructor of the course for which request is made, as well as faculty advisor and the programme coordinator. Equivalency exam(s) must be scheduled four weeks prior to the semester in which the course(s) is/are offered. The IHS will accept satisfactory performance in the equivalency examinations only to justify waiver of specific course prerequisites of the APH programme. In order for a waiver of a course prerequisite to be approved the applicant/student must achieve a score above 50 percent in the appropriate subject exam.

Grant of Credits to students who have previously taken IHS courses

Students joining for the APH programme may have previously taken APH credit courses. Such students may apply to transfer credits earned for the courses to the programme. Transfer of credit becomes official after having been formally requested by academic variance petition, recommended by the student's faculty advisor and Programme Coordinator and approved by the Director. If credit is being sought in place of a core APH course, the instructor of the APH course must also approve the transfer. A minimum grade of B is required for all courses accepted for transfer credit. Transfer of credit to a APH program is applicable only if the coursework was completed less than five years prior to acceptance into the APH programme. Transfer credit may reduce the number of units required to be earned at IHS, but does not reduce any other requirements (such as full time status, fieldwork, internship etc).

Students may have taken non credit courses at IHS, similar to those required by the programme, prior to joining the programme. Students with the approval of the Faculty Advisor, Programme Coordinator, and the instructor of the concerned course may submit a *petition for academic variance* for waiver of the course. All rules and regulations for waiving of courses apply.

Courses beyond Certificate Requirements

For various reasons, some students may desire to register for a course(s) beyond certificate requirements. As a working policy, the APH programme office will allow students to take a maximum of 10 credits of coursework beyond certificate requirements. Approval of the faculty advisor and programme coordinator is required. Students should ensure that the timings of the additional courses so taken do not clash with the other courses required by the programme.

Auditing Courses

A student wishing to audit a course must register for it and pay the audit tuition. Students registered for the programme who wishes to change a course from audit to credit, or from credit to audit must request the change no later than the fifth instruction day after the beginning of instruction. Students who do not have the requisite educational qualifications to be eligible to join the programme will be restricted to audit registration for APH courses. Audit registration is generally not available for courses which are predominantly laboratory experience. This includes all courses requiring extensive computer laboratory use.

Academic Credit Accountability

No credit can be granted for academic work done during any particular semester when there is no valid registration for the work performed. All course work must be registered for during the particular semester for which credit is requested or expected.

IHS Grading System

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IHS offers ordinal (letter) grades which will be calculated into the Grade Point Average (G.P.A). Instructors assign a letter grade reflecting the performance of each student in a course. Grade Points are assigned to each letter grade based on a 4.0 system and the number of credits for each course. Cumulative G.P.A's are calculated each semester. The table below reflects the grades used and their corresponding grade point values.

Letter Grade	Grade Points/Credit	Grade Rating
A	4.00	Excellent
A-	3.70	
B+	3.30	Good
B	3.00	
B-	2.70	Satisfactory
C+	2.30	
C	2.00	Poor
C-	1.70	
F	0.00	Fail
I	Not graded	Incomplete
W	Not graded	Withdraw without Penalty
WF	Not graded	Withdraw with failing grade

Grade of Absence from Examination

A student who cannot attend a regularly scheduled examination must request permission for an alternate examination from the instructor in advance of the examination. At the discretion of the instructor, and in the case of significant medical or personal reasons, an alternate examination may be permitted. Ordinarily, the instructor will consult with the Programme Coordinator concerning medical and personal problems. An excuse for absence from an examination and permission for an alternate examination must be recorded on the Absence from Examination Form from the Programme Office. In the case of an unexcused absence, the instructor will give a grade of "F" for this examination.

Grade of Failure

Students failing any course at IHS will receive a grade of "F." The failure will be a part of their permanent academic record and "0.00" will be calculated into the cumulative grade point average.

Students who fail one of the core requirements or any required concentration courses, must with the approval of the course instructor as well as the Director retake the course in the form of an independent study or tutorial. The make-up independent study/tutorial will have a final examination. At the successful completion of the make-up independent study/tutorial, the course instructor must certify in writing that the student has met the minimum requirements for the subject matter of the failed course. The make-up independent study/tutorial does not replace the original failure on the student's official academic transcript.

A student who fails two or more core or concentration requirements will not normally be awarded the certificate. However under extenuating circumstances a student who has the approval of his/her course instructor, faculty advisor, and the Director may petition for permission to retake each failed course in its entirety. Make-up independent studies or tutorials will not be allowed.

Grade of Incomplete

Instructors may grant an extension to students who fail to submit an assignment by a deadline date. The penalty for missing a deadline ordinarily is a lowering of the student's grade by one letter (e.g., from A- to B-); however, the instructor may decide that a lesser or greater penalty is required. Instructors may recommend that students who have missed several deadlines on course work take an "Incomplete." Incomplete grades must be resolved within thirty days of the end of the semester, or "I" automatically becomes an "F." A written request for extension can be made by the student with the instructor's approval and submitted to the Director. The request for extension must contain the specific requirements to be completed with a timetable. If the student fails to request an extension, or meet the timetable, a grade of "F" will be assigned for the course.

Withdrawal From Courses

Once registered in a course, a student must formally withdraw from a course if it cannot be completed. After registration, a student may withdraw from a course within the first two weeks of classes with no record appearing on a transcript. A student wishing to withdraw from a course after the designated deadlines must have the approval of the instructor, the faculty advisor and the Director. Students who withdraw from a course with a passing grade after the designated date for withdrawal will have a "W" recorded for the course. Students who drop a course with a failing grade will have a "WF" recorded. Both "W" and "WF" will remain on record even if the course is completed successfully later. The "W" does not affect the grade point average, but grades of "WF" are treated as "F" in computing grade point averages.

Attendance

Regular attendance at lectures, laboratory sessions, seminars and all other classes is essential for successful academic progress. Unless students are ill or prevented from attending by exceptional circumstances, class attendance is expected.

Attendance to all scheduled examinations is required. A student who must be absent from an examination, because of an illness or other special circumstances may petition the instructor to take a special examination. Permission should be requested prior to the time the examination is scheduled. A student whose absence is excused will receive an "I" until the make up examination is taken. The make up examination should be taken within thirty days of the originally scheduled one. A student whose absence is not excused will receive an "F" in the course.

Academic Status

In addition to meeting course load requirements and distributions, APH students must remain in good academic standing, must complete programme requirements within the designated time and must meet the following academic conditions.

Minimum academic performance for APH Programme.

All students are required to take the stipulated courses to ensure successful completion of the programme. IHS students must remain in good academic standing and must complete programme requirements within the designated time. All students must maintain a cumulative average of 2.70 or above and receive a C- or better in all courses.

Students may be deemed to be not making satisfactory academic progress if they fail to maintain the minimum specified grades or fail to complete required courses/credits by the designated date. Such students will be placed on academic probation and subject to specific academic conditions, which if not fulfilled by the specified time may result in termination from the programme.

Academic Probation

At the end of any semester when the cumulative GPA is less than 2.70 but where a mathematical opportunity exists for the student to achieve 2.70 within the specified courses for his/her curriculum, the APH programme office is authorized to place that student on academic probation status. When a student remains probationary into a subsequent semester, the Programme Office maintains the hold on future registration.

When a probationary student's cumulative GPA improve to 2.70 or above the Programme Office officially re-designates the student's status as regular and notifies the student, his/ her advisor, the faculty and the Director of this promotion. The student requires clearance by the Programme Office before he/she can register for additional courses. Thus, such students may not register for a new semester until grades for the current are available for evaluation.

A student on academic probation for two semesters, regardless of whether the semesters have been consecutive, may be prevented from continuing in the programme. In order to continue in the programme, the student's academic review must show a reasonable plan by which the student may complete requirements, and must document the argument which would justify allowing the student to continue.

Leave of Absence

An APH student must either be registered or on official leave of absence each regular academic semester until the certificate is awarded. Failure to be registered or on leave of absence will result in a lapse of student status. Lapse of student status may require a student to be readmitted to the Institute under different bulletin requirements and necessitate extension of the programme.

Students who have a medical, family, or financial emergency may find it necessary to apply for a leave of absence. A leave of absence of one semester or longer must be requested from the Programme Coordinator and may be approved when it is consistent with the educational and personal needs of the student. Application should be made prior to the registration period for the semester during which the leave of absence would begin. Retroactive leaves cannot be granted. If a student should request a leave after the beginning of the semester, the tuition refund policy (see Refund Schedule for Leave of Absence/Withdrawal) would apply. The request for such a leave should include a statement, signed by the student, the student's advisor, and the programme coordinator, summarizing the anticipated consequences of the leave on the student's course of study (e.g., what will be done with regard to course sequences that may be interrupted). If the petition is approved, the student's term bill will be adjusted to reflect the student's new leave of absence status.

Withdrawal

Students who do not intend to register or who do not intend to apply for a leave of absence must terminate their APH programme candidacy. Programme candidacy is terminated automatically for those students who do not terminate their programme candidacy formally and fail to register for a full semester or longer. Students wishing to withdraw must notify the Programme Office in writing and must make an appointment with the Director.

The Programme Coordinator with the recommendation of the Faculty Committee, may terminate a student's programme candidacy under the following conditions:

- Failure to make satisfactory academic progress
- Failure to complete the programme within the appropriate time.
- Failure of 2 or more core courses.
- The disciplinary board may also recommend termination of programme candidacy in matters involving academic discipline.

Students who have withdrawn and who wish to reactivate programme candidacy must pay the current semester's leave of absence fee for each registration period that has elapsed since the termination of programme candidacy and must reapply for admission. The new application must be approved by both the programme office and the faculty Committee. If more than three years have lapsed since previous registration, tuition paid and academic credit earned is forfeited.

Inactivation/ Reactivation

Deferral prior to first registration

- A newly accepted student who has not yet registered for coursework as an APH student may request deferral of acceptance to a future Semester.
- Such cases do not require inactivation procedures.
- The deferred enrollment places the student under requirements of the curriculum in effect at the time of first actual enrollment up to a period of one year. Thereafter, if the student does not register his/ her admission is inactivated. The Programme Office notifies the student regarding status and requirements.

Accepted students failing to enroll

- Students accepted to begin in a certain academic year but who fail to register in the first semester of that year, are automatically inactivated.
- In such cases, the student may subsequently request deferral for up to one year.
- The deferred enrollment places the student under requirements of the curriculum in effect at the time of first actual enrollment up to a period of one year. Thereafter, if the student does not register his/ her admission is inactivated. The Programme Office notifies the student regarding status and requirements.
- Students who do not request deferral, or who request deferral for more than one year, must pass through the full reactivation process before they are allowed to enroll in courses in the program.
- A fee may be applicable for this deferral process

Leave of absence

- Students on leave of absence who return within one year may continue under the requirements of their original curriculum.
- Students who fail to return at the time specified in their leave of absence agreements are inactivated and must follow designated procedures for reactivation.

Time limit for completion of certificate

The time lapse from first enrollment in the APH programme to the conferring of the certificate may not exceed four years. In appropriate cases up to two one year extensions may be granted. This is not automatic, but must be initiated by student request, and depends on evidence of appropriate progress.

Minesh Shah
APH student from Gujarat



After graduating in Medicine, I joined the Gujarat State Health Services and have been working as a Medical Officer in Primary Health Centres, for the past thirteen years. The experience of implementing various public health programmes at the PHC level had fostered an interest in community based approaches to the understanding and management of public health programmes. I am fortunate that the Gujarat government has sponsored me to this exciting programme in public health at the IHS.

I am impressed by the staff who are friendly and enthusiastic and each student has a Faculty Advisor who provides support and guidance. The quality of lectures and academic staff, and the practical and field work have been splendid. The programme utilizes highly advanced computer teaching aids and has excellent IT facilities. The Institute makes commendable efforts in providing students access to national and international expertise in public health through public health lectures, visiting and guest faculty. The great thing about the Institute, is that students are seen as a valuable resource, based on the experience they have had. The knowledge and skills that I learn at the IHS will be great assets in my future career.