THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS

2010/2011 UNDERGRADUATE DENTAL PROGRAMME
STUDENT HANDBOOK
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Introduction
This handbook of information provides the Undergraduate Dental Programme student with important information and guidance about how to find out more, and about how to obtain help and advice, about the programme. It represents a programme of the current curricula, educational plans, offerings and requirements.

Aims
The programme aims to produce dentists who will develop, and be committed to maintaining the highest professional and ethical standards. The programme is designed to encourage students from a diverse range of academic and personal backgrounds to develop the intellectual, technical and personal skills to practice effectively, rationally and compassionately. It is anticipated that graduates will be responsive to the needs of individual patients and committed to improving oral health within the community. Graduates will be expected to have a broad understanding of the relationship of general health, disability and illness to oral health and disease.

Other important aims include the development of skills to underpin life-long, self-directed professional learning and the application of evidence to rational decision-making. Graduates will develop an appreciation of the role of research in dentistry and will be expected to contribute to leadership in clinical dental practice, research, education and community service.

Entry Requirements
Applicants must normally have attained a minimum age of 18 years at the commencement of the academic year of entry to the UNDERGRADUATE DENTAL PROGRAMME.

Applicants must submit their applications to the Senior Assistant Registrar, Student Affairs, The University of the West Indies, Mona, Kingston 7, Jamaica, by the end of the second week of January each year.

For procedures concerning applications and for further information, candidates should write to the Senior Assistant Registrar, Student Affairs.

Qualifications for Admission
Applicants who wish to begin the degree programmes must fulfil the general University regulations concerning matriculation and, in addition, the specific requirements of the Faculty set out below.

Academic Requirements
The academic requirements for admission to the UNDERGRADUATE DENTAL PROGRAMME is based on the applicant’s proficiency and attainment in any of the following, hereinafter referred to as "approved examinations":

Caribbean Advanced Proficiency Examinations (CAPE)/General Certificate of Education Advanced ("A") Level Examinations or their equivalent.
UWI Preliminary or Introductory Level Courses in the appropriate subjects in the Faculty of Pure and Applied Sciences (Mona), the Faculty of Pure and Applied Sciences (Cave Hill) or the Faculty of Science and Agriculture (St. Augustine) (see UNDERGRADUATE DENTAL PROGRAMME Regulations 2.3 and 2.4).

Programmes/Courses which are considered equivalent at institutions recognized by the University of the West Indies (see UNDERGRADUATE DENTAL PROGRAMME Regulations 2.9).

The applicant must have obtained three (3) passes in the approved examinations including Biology/Zoology and Chemistry. The third subject can be Physics, Mathematics or any other approved subject including one from the humanities or social sciences provided that passes have also been obtained in Physics and Mathematics at the CSEC(CXC) or GCE O Level.

The minimum academic standard for entry is an average of two 3’s and one 2 at Unit 2 CAPE or one B and two C’s at GCE Advanced Level.

Students currently studying at UWI in the Faculty of Pure and Applied Sciences (Mona), the Faculty of Pure and Applied Sciences (Cave Hill) or the Faculty of Science and Agriculture seeking to be transferred to the UNDERGRADUATE DENTAL PROGRAMME shall only be considered from the Preliminary and/or Introductory level courses.

All such students must complete and submit a Transfer Form by the end of the second week of January in the calendar year of proposed entry.

Applicants holding UWI first degrees in the natural sciences and BBMedSci Degree Programmes with a minimum of lower second class honours may be considered for entry. Applicants holding professional degrees in allied Health disciplines may also be considered for entry provided that they have attained a minimum average grade of B+ or grade point of 3.3 in the appropriate science subjects during their degree programme or Grade 3 passes in Biology/Zoology and Chemistry at Unit 2 CAPE/A Level or equivalent.

Applicants holding degrees other than degrees in the natural sciences may also be considered provided that they have attained a minimum average grade of B+ or grade point of 3.3 in the appropriate science subjects during their university programme or Grade 3 passes in Biology/Zoology and Chemistry at Unit 2 CAPE/A Level or equivalent.

Applicants with first degrees from institutions other than the UWI shall also be eligible provided that:

- The programme of study has been accredited by a relevant body or agency and is considered acceptable by the UWI.
- Credits have been obtained in Biology/Zoology and Chemistry.
- A minimum grade point average of 3.0 or its equivalent has been obtained.
Non-academic Considerations
All applicants are required to submit a short 250 - 300 word autobiographical summary outlining the reasons for their career choice.

An applicant's chances of entry will be enhanced by documented and certified involvement in extracurricular activities in the years prior to his/her application.

Each activity should be listed on the application form and must be accompanied by original letters of certification from principals, supervisors or employers for each activity. Both the duration of involvement and the level of responsibility of the applicant in each activity shall be taken into consideration and certifying documents must state these clearly.

In considering these activities, the University places emphasis on applicant's voluntary participation in community/social projects although consideration shall also be given to other extracurricular activities, experiences and abilities (such as music, sports, drama, and debating or proficiency in a foreign language).

Applicants may also be required to attend an interview.

Applicants may also be required to sit for a psychometric test.

Registration
Registration for courses takes place during the first week of the first semester of each academic year.

Please note that the registration of a student is not complete until the appropriate tuition and other fees have been paid in respect of that student or arrangements acceptable to the Campus Principal have been made with respect to the payment of such fees.

Examinations – General aspects
The procedures and regulations for student assessment in the Faculty of Medical Sciences are governed by the general University regulations for examinations which can be obtained on request from the Examinations Section of the Registry.

Subject to UNDERGRADUATE DENTAL PROGRAMME Regulations 11.2. registration for a course constitutes registration for the examination in that course. Registration for courses in both stages takes place during the first week of the first semester of each academic year.

The candidate must attempt, at the same sitting, all required Parts, Sections or Components of the Examinations for which he or she has been registered.

A candidate must attend all the written, practical, clinical and oral sections of the Examinations for which he or she has registered, and that are applicable in his or her case.
A candidate who fails to attend any written, practical, clinical or oral section of any Examination for which he or she has registered and that is applicable in his or her case shall be recorded as having failed the Examination. (Regulations governing absence due to illness can be found in the general University regulations governing examinations)

A candidate who fails any required examination on his or her first attempt shall be required to sit the examination at the next available opportunity, unless otherwise decided by the Academic Board, Mona, on the recommendation of the Board of Examiners and the Faculty Board.

A candidate who applies to re-sit an examination must attempt all the required sections or components of the Examination at the same sitting.

A candidate who fails the final Stage II Examination on his or her third attempt shall be required by Academic Board, Mona, to withdraw from the UNDERGRADUATE DENTAL PROGRAMME. Only where the candidate’s performance is deemed unsatisfactory due to adverse examination conditions, can the Academic Board, on the recommendation of the Faculty Board, support another attempt and, if warranted, grant an extension of time in which the Examination is to be completed. In considering whether to recommend an extension of time, the Faculty Board shall take account of the requirement that the time between the completion of the programme and the examination must not exceed nineteen months.

A candidate may be awarded a pass, honours or honours with distinction in the final qualifying examinations, depending on the standard that he or she has attained in the examination and during the programme, provided that honours or honours with distinction will be awarded only in the case of his or her first attempt at the examination.

Candidates shall be notified of the results of examinations as soon as possible, subject to ratification by the Board for Undergraduate Studies.

**Unsatisfactory performance**

In the UNDERGRADUATE DENTAL PROGRAMME, a student’s performance is considered unsatisfactory if he or she displays either poor academic performance or unprofessional behaviour.

A student’s academic performance is considered unsatisfactory if he/she has failed any form of assessment, examination or on-going evaluation in any specified course, clerkship or learning unit which is a required component of the UNDERGRADUATE DENTAL PROGRAMME.

A student’s behaviour is considered unprofessional if he/she displays inappropriate or unethical behaviour in his/her interpersonal contacts especially in relation to patients or their families, colleagues, faculty and staff members, to members of the wider University or hospital staff.

Where unsatisfactory performance is felt to be serious or is, for any other reason, considered to be a cause for concern, the matter should be reported in writing to the Dean and copied to the candidate.
The student shall be given an appointment to be interviewed by the Dean or the Dean’s nominee who (except where UNDERGRADUATE DENTAL PROGRAMME Regulations 7.8 applies) shall arrange for appropriate remedial action to assist the candidate, followed by re-evaluation.

A student who fails to attend the interview or to participate in the remedial measures or the re-evaluation may be barred by the Academic Board, on the recommendation of the Faculty Board, from continuing in the programme.

The Faculty Board shall consider a written report on the result of the remedial action and shall make a recommendation to the Academic Board as to whether or not the student may proceed to the next phase of the programme at that time.

Where poor academic performance is repetitive or where unprofessional misconduct is serious, the Dean shall convene a committee to examine the case and to provide a report to the Faculty Board. The committee shall include staff members from at least three different Departments. The student concerned shall be given an opportunity to be heard and may be accompanied by another member of the student body selected by the candidate.

The Faculty Board shall consider the report of the committee and may make a determination that no further action is required or may submit the matter to the Academic Board for its decision, with a recommendation as to the measures to be taken. Such measures may include:

- the institution of further remedial measures (which may include professional counselling)
- leave of absence for a period of up to one year
- withdrawal from the UNDERGRADUATE DENTAL PROGRAMME.

The decision of the Academic Board or the Faculty Board, as the case may be, shall be conveyed to the student in writing and the student shall have the right to appeal the decision by application to the Board for Undergraduate Studies and Senate as appropriate.

**Characteristics of the curriculum**

- A thorough understanding of the basic medical sciences,
- An integrated understanding of medical and dental issues in health and disease,
- Competency based development of dental skills and early patient contact once these skills are developed,
- An emphasis on effective communication and active learning,
- Learning based on clinical problems and emphasizing clinical reasoning,
- A team approach to learning and clinical work,
- An evidence-based approach to practice,
- Encouragement and support for self-directed learning,
- An emphasis on information literacy, and
- Opportunities to learn in a range of dental practice settings, including rural placements.

Learning is integrated across the dental and medical disciplines and between years as understanding and knowledge are built progressively in a relevant context. Tutorials will also form the basis of the students'
learning. Students are challenged to identify key issues for learning and to seek out and share knowledge. This will be done in groups as group work prepares students for working in dental teams or multi-disciplinary groups in practice. The learning process provides the background necessary for reasoning through issues and applying knowledge to resolve clinical problems in practice. It is essential that students progress systematically to become independent learners. They must be able to evaluate their own strengths and weaknesses realistically, and to identify personal learning needs. Those skills underpin successful professional practice and life-long learning.

The first two years are based on understanding of the basic medical sciences which will help illustrate important scientific concepts in health and disease. Most lectures and laboratory sessions will be shared with medical students. Some classes, seminars and practical sessions, however, are specifically designed for dental students.

The latter three years will be regarded as competency development training periods where practical clinical experience will form the substrate for learning in the latter two years. The development of the skills needed will be done in a systematic and sequential competency-based manner from a laboratory setting where pre-clinical competencies will be the focus, to a clinic setting wherein comprehensive care will be delivered to patients.

Clinic-based activities, under supervision, will dominate in the final year. Students will be exposed to dental problems of progressive complexity where they will be expected to progressively apply the skills of evaluation to issues of diagnosis and management relating to individual patients in practice settings.

The development of clinical competency will also be supervised on medically-compromised and physically-challenged patients as encountered in daily community or hospital practice, in order to reinforce and apply earlier learning. The hospital experience will offer particular opportunities for students to gain experience in medical as well as in dental settings.

Goals

- Understand normal and abnormal human structure, function and behavior, with a particular emphasis on oral health and disease.
- Apply rigorous clinical reasoning and the application of evidence to the recognition, diagnosis and management of oral disease and disability or dysfunction.
- Relate clinical and scientific data to dental and related medical conditions.
- Consult with other relevant health professionals with respect to aspects of the general health of individual patients that may affect their management of the oral health of these patients.
- Adhere to the dental laws and Code of Conduct of the particular regulatory jurisdiction.
- Respect the ethical tenets and professional conduct of the profession.
- Communicate effectively so that appropriate education is offered and informed decisions are made.
- Develop skilled and sensitive interviewing of patients, families and careers so as to elicit a dental and relevant medical history.
- Conduct clinical examinations and use diagnostic strategies, accurate interpretation of findings and the provision of explanations appropriate for patients and for fellow professionals.
Practice with an understanding of the influence of the ageing of the population with an increase in chronic and multi-system illness associated with increasingly complex pharmacological management, rapid advances in biomedical and genetic research, and the increasing applications of information technology to interpersonal communication.

Courses
Stage I
Stage I Courses extend over the first two years and comprise a series of courses which specify and integrate dental content into the disciplines of Human Anatomy, Biochemistry, Physiology, Community Medicine, Pathology, Microbiology and Pharmacology and include early exposure to medical patients and the teaching of basic clinical medical and dental examination skills.¹

These courses extend into the first semester of the third year of the course.

The candidate is required to follow and complete 9 credits in the following University Foundation Courses:

- English for Academic Purposes
- Law, Governance, Economy and Society
- Caribbean Civilisation

In order to proceed to Stage II, students are inter alia required to successfully complete all prescribed courses in addition to the three Foundation courses.

Stage I - Assessment & Examinations
Assessment will be designed for students to meet the goals of the program. By emphasizing support for learning, the assessment system ensures that students achieve an acceptable level of competence. The emphasis is thus on ongoing formative assessment that provides appropriate, sensitive and timely feedback to individuals and groups but does not determine progression.

The courses are assigned a credit value and are assessed by a combination of course work, written, and practical examinations. With the exceptions noted in UNDERGRADUATE DENTAL PROGRAMME Regulations 5 (Exemptions) candidates are required to complete and pass all prescribed Stage I before proceeding to Stage II.

On the basis of performance in the Stage I courses, candidates shall be assigned a grade point average (GPA). The grades from Foundation courses and courses designated as pass/fail shall not be included in the calculation of the GPA. Candidates shall normally be required to maintain a GPA of 2.0 or above.

Candidates whose cumulative GPA consistently falls below 2.0 may be required to withdraw from the programme by the Academic Board on the recommendation of the Faculty Board.

A candidate who has not obtained the required number of credits by passing all the prescribed courses or whose grade point average is less than 2.0 shall not be permitted to proceed to Stage II.

¹ Details of the courses may be obtained from the Faculty Office.
At the end of year 1 and at the end of year 2, students shall be permitted to year 2 or year 3 respectively, only if the credit value of failed courses in the year ended does not exceed a total of nine (9) credits.

Candidates who fail any course shall be assigned an F (0.0 quality points) which shall be recorded on their transcript. Students assigned an F grade for any course shall be required to re-sit the examination for that course at the next available opportunity.

Students who are required to repeat a failed course shall normally be allowed a maximum of two further attempts at that failed course. Students who do not pass a failed course after a total of three attempts shall normally be required to withdraw from the programme by the Academic Board on the recommendation of the Faculty Board.

Students who repeat and pass a course subsequent to any failed attempt shall be assigned a maximum of a C grade for the successful result. Students shall retain all F grades assigned for failed courses on their academic record (transcript). The GPA of students who subsequently pass failed courses within the stipulated time, will however be recalculated using the passing grade of C.

Students must pass all Stage I courses within eighteen months after the minimum time for completion of the UNDERGRADUATE DENTAL PROGRAMME (see UNDERGRADUATE DENTAL PROGRAMME Regulations 4.4). Students who fail to complete Stage I within this time may be asked to withdraw from the programme by the Academic Board on the recommendation of the Faculty Board except in a case where the Academic Board, under UNDERGRADUATE DENTAL PROGRAMME Regulations 6.7, has approved an extension of this period.

Students who are required to withdraw from the UNDERGRADUATE DENTAL PROGRAMME may apply to be considered for re-entry after one (1) year has elapsed since their withdrawal.

**Stage II**

Stage II Courses extend over the last three years and is divided into two Parts. Part 1 covers years 3 & 4, and is comprised of a series of Basic and Advanced Dental Sciences courses which include Dental Anatomy, Dental Materials, Operative Dentistry, Oral & Maxillofacial Surgery, Oral & Maxillofacial Radiology. Part 2 covers years 4 & 5, and is comprised of clinical practice and a dental research project. These courses are all designed to achieve competency in these areas, and are all integrated on the academic-pre-clinical-clinical competency attainment continuum.

At the end of Stage II-Part 1, students will sit Quality Assurance Examinations. In order to sit the examination, candidates must have satisfactorily completed Stage I and Stage II-Part 1-the Basic and Advanced Dental Sciences courses.

The Quality Assurance Examination consists of mannikin-based practical examinations in specified dental specific areas.
Stage II - Final Examination
The final Stage II Examination will be conducted at the end of the 5th year.

Registration for the final Stage II examinations follows the general University regulations and procedures for examinations.

In order to be eligible to sit the examination, candidates must have satisfactorily completed Stage I, Stage II-Part 1 and have passed the Quality Assurance Examination.

The Final Stage II Examination will consist of clinical examinations and written/oral components in specified areas covered in the UNDERGRADUATE DENTAL PROGRAMME Stage II courses.

Students shall not be permitted to sit the Stage II Final Examination if they have have failed any section of the Quality Assurance Examination.

The award of the UNDERGRADUATE DENTAL PROGRAMME Degree requires that candidates achieve a pass in each specified section in the final Stage II Examination.

Candidates must pass each section in the Final Stage II Examination in order to pass the overall examination. Candidates who fail any section shall be required to re-sit the section of the examination in the discipline that they have failed after 6 or 12 months on the recommendation of the Board of Examiners of the Faculty Board.

A candidate who fails the examination in any discipline shall be required to follow a prescribed remedial course of study and to re-sit the examination at the time prescribed (see UNDERGRADUATE DENTAL PROGRAMME Regulations 11.6). Further attempts shall only be allowed on recommendation of the Board of Examiners of the Faculty Board (see also UNDERGRADUATE DENTAL PROGRAMME Regulations 6.7).

The Academic Board, on the recommendation of the Faculty, may require a candidate who has not successfully completed the UNDERGRADUATE DENTAL PROGRAMME Stage II examination within eighteen months after the minimum time for completion of the UNDERGRADUATE DENTAL PROGRAMME Stage II to withdraw for failure to progress. The foregoing provision shall not apply in a case where the Academic Board has allowed subsequent attempts at the examination under UNDERGRADUATE DENTAL PROGRAMME Regulations 6.7 and has extended the time for completion, in accordance with that section.

The UNDERGRADUATE DENTAL PROGRAMME Degree shall be awarded at Pass, Honours, or Honours with Distinction level, depending upon the standard reached in the examination and in the continuous assessment. At the discretion of the examiners, candidates who are being considered for Honours with Distinction or who have obtained borderline failing grades may be invited to attend an oral examination, after which a final grade shall be awarded.

A candidate is eligible for the award of the UNDERGRADUATE DENTAL PROGRAMME Degree following satisfactory completion of the programme, including the required University Foundation Courses.
The category of Degree awarded to an individual candidate is based on the candidate’s cumulative GPA for the 5-year programme and on satisfactory completion of the final UNDERGRADUATE DENTAL PROGRAMME Stage II Examination. The GPA required by the Faculty for the award of each of the various categories of the UNDERGRADUATE DENTAL PROGRAMME Degree is provided below.

A candidate shall be awarded the UNDERGRADUATE DENTAL PROGRAMME Degree at Honours or Honours with Distinction level only if he or she passes all prescribed courses and all specified sections of the final UNDERGRADUATE DENTAL PROGRAMME Stage II Examination at the first attempt.

Table: GPA required by the Faculty for the award of each of the various categories of UNDERGRADUATE DENTAL PROGRAMME Degree

<table>
<thead>
<tr>
<th>Category of Degree</th>
<th>Description</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours Degree with Distinction</td>
<td>Demonstrates an outstanding and comprehensive grasp of the knowledge, skills and competencies required.</td>
<td>3.7 and above</td>
</tr>
<tr>
<td>Honours Degree</td>
<td>Demonstrates an excellent grasp of the knowledge, skills and competencies required.</td>
<td>3.3 – 3.6</td>
</tr>
<tr>
<td>Pass</td>
<td>Demonstrates a satisfactory grasp of the knowledge, skills and competencies required.</td>
<td>2.0 – 3.2</td>
</tr>
</tbody>
</table>

Award of the UNDERGRADUATE DENTAL PROGRAMME Degree
After the Board for Undergraduate Studies has approved the pass list for the final Stage II Examination, the UNDERGRADUATE DENTAL PROGRAMME Degree shall be awarded to each successful candidate.
LABORATORY SAFETY RULES
So that you and those around you may have many safe, meaningful learning experiences in the dental laboratories, please be guided by the following safety rules. Please observe them at all times.

1. Do not operate any piece of equipment until you have been checked on its safe and proper operation.
2. When using electrical equipment such as model trimmers, vibrators, lathes, engine arms, etc.
   a. Always operate with dry hands.
   b. Turn off and disconnect cord from wall socket if any operating problems occur.
   c. Inform the instructor of broken electrical lines or equipment.
3. Be certain bunsen burners are attached to gas outlet correctly before lighting.
4. When using bunsen burners, remove all papers, scarves, and other flammable items from work area.
5. Protect your eyes with safety glasses or regular glasses when using polishing wheels on the lathe, grinding with the handpiece, or using acid of any kind.
6. Protect long hair when using handpiece, bunsen burner, or bench lathe.
7. If it is necessary to lift heavy objects, lift with the legs and not the back (bend at knees, keep back straight), have object close to you.
8. Laboratory knives are sharp, learn how to use them.
9. Other instruments and equipment can cause injury. Injuries of any kind that occur in the laboratory must be reported to the instructor immediately. A first-aid kit is available. An incident report must be filed immediately with the instructor.
10. No smoking, eating, or drinking is allowed within the laboratory or clinic.
11. Specimens of blood or other potentially infectious material should be kept covered at all times.
12. Students, faculty, and staff should wear protective gloves when handling infectious material. Infectious material should be disposed of in biohazard refuse.
13. Any equipment that should become contaminated with blood or other infectious materials should be reported to the clinical supervising dentist and sterilization and/or a higher-level disinfectant will be used to clean the contaminated equipment.
14. All procedures involving blood or other potentially infectious materials should be performed in such a manner as to minimize splashing, spraying, and aerosolization of these substances. Where there is potential for exposure to blood and/or other potentially infectious materials, students will be required to use appropriate personal protective equipment (gloves, gowns, eye protectors, masks or shields, etc).

DRESS CODE
We wish to call attention to some expectations concerning your dress. The goal is to help the Student identify proper attire and alleviate the necessity for instructor intervention, when the Attire does not meet the expectation. Please see the faculty dress code guide for Dental Students.

Dress Code for Dental Students

Why do we need Dress Codes?

A dress code projects an image into the onlooker’s mind of the type of person beneath the clothing. Your personal appearance and demeanor affects the care and management of patients either directly or indirectly. The image communicated to faculty and staff initially, and later to patients through your personal attire and appearance, behaviors and interactions will influence their interactions with you and the perceptions of the quality of care they will receive from you.
Each programme designs a dress code that reflects the nature of the programme - professional/non-professional. The dentistry programme has been designed as a professional programme, and as such the dress code for students reflects this. Professional, ethical, clean, competent, well-mannered, well-groomed are words that are assumed of a person who is professionally attired, even before they have to interface with someone else. Professionalism is an acquired state of mind, and through this dress code, students will be encouraged to consistently think professionally. Students, as well as faculty and staff members have a duty to maintain proper grooming in addition to a clean, neat and well-fitting wardrobe.

The public has expectations of you as a member of the Health Care Team, and it is important therefore that you dress (and behave) at all times in a manner which will identify you as a member of your profession and allow patients to feel more comfortable in your presence. You should always appear neat and tidy, wearing reasonably smart, professionally appropriated clothing. Being a dental student should always be a matter of pride to you. The following Dress Code is an adaptation of the dress code that was developed jointly by the Medical Students’ Association (MSA) and the Faculty of Medical Sciences Administration for medical students to coincide with the introduction of the restructured undergraduate curriculum. That code has now been revised and adapted for dental students. It is applicable to all dental students attending the University of the West Indies, both full-time and elective.

The appropriate code must be observed at all times.

**Stage 1**

**A. For all academic activities which do not involve patients in any setting.**

These include:

- Lectures and Tutorials
- Formal meetings and appointment with members of staff.

**Males:**

**Pants:** Long pants.

**Shirts:** Sleeved t-shirts or dress-shirts.

**Shoes:** Sneakers, dress shoes with appropriate socks.

**Females:**

Modest Clothing

Please note that hats, tams, slippers, tank-tops or earrings (for men) are NOT acceptable.
B. For any activity involving contact with patients in a hospital, clinic, and office setting or during home visits:

**Males:**

**Shirts:** Short sleeved white Bush jackets-no other colour is acceptable.

**Pants/Trousers:** Dark pants/trousers & Matching Dark Belt.

  - Dark shoes with closed toes and matching socks
  - No earrings.

**Females:**

**Blouses:** Modest blouses. “Break-neck” blouses are only acceptable when used with the open type jackets.

  - Colours are to be modest. Bright and loud colours are unacceptable.

**Jackets:** Two acceptable styles have been adopted (see designs below).

**Pants/Skirts/Dresses:** Dark skirts are to below the knee.

  - Dark pants are to be at the ankle.
  - Dark dresses may be worn with an open jacket and must be below the knee. Splits on the dresses/skirts must be modest and not exceedingly high.

**Other:** Dress shoes are preferred, but modest, comfortable shoes can also be worn. Socks or stockings are to be worn with shoes. Jewelry should be modest.
Please note:

- Dark refers to the following colours: Black, Brown, Navy, Blue, Green and modest patterns.
- Tube tops, T-Shirts, Beach Sandals, Sportswear, Jeans, and Slippers are not acceptable.
- Long short pants and short long pants are not acceptable.

Stage 2

A. For all academic activities which do not involve patients in any setting.
   - Lectures, Pre-Clinical Laboratory
   **Males:**
   - Pants: Long pants.
   - Shirts: Sleeved t-shirts or dress-shirts. Ties optional.
   - Shoes: Sneakers, dress shoes with appropriate socks.

   **Females:**
   Modest Clothing
   **Please Note:**
   - Laboratory Coats, short-sleeved or long-sleeved are to be worn in the Pre-Clinical Laboratories.

B. For any activity involving contact with patients in a dental clinic or dental operatory:
   **Males:**
   - Shirts: Long or Short sleeved dress shirts. Ties optional for short-sleeved shirts.
   - Pants/Trousers: Dark pants/trousers & Matching Dark Belt. Dark dress shoes and matching socks.
   - Jewelry: No earrings.

   **Females:**
   - Blouses: Modest blouses. “Break-neck” blouses are only acceptable when used with the open type jackets.
   - Pants: Dark pants are to be at the ankle.
   - Jewelry: Modest.
Please Note:

- Front zippered or buttoned short clinic jackets are to be worn in all clinical settings. These are to be white in colour or in child-friendly patterns and colours. These can be long or short-sleeved. The name of the student is to be embroidered on the jacket so that they can be more easily identified.
- Dress shoes are preferred, but modest, comfortable shoes can also be worn. Sneakers, sandals and slippers are deemed as unacceptable wear.
- Colours are to be modest. Bright and loud colours are unacceptable.
- Surgical Scrubs are only allowed to be worn when attending in the Operating Theatres of a hospital.

Student Identification

Each student must have a personal Identification Card and Name Tag.

Identification Cards

- Each student must have a valid personal identification card in order to have access to the facilities of the University.
- Identification cards may be obtained from the Personnel Office on the Main Campus.

Name Tags

- Each student must have a Name Tag.
- Name Tags are to be worn when attending classes, laboratories, clinical sessions, rotations, and ward rounds and when carrying out official duties.
- Name Tags are issued through the Dean’s Office on the Hospital Campus.
STUDY TIPS & STUDY SKILLS HELP
Students with better study methods and strategies score higher on their exams. Everyone is different, and different methods work for different people.

The following are only suggestions on improving upon your current studying techniques:

✓ It is best to review the material right after class when it's still fresh in your memory.
✓ Don't try to do all your studying the night before the test. Instead space out your studying, review class materials at least several times a week, focusing on one topic at a time.
✓ Have all of your study material in front of you: lecture notes, course textbooks, study guides and any other relevant material.
✓ Find a comfortable and quiet place to study with good lighting and little distractions (try avoiding your own bed, it is very tempting to just lie down and take a nap).
✓ Start out by studying the most important information.
✓ Learn the general concepts first, don't worry about learning the details until you have learned the main ideas.
✓ Take notes and write down a summary of the important ideas as you read through your study material.
✓ Take short breaks frequently. Your memory retains the information that you study at the beginning and the end better than what you study in the middle.
✓ Space out your studying, you'll learn more by studying a little every day instead of waiting to cram at the last minute. By studying every day, the material will stay in your long-term memory but if you try to study at the last moment, the material will only reside in your short-term memory that you'll easily forget.
✓ Make sure that you understand the material well, don't just read through the material and try to memorize everything.
✓ If you choose to study in a group, only study with others who are serious about the test.
✓ Test yourself or have someone test you on the material to find out what your weak and strong areas are. You can use the review questions at the end of each chapter or practice tests the teacher may give out as well as other materials.
✓ Listening to relaxing music such as classical or jazz on a low volume can relieve some of the boredom of studying.
✓ Don't study later than the time you usually go to sleep, you may fall asleep or be tempted to go to sleep, instead try studying in the afternoon or early evening. If you are a morning person try studying in the morning.