



Ref.FM :

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المرفقات :

Internship Office

CHANGE OF SCHEDULE POLICY

1. There is no changes in the schedule after submitting the final schedule in the internship office (whether electronically or paper).
2. Special circumstances of changing part of the schedule.
 - A. Interns are allowed to make changes within KAU hospital if the request of changing was 2 weeks before the rotation and that there is availability in both rotations.
 - B. Changing from KAU hospital to affiliated hospitals is allowed if that is applied 2 months before the rotation and there is availability in the requested hospitals as long as the intern maintained at least 1 major rotation within KAU hospital.
 - C. No changes is allowed from any affiliated hospital after sending the requests whether accepted or requests still pending. If there was a strong documented & legitimate reason for such changes the document must be applied 2 months before the rotation. List of legitimate reasons are available in the FAQ's.
 - D. Changing the rotation within the affiliated hospitals or switching the rotation between the interns and the periods are generally allowed under 2 conditions:
 1. Application should be applied 2 months before the rotation.
 2. Acceptance from the affiliated hospital of the interns request switching will not be processed until 2 signed requests are provided.
3. Interns are not allowed to officially communicate directly to affiliated hospitals and all changes will not be accepted if it was through the internship office.
4. The evaluations from any hospital will be accepted based on the internship office records. In case of changes made by the intern without proper requesting the changes from the internship office, the intern will be punished by repeating the whole rotation and subjected for other academic punishment.
5. If the intern planned to apply for abroad training he/she must schedule his/her rotation in the system as outside KSA or any rotation within KAU hospital. Once the intern accepted for any outside KSA rotation, he must immediately inform the internship office within 3 working days. Failure for that will be subjected the intern for academic punishment including repeating the rotation. The internship office will provide all academic support to help the intern getting his abroad training as long as he/she is following the policy & procedures of the internship.