

# Postgraduate Education Admission Policies and Procedures for Residency and Fellowship Programs

## 1. Introduction

### 1.1. Purpose

The purpose of the Postgraduate Education Admissions Policies and Procedures is to regulate the process of admissions for Residency and Fellowship Programs.

### 1.2. Acronyms:

1.2.1. **KIMS** - Kuwait Institute for Medical Specializations.

### 1.3. Definitions

#### 1.3.1. Residency

Residency is a five years specialty training program that is completed after one year of internship following medical school. These programs offer supervised and specific training for the resident in their chosen specialty.

#### 1.3.2. Fellowship

Fellowship is a three years sub-specialty training program that is completed after Residency. These programs offer supervised and specific training for the fellow in their chosen sub-specialty.

## 2. Timeframe

2.1. The Postgraduate Education Office must finalize all the timelines related to admissions every academic year before the start of the admissions as per the annual admissions calendar.

2.2. The admission process shall be sequenced in phases based on the rules of KIMS.

## 3. Announcement of submission of applications

3.1. Mode of announcement – Shall be in main national newspapers, official KIMS website, formal letters from the KIMS to the Health Regions, internet social networks and announcement stands.

3.2. Reminders – Shall be as required.

#### **4. Eligibility criteria for submission of application to Residency Programs**

- 4.1.** Academic qualification must be MBBS, MBBCh, BDS or equivalent.
- 4.2.** Must be an employee of a governmental authority recognized by Ministry of Health (Applies to Kuwaitis).
- 4.3.** Must be an employee of Ministry of Health in the applied specialty (Applies only to Non-Kuwaitis).
- 4.4.** Must have completed the internship by 30<sup>th</sup> September of the corresponding Academic Year.
- 4.5.** Must NOT be currently on a valid Scholarship. (Shall apply after official withdrawal – Applies only to Kuwaitis).
- 4.6.** Must NOT be enrolled in other Residency Programs at the time of application (Shall apply after official withdrawal).

#### **5. Eligibility criteria for submission of applications to Fellowship Programs**

- 5.1.** Academic qualification: Must have Residency Board Certification.
- 5.2.** Shall be an employee of a governmental authority recognized by Ministry of Health.
- 5.3.** Shall not be currently on a valid Scholarship. (May apply after official withdrawal – Applies only to Kuwaitis).
- 5.4.** Shall NOT be enrolled in other Fellowship Programs at the time of application (Shall apply after official withdrawal).

#### **6. Screening of Applications**

- 6.1.** Documents required with the application shall be listed in the application form.
- 6.2.** Candidates must attach all the required documents with the application form.
- 6.3.** Any deficiency in documents shall make the application liable to non-acceptance.
- 6.4.** All applications must be screened for completeness and eligibility at the time of submission by KIMS Postgraduate Education Office.

#### **7. Processing of Applications:**

- 7.1.** Success in an admission test can be required by the Program Boards in order to be eligible for interviews.
- 7.2.** A list of eligible candidates for interviews based on complete applications and success in admission test will be finalized by KIMS Postgraduate Education Office.
- 7.3.** Program Committees shall call all the eligible candidates for interviews based on the schedule provided by Postgraduate Education Office.

## **8. Interview**

- 8.1.** Format – A standardized Interview scoring sheet must be provided to all the Residency and Fellowship Programs by KIMS Postgraduate Education Office.
- 8.2.** Panel – The Interview Panel for each Residency and Fellowship Program shall comprise of a maximum of five members from the corresponding programs and a maximum of two external monitors.
- 8.3.** External monitors shall not have a vote in the interview selection process.
- 8.4.** External monitors shall ensure transparency and equal chances among the candidates.
- 8.5.** Each applicant’s interview shall be conducted in 15 minutes.
- 8.6.** The Interview Panels must submit to KIMS Postgraduate Education Office a final list of accepted, waiting and rejected candidates for its corresponding Residency and Fellowship Program.

## **9. Approval of the Final List of selected candidates**

A Final List of selected candidates must be approved by KIMS Postgraduate Education Office.

## **10. Disclosure of Admissions Results**

- 10.1.** The Final List of selected candidates must be kept confidential.
- 10.2.** Admissions results must be disclosed to the candidates privately by phone, email or KIMS official website.

## **11. Acceptance of Admissions**

- 11.1.** Candidates must sign their Residency or Fellowship Training Contracts within a month of the disclosure of admissions results.
- 11.2.** Failure to sign the contract within the deadline shall result in a dismissal of the admission.

## **12. Appeals**

- 12.1.** Appeals challenging the Admissions Results shall be directed to the KIMS, Secretary General within one month of the disclosure of results through an official letter.
- 12.2.** The time period for submitting an Appeal on the admissions result shall be clearly indicated on the KIMS official website.

## **13. Withdrawals**

Selected candidates deciding to withdraw their selection after signing the Residency or Fellowship training contract must submit an official request before the start of Program, i.e. October 1 of the corresponding year, otherwise they are not eligible for KIMS scholarships for one year.

**14. Decisions on remaining vacancies**

KIMS Postgraduate Education Office shall take decision on further availability of vacancies produced by non-signing of training contracts, withdrawals or non-occupancy and shall request the corresponding Residency and Fellowship Program Directors for subsequent action.

**15. Equivalences and Exemptions**

- 15.1.** Requests concerning equivalence of candidate's prior achievements and resultant exemptions shall be forwarded to the corresponding Residency and Fellowship Programs for review and recommendations.
- 15.2.** The recommendations from Residency and Fellowship Programs on equivalence and exemption requests must be approved by the KIMS Postgraduate Education Office.