

Standard Operating Procedures (SOPs) for the Online Master's Program in Public Health

1. Technical Requirements

Essential Equipment:

- Students must have a decent quality laptop or desktop computer compatible with modern day applications like Microsoft Office / Teams, Zoom app, web browser etc.
- A good quality functioning camera and microphone for video conferencing.
- Reliable / stable internet connection.

Software:

- The latest version of Microsoft Office (Word, Excel, PowerPoint).
- An updated web browser (Google Chrome, Mozilla Firefox, or Safari).
- Zoom App.
- Any additional software as specified by course instructors.

2. Online Classes

Attendance:

- A minimum of 75% Attendance is mandatory for all scheduled online classes.
- Students must join classes on time and participate actively.

Class Environment:

- Students should be in a quiet environment free from distractions.
- Cameras must be turned on during class sessions unless specified otherwise by the instructor.
- Students should mute their microphones when not speaking to minimize background noise.

3. Assignments and Examinations

Submission of Assignments:

- All assignments must be submitted via the designated Learning Management System (LMS).

- Late submissions will be subject to penalties as outlined in the course syllabus.

Examinations:

- Examinations will be conducted online and may include proctoring software.
- Students must ensure they have a stable internet connection and all required equipment during exams.

4. Academic Integrity

Plagiarism:

- Plagiarism is strictly prohibited and will be monitored using plagiarism detection software.
- Any instances of academic dishonesty will be subject to disciplinary action as per the university's policies.

Code of Conduct:

- Students must adhere to the university's code of conduct and maintain professional behavior in all interactions.

5. Support and Resources

Technical Support:

- Technical support is available via the IPHSS IT manger.
- Students experiencing technical issues should contact the IT manager.

Academic Support:

- Academic advisors are available to assist with course planning and academic concerns.
- Additional resources, including tutoring and library services, are accessible online.

6. Research/Thesis Supervision.

Research supervisors will be allotted at the first semester, but essentially research work will be started at the start of second year of MPH-program. However, if any student wants to start early upon the consent of research supervisor.

7. Career Counseling Committee

The Career Counseling Committee is established to provide students with guidance and support for their career development and job placement.

8. Feedback and Evaluation

Course Evaluations:

- Students will be required to complete course evaluations at the end of each term.
- Feedback is essential for continuous improvement of the program

9. Communication

Primary Mode of Communication:

- Students should utilize email as the primary mode of communication between students, faculty, and administration.
- Students are required to check their email regularly.

10. Contact details

Here are necessary contact emails/phone numbers provided for students.

S.No	Name	Designation	email ids
1	Muhammad Ibrahim	Coordinator	coordinator.mph@kmu.edu.pk
2	Mr. Arshad Javaid	IT Manager	itmanager.iph@kmu.edu.pk
3	Muhammad Irshad	Program Manager	irshad@kmu.edu.pk
4	IPHSS Office Phone 1		091-5892867
5	IPHSS Office Phone 2		