

Terms of Reference – Appeal Committee

Role

The Appeal Committee at KIMS is a committee established by the Secretary General by an administrative decree (18/2014) to review appeal submitted by physician in training related to admission, evaluation and examination.

Responsibility and Authority

The appeal committee is an executive committee and its decision is final. The Appeal Committee is responsible for:

- Review request from program director for extension of remediation, probation and dismissal from the training program
- Review request from the physician in-training regarding admission, in-training evaluation and assessment, annual report, eligibility for examination and result of examination.

Composition of the Committee

This committee will be comprised of representatives KIMS board of trustee and senior educational Offices.

Membership:

Prof. Basil Al-Naqeeb, Vice-president Kuwait University

Chair

Dr. Abdullah Khalifa, CEO, KIMS

Prof. Adel Ayed, Dean, Faculty of Medicine

Office of Accreditation and Quality Affairs, Director

Office of Postgraduate Education, Director

Office of Examination, Director

Office of Legal Affairs, Head

Resident Representative

Term of Office

The chair is appointed by the Secretary General. The usual term of office of members is three years

Meetings

The Appeal Committee meetings will be conducted every month according to established annual schedule and as needed. Quorum consists of a majority of the voting members of the committee (50% plus one). The chair shall only vote when the vote is conducted by secret ballot or when it is necessary to break a tie.