

CLINICAL ELECTIVE PLACEMENTS FOR FINAL/PENULTIMATE YEAR UNDERGRADUATE MEDICAL STUDENTS

GUIDANCE FOR THE INCOMING STUDENT

1. This scheme offers limited numbers of places for undergraduate medical students in their penultimate or final year of undergraduate medical education to have an elective study attachment. The decision to take a student who is not in their final year of undergraduate medicine will depend upon their experience to date. Please consult the Faculty of Medicine website for a list of hospitals taking part in the scheme and the names and contact details for the teaching co-ordinators.
<http://www1.imperial.ac.uk/medicine/teaching/undergraduate/medicine/admissions/incomingelectives/>
2. Applicants should contact the teaching co-ordinator of their preferred site, by email, who will send them an Application Pack. The application form should be completed and returned to the teaching co-ordinator together with ALL of the following documents:
 - An academic reference/testimony/report from a member of staff at their home university/college who is familiar with their academic studies. Such references MUST bear the institution's official stamp and contact details (email and postal address) and status of the person providing the reference.
 - Official transcript from their university/institution listing the course and examinations they have taken to date and plan to take in their current academic year prior to commencing the Elective placement.
 - Curriculum vitae (CV) including date of birth, email and postal address.
 - Provisional list of subject specialties/study plan/project for which they would like to be considered.
 - Completed Occupational Health Questionnaire.
 - An enhanced CRB Disclosure [for U.K. applicants only. If you have never lived in the UK you will be required to provide a Certificate of Good Conduct from your government or Police Force.
 - Administration fee (Maximum £150 – dependant upon hospital).
 - Health clearance fee (dependant upon hospital).
 - Photocopy of Passport.
 - Passport size photographs x 2.
3. The elective attachment must not exceed 6 weeks.
4. No placements are possible between **1st December** and **15th January**. The splitting of an elective or creation of two separate elective placements either-side of this period will NOT be permitted.

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5. Application process

General enquiries will NOT be considered as an “application received”. See below for details of what is required to make an application. The status of the application will normally be confirmed within 4 weeks of receipt. Applicants accepted on this scheme will be formally hosted in the relevant hospital as students of Imperial College London.

EU/EEA/Swiss nationals - completed applications MUST be received **at least 8 weeks** before the intended starting date.

Non- EU/EEA/Swiss nationals –UK Immigration rules have now been revised (8th May 2012) and students on a short medical elective must obtain a **Student Visitor Visa**. Please also note that imperial College requires evidence of competency in English is required. A list of acceptable English qualifications is available at:

<http://www3.imperial.ac.uk/registry/admissions/ugenglish>

If your Medical degree is taught in English within the following countries then this meets the English requirement automatically: Australia, Canada, Guyana, Ireland, New Zealand, South Africa, United Kingdom, United States of America, West Indies.

Applications must be sent to the relevant hospital so as to arrive **at least 12 weeks** before the intended start date. This is to ensure documentation is in place in time to allow for the visa application. Further details about visas are available at our website <http://www3.imperial.ac.uk/international/current/visas>

6. **Student Visitor Visa**—Only after the application is approved, will Imperial College send applicants a formal hard copy letter confirming the place as a student. This is to be used to support the application for a Student Visitor visa.
7. **Non-EU nationals already studying in the UK** If you are at another Medical School and entered the UK prior to March 2009, you are not required to obtain a new visa. If you entered the UK after March 2009, you should ask the Teaching Coordinator to request from our International Office details of further options.
8. All applications to hospitals will be considered by the Director of Clinical Studies at the relevant Hospital Trust.
9. Students will only be accepted and be permitted to commence their Elective study providing that:
 - i. application forms have been signed and agreed by the Consultant Supervisor, and
 - ii. they have been cleared by the Occupational Health Department of their desired hospital, and
 - iii. the Director of Clinical Studies at the relevant Trust has approved the application, and
 - iv. they have accepted the formal offer of the studentship from Imperial College London, and
 - v. if they are Non-EU/EEA nationals, that they arrive at the hospital with their passport and correct visa.
10. Elective students on this scheme must, at all times, work under the guidance of their Consultant Supervisor/medical team. At no times must students initiate clinical work including any investigation or treatment of a patient.
11. Successful applicants should note that attendance will be closely monitored.

Electives Director

Faculty Education Office / 17th May 2012