

VISITING MEDICAL ELECTIVE APPLICANTS GUIDANCE ON APPLICATION PROCESS

Eligibility

- Students must be in their penultimate or final year of medical school.
- Students must be studying at a medical school that is listed on the World Directory of Medical Schools <http://search.wdoms.org/> to be considered for a placement.
- Students from countries which are not deemed to be majority English speaking must meet our minimum English language proficiency requirements, outlined below.
- Students must not have had a previous elective placement through the University of Glasgow.
- Any applicants that do not meet the above requirements will not be considered for a place.

Application

To apply for a medical elective at a University of Glasgow teaching hospital, an application form must be completed and emailed, with the correct supporting documentation, to the Medical Electives Secretary: med-sch-visiting-electives@glasgow.ac.uk **at least 6 months, but no more than 10 months** prior to the proposed elective start date.

A non-refundable application fee (£150) is required once an offer of placement is sent to the student.

Application Process

- Applications must be submitted **at least 6 months, but no more than 10 months** prior to the proposed elective start date. Applications received outside of this period will not be processed. International applicants are advised to apply earlier than 6-months prior, if possible.
- All questions on the application form must be answered. All supporting documentation must be provided at time of application. Incomplete applications will not be processed.
- Electives are offered for a period of **4 weeks only (20 working days)**. Requests for longer attachments will not be considered.
- A non-refundable application fee (£150) must be paid once a supervisor has been found and an offer has been made. If payment is not received, placements will not commence.
- As places are limited, unfortunately, not all applicants will receive offers. Availability will depend on the popularity of your chosen specialty, and on the number of consultants available to provide supervision. We also cannot guarantee placement within your first choice of specialty.
- Students may be offered an alternative department if a placement in their chosen specialities cannot be found.
- Students are permitted one elective only at the University of Glasgow, in one department.

- Students cannot specify the hospital they wish to be based at, only their chosen departments and availability dates.
- Students should note that once an application is received, the dates of an elective can only be altered in exceptional circumstances. After a supervisor has been confirmed, the dates cannot be altered.
- The Elective offer is non-negotiable.
- Upon receipt of a complete application, and providing it meets all requirements, the student will receive notification that the application has been received. Students should allow approximately 4-6 weeks, after receiving acknowledgment of receipt of their application, to receive further communication from the Medical School in relation to a possible placement. Please do not enquire before this time, as the inbox is very busy.
- A scanned copy of your passport must be provided with your application. The front cover and page with photograph and personal details should be shown. This must be verified (signed and stamped) by the Dean/Head of your Medical School, or other Medical School official.
- Students must ensure that they have sufficient funds to take up the elective placement, should we be in a position to make an offer. The University of Glasgow does not charge a tuition fee for incoming elective students, however, visiting students are required to finance their own accommodation, living and travel expenses and, if applicable, any costs relating to their Short-Term Study Visa application.
- Electives offer no remuneration, nor is financial aid available from the University.
- If an applicant wishes to withdraw an application or cancel an offer of placement, they must notify the Medical Elective Secretary by email (med-sch-visiting-electives@glasgow.ac.uk) at the earliest opportunity.

English Proficiency

- We are unable to accept applications from students that do not meet the English requirement.
- Students who are applying from countries which are not deemed to be majority English speaking must provide a copy of ONE of the following test certificates with their application. **For a list of majority English speaking countries as determined by GOV.UK, please refer to:**
<https://www.gov.uk/tier-4-general-visa/knowledge-of-english>
- Students who are applying from countries which are not deemed to be majority English speaking but are taught AND examined in English will not be required to submit English language test results but would need to submit a letter from their Dean/Head of School to state as such.

For applicants from **non-EU countries** which are not deemed to be majority English speaking (see link above) – a copy of one of the below qualifications/test certificates must be provided with application.

Qualification/Test Certificate
IELTS (Academic for UKVI) – overall score of 7.0 with no subtest below 7.0 (dated within two years of proposed start date of elective)
Completed degree from a majority English speaking country (must be recognised by UK NARIC as being equivalent to a UK bachelors degree) - certified copy of degree certificate required

For applicants from **EU countries** which are not deemed to be majority English speaking – a copy of one of the below qualifications/test certificates must be provided with application.

Qualification/Test Certificate
SQA Standard Grade in English – minimum Grade 2 *
IGCSE English (First Language) – minimum Grade B *
GCSE in English - minimum Grade B *
International Baccalaureate, English (higher or standard level) – minimum Grade 6 *

We regret that applications containing certificates not on the respective lists above will not be considered for a place.

Criminal Records Check

- Disclosure Scotland PVG or original validated letter/report from respective country's police confirming no criminal convictions, dated no more than 3 months prior to application

Immunisations and Occupational Health

- Students must provide documentary evidence of immunisation against Diphtheria, Polio, Tetanus, Mumps/Measles/Rubella, Tuberculosis and Hepatitis B. Serological evidence of immunity to VZ is also required. In the case of Hepatitis B, the document should give a level of antibody measured in international units/l and should indicate whether or not the student has immunity. In the absence of immunisation against Tuberculosis, a negative Mantoux test (or equivalent) within one year of the placement start-date is required. Scanned copies of the documents must be uploaded with the application form. Where applicable, a verified English translation of these documents must be provided.
- On arrival and prior to your placement commencing, you must attend an Occupational Health appointment where you will be required to provide the originals of your immunisation documents. Where applicable, a verified English translation of these documents must be provided. You will be advised of your appointment time approximately 2-3 weeks prior to the commencement of your placement.
- You will be required to complete a Health Declaration Form and present it at your Occupational Health appointment. Original photographic ID must also be presented at your appointment.
- If you have a disability or health issue (including blood borne viruses) that may impact on the activities/arrangements of an elective placement or your fitness to practice, you must disclose this before you accept an offer of placement. If you receive an offer, please sign the corresponding form, indicating that you have read and understood this statement.
- Due to new health clearance guidelines from the Scottish Government, international medical elective students cannot perform exposure prone procedures and are therefore here in an observational capacity only.

Visa Information

- It is essential for all medical elective students from outside of the EU/EEA to obtain a Short-Term Study Visa. You cannot undertake a medical elective on a Visitor Visa or a Student Visitor Visa.
- If applicable, it is the student's responsibility to obtain the correct visa prior to arriving in the UK and they must do so as soon as possible, upon receipt of their Letter of Support from the Electives Secretary.

- If all required supporting documentation has been provided and our English language proficiency requirements have been met, the Letter of Support will be issued by the University of Glasgow approximately 3 months prior to the placement start date.
- Electives cannot be rearranged if visas are not obtained in time to start on the agreed date, nor can the £150 application fee be refunded.
- Visa nationals must apply for a visa before travelling to the UK. Non-visa nationals do not have to apply for their visa before travelling but must do so upon arrival at the UK border. These students must not use the e-gates at the airport.
- For more information about the Short Term Study Visa please see the links below:
www.gov.uk/study-visit-visa ;
<https://www.gla.ac.uk/international/support/before/studentvisa/#/short-termstudyvisa> ;
<https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Short-term-student-visa> ;

Insurance Requirements

- All incoming elective students are required to be covered by medical malpractice insurance for the duration of their elective period. Students must ensure the necessary arrangements for this are made prior to commencing their placement.
- Students attending for placement should also arrange their own travel insurance if applicable.

Accommodation

- Accommodation cannot be arranged by this office and it is the responsibility of the student to organise this.

Offer Information

- Upon receipt of an offer, you will be asked to sign and return an Acceptance Form. The elective placement offer will be held for two weeks and it is essential that the signed Acceptance Form is returned within this time (by mail or email). If the acceptance is not returned within this period, the offer will be withdrawn.
- The University of Glasgow Medical School reserves the right to change a student's department if circumstances change and the department can no longer accept a student. If it is not possible to offer an alternative department, a portion of the application fee may be refunded.
- The University of Glasgow Medical School reserves the right to withdraw its offer to you depending on medical or immigration advice.
- The offer is non-negotiable

Placement Information

Students attending an elective placement must adhere to the required **smart** dress code – students should wear a skirt/smart trousers (not jeans) and a blouse/shirt. White coats are not worn. The NHS has a “bare below the elbow” policy (rolled up or short sleeves).

- Elective students will be bound by the same code of conduct and standards of professionalism as University of Glasgow Medical Students.
- Students are expected to attend the elective placement as agreed with their Elective Supervisor and the Medical Elective Secretary. If a student fails to attend, the Dean of the

home medical school will be notified and where appropriate, non-attendance will be reported to UK Visas & Immigration in accordance with their regulations.