

Undergraduate Medical Education

International Electives Policy

General: Policy #G-02 v2

Supersedes: G-02 v1

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1.0 Policy

1.1. The availability of electives and observerships for students from non-North American schools depends upon the scheduling requirements for Queen's students and the hospital departments' capacity for undergraduate and postgraduate trainees, visiting physicians, visiting elective students from North American medical schools, and patient volume in the clinical learning environment. The following policy has been developed to facilitate the scheduling of students from non-North American schools:

2.0 Scheduling and Requirements

- 2.1. Applications and scheduling are done through the AFMC Student Portal only.
- 2.2. Students must be from an IMED-accredited international medical school.
- 2.3. The maximum duration of electives that may be carried out at Queen's University is 4 weeks.
- 2.4. Prior to enrolment in an elective, a student will normally be required to have completed his/her core clinical clerkship rotation in the discipline for which they have applied.
- 2.5. Students, who are accepted for an elective, will be able to participate in supervised patient care activities. Students who are granted an observership will not be able to participate in patient care, but will be able to observe the clinical learning environment.
- 2.6. Elective students are responsible for obtaining:
 - 2.6.1. a Canadian Immigration medical exam before entry into the country;
 - 2.6.2. the appropriate visa from the Canadian Consulate in the country of study for entry into Canada, if necessary.

3.0 Fees

- 3.1. Any student studying at the non-Canadian W.H.O. (World Health Organization) schools is required to pay a minimum elective fee per 4-week elective.
- 3.2. This fee will be determined annually and posted on the AFMC Portal.
- 3.3. Fees must be paid via the AFMC Portal.
- 3.4. Fees must be paid by international money order in Canadian funds made payable to Queen's University at time of electives application submission. No personal cheques will be accepted. A separate money order is required for each of the application fee and elective fee.
- 3.5. Elective placements cannot always be guaranteed hence, the Elective Fee and insurance fee will be refunded in its entirety, when placement cannot be secured by the Electives Coordinator. The Elective Fee will NOT be refunded if placement has been confirmed by the Electives Coordinator, but is then cancelled by the student. **No exceptions will be made.**

4.0 Supporting Documents

- 4.1. The following documents must be provided before an application will be processed:
 - 4.1.1. A recent and clear photo.
 - 4.1.2. Visiting Medical Student Immunization Form/Information Sheet.
 - 4.1.3. A personal curriculum vitae (C.V.) including full contact information.
 - 4.1.4. A list of clinical courses involving direct patient care that have been successfully completed to date by the applicant.
 - 4.1.5. Proof of language competency.
 - 4.1.6. One Letter of Attestation from a clinical supervisor under whom the applicant has worked for a period of at least 8 weeks OR two Letters of Reference from clinical supervisors under whom the applicant has worked for periods of at least 4 weeks each. The letter(s) must be on the teaching institution's letterhead and signed by the applicant's supervisor.

- 4.1.7. A signed letter from the student's home institution's Dean of Medical Education stating that their medical school is recognized by the International Medical Education Directory (IMED).
- 4.1.8. Proof of Personal Health Insurance by the applicant's university or other organization.
- 4.1.9. Criminal Record Disclosure and Consent Form.
- 4.1.10. Proof of N95 Mask Fit Testing.