

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/prospectivestudents/undergraduate/incomingelectives/>

An applicant may only take up ONE Elective placement under this scheme.

2. Applicants should contact the Electives Admin or 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 Electives team or 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.
 - Certificate of English Language Competency – see <http://www.imperial.ac.uk/study/ug/apply/requirements/english/>
 - 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 DBS 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 £600 – dependent upon hospital and subject to future increases).
 - Health clearance fee (dependent upon hospital and may be automatically added to the administration fee charged. Surgical, O&G and A&E attachments will have an additional health screening on arrival).
 - 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 or any other 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 6 weeks of receipt. Applicants accepted on this scheme will be formally hosted in the relevant hospital as students of Imperial College London.

English Language proficiency - A list of acceptable English qualification tests is available at: <http://www.imperial.ac.uk/study/ug/apply/requirements/english/>

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.

EU/EEA/Swiss nationals wishing to apply **MUST** submit their completed application forms and supporting documents **at least 6 months** before the intended starting date.

Non-EU/EEA/Swiss nationals - UK Immigration rules were revised in January 2018 and students on a short medical elective must now enter under the **Short-term Study** route. Applications must be sent to the relevant hospital so as to arrive **at least 6 months** before the intended start date to ensure documentation is posted to you in time for your travel to the UK. Further details about Short-term study route may be found at <http://www.imperial.ac.uk/study/international-students/visas-and-immigration/short-term-study-visa/> and also on the Information sheet on our web site <http://www.imperial.ac.uk/medicine/study/undergraduate/electives-and-clinical-attachments/>.

NOTE: Applications received more than 12 months in advance of estimated arrival date will not be processed.

8. All applications to the hospitals will be considered by the Director of Clinical Studies at the relevant Trust Hospital site.
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. the student has 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 for checking.
10. Elective students on this scheme must work under the guidance of their Consultant Supervisor and must not initiate clinical work including any investigation or treatment of a patient.
11. Successful applicants should note that attendance will be closely monitored.