

Frequently Asked Questions

Before Applying

What is the aim of SCOPE?

The aim of SCOPE is to promote cultural understanding and cooperation amongst medical students and all health professionals, through the facilitation of international student exchanges. The Exchange Programme offers students unique educational and cultural experience in addition to the regular medical curriculum. It also helps to broaden the students understanding of medical and social conditions in different countries.

The aim of a clerkship is NOT:

- To provide an opportunity for the purpose of earning money.
- A cheap holiday.
- Intended to be a permanent career placement or recruitment opportunity in another country.
- A means for any person to permanently leave their country and territory.

How can I take part in SCOPE Exchanges?

Participation in the IFMSA Professional Exchange Program is open to medical students from any of IFMSA National Member Organizations. If you would like to apply for the IFMSA Professional Exchange Program, you must apply through your National Member Organizations. If you are from a country where IFMSA is already represented, you should contact our representative in your country. Please contact the Local or National Exchange Officer who will provide you with all necessary information of how to apply for IFMSA Professional Exchange Programme.

What kind of clerkship can I choose from?

Pre-clinical Clerkship: is defined as the rotation of a student in a preclinical department at a Medical Faculty/School or Hospital (e.g. Biochemistry, Anatomy).

Clinical Clerkship: is defined as the rotation of a student in a clinical department of a hospital or clinic, or at the office of a general practitioner. (e.g. Dermatology, Pneumology). Besides that, clerkships are based on **BILATERAL** and **UNILATERAL** agreements of National Member organizations.

Bilateral contract: Two students are exchanged, but not necessarily at the same time or in the same university. The student going on exchange pays the bilateral fees to his own student organization, who then uses that money to accept the student from the other country free of charge and vice-versa, to make sure students are not limited by their financial resources to have international exchange opportunities all around the world. Bilateral exchanges are the basis of the IFMSA exchange Programme.

Unilateral contract: an National Member Organistaion (NMO) sends or hosts a student without a form of reciprocity from the other NMO. Student should pay all expenses to the host organization.

How long does clerkship last?

4 weeks

What is the official language of clerkship?

Clerkships are given in English or in the language of the hosting country. The exchange student has to show adequate knowledge of English language or the native language of the hosting country or the language agreed upon in order to carry out the clerkship, otherwise he/she can be refused in the host country and excluded from the Exchange Program.

Why do I pay a brokerage fee?

In the case of a bilateral contract, the brokerage fee covers expenses related to accommodation, meals and other basic means of comfort related to the living conditions of an incoming foreign student from another national member organization, whose host national member organization (NMO) is SloMSA. The foreign incoming student also pays the brokerage fee to his/her local student organization, which will pay for this fee the costs related to accommodation, meals and other basic means of comfort related to the living conditions of the outgoing student (you). The amount of the brokerage fee for a bilateral internship is determined by each local member organization within SloMSA by its internal regulations and guidelines.

In the case of a unilateral contract, the student pays a fee to the host national member organization (NMO) that he has chosen as the future destination of his/her foreign exchange professional internship. The amount of the fee and the conditions for the payment of the fee are specified in the Exchange Conditions of the chosen national member organization. This fee also covers the expenses associated with accommodation, meals and other provision of basic means of comfort related to the living conditions of the outgoing student (you). The outgoing student also pays a brokerage fee to his local member organization within SloMSA. The amount of the brokerage fee for a unilateral contract is determined by each local member organization within SloMSA by its internal regulations and guidelines.

What is included in the brokerage fee?

Every hosting Local Committee must provide all its incoming students with:

- **Lodging free of charge** (either in a student flat, or in a student hostel, or in a host family).
- **At least 1 meal per working day** (lunch/dinner) or **its equivalent amount of money.**
- **Basic means of comfort related to the living conditions.**
- If the hosting Local Committee is unable to provide a professional clerkship for any reason, it must offer an alternative program. A professional clerkship with access to a pre-clinical or clinical department. Each Local Committee can also offer more services (e.g. a social program), which are usually mentioned in the Exchange Conditions or in the Card of Acceptance.

If I undergo a clerkship abroad, is academic recognition available?

In general, IFMSA SCOPE Exchanges are accepted at Slovak medical faculties by subject guarantors/heads of departments and clinics as an equivalent substitute for summer practice. In any case, it is necessary to verify the conditions of recognition of foreign practice

with the subject guarantor or at your university's study department or at your local exchange officer (LEO).

Is there any possibility to take part in SCOPE Exchanges if I do not study medicine?

No, SCOPE Professional Exchanges are limited to medical students.

Where can I find and how do I fill in the application form (AF)?

The application form (AF) for the SCOPE internship must be filled in and sent together with the documents (Card of Documents), which are requested by the host national member organization (NMO). After successfully completing the selection procedure and signing the contract for the SCOPE internship, the student will be assigned by the local exchange officer (LEO) to the selected contract, where the outgoing student is assigned a name and password (you) in the student web database. The online AF contains the name, contact details, a photograph of the outgoing student's face, ID card or travel card number, student preferences within departments and cities (local member organizations of the host country) and the start and end date of the exchange. The AF is a document by which the outgoing student presents himself in front of the heads of clinics.

Can I change the information in my Application Form after it has been submitted?

No, it is not possible to change the selection of a month, place or department after sending.

Where can I find the requirements, conditions, fees and deadlines for submitting an Application Form for a SCOPE Exchange?

Contact your LEO and check the requirements of [Exchange Conditions](https://exchange.ifmsa.org/exchange/scope/explore/exchange-conditions) - <https://exchange.ifmsa.org/exchange/scope/explore/exchange-conditions>

It is necessary to read and understand the Exchange Conditions before choosing the future destination of your foreign exchange internship!

After sending the Application Form / Before receiving the Card of Acceptance

What is the Card of Acceptance ?

The Card of Acceptance (CA) is an electronic document which contains all the main information about your exchange, including the local committee (city) and the department you have been placed in, the accepted start and end date of your exchange, boarding (and pocket money in case it is provided by the hosting LC), lodging and the names and contacts of your Contact Persons. You can have access to your CA by logging into the database with your student account.

What is the deadline for receiving the Card of Acceptance?

The deadline for receiving the Card of Acceptance (CA) is 8 weeks prior to the beginning of the exchange, unless a different time is specified in the Exchange Conditions of the hosting NMO.

I did not receive my CA yet, should I have to be worried about my exchange?

Check the Exchange Conditions of your hosting NMO and see if the deadline for receiving your CA (8 weeks usually) has passed. If the deadline has not passed yet, wait until it expires. If the deadline already passed, contact your LEO as soon as possible. He/she will contact your NEO, who will contact the hosting NMO for clarifications. Remember that you do not have the right to contact your sending NEO or the hosting LEO/NEO before receiving the Card of Acceptance.

If I cannot participate in the SCOPE Exchange program after submitting the application, how should I proceed correctly in case of cancellation?

Inform your LEO as soon as possible, he/she will inform your NEO and all others with whom you have been in contact (CP, hosting LEO). Subsequently, each member local organization within SloMSA follows its internal regulations and guidelines and the contract it has concluded with you in the process of canceling the SCOPE internship.

After receiving the Card of Acceptance

I do not like the city or department I was placed at. What should I do?

According to our regulations, all NMOs are placing students based on desired time period, person with whom the student wants to be placed, department and local committee. However, final placement of a student may not be matching with desired criteria, thus an NMO can decide not to follow the student's preferences for organizational or capacity reasons.

When and how should I contact my Contact Person?

You will find your Contact Person's information in your Card of Acceptance. Contact him/her via email and let him/her know who you are when you get your CA.

I have contacted my Contact Person, however I do not receive any reply. What should I do?

If you do not get an answer, let your LEO know as soon as possible. He/she will help you in your contact with your hosting NMO.

What sort of visa should I apply for?

Before you apply, check the visa section in the Exchange Conditions of the country you are going to. Otherwise, you should check the Ministry of Foreign Affairs website of the hosting country or you could ask the Contact Person you were assigned to in your CA. However, beware that the IFMSA nor people from your sending National Member Organization are responsible for the visa application process, only you can be held responsible for not getting the right visa.

The Invitation Letter generated by ifmsa.org is not sufficient for my visa requirements. What should I do?

Your hosting NMO is responsible for providing an Invitation Letter in appropriate form for reaching your visa. Please contact your sending and hosting LEO or Contact Person (if you have already received your Card of Acceptance) and describe which requirements are necessary.

Sending the Card of Confirmation (CC) / Before the exchange starts

How can I send the confirmation after I received the CA?

You need to fill in an electronic form called the Card of Confirmation. You can have access to the Card of Confirmation by logging into the IFMSA database with your student account.

What is the Card of Confirmation?

The Card of Confirmation (CC) is an electronic document part of your student account in the IFMSA database, where you have to add your arrival and departure details, the data of your insurance policy, and the person to contact in case of emergency. You can have access to your CC by logging into the database with your student account.

What is the deadline for sending the Card of Confirmation?

The deadline for sending the Card of Confirmation is 4 weeks prior to the beginning of the exchange, unless a different time is specified in the Exchange Conditions of the hosting NMO. Please make sure to respect this deadline, otherwise your exchange might get cancelled.

Can I postpone or anticipate my arrival for the exchange in case I have problems?

The exchangee must arrive on the first day of the exchange. If the exchangee does not arrive within 3 days (or as defined in individual NMOs Exchange Conditions), the exchange can no longer be guaranteed. In case of anticipated arrival, please inform your Contact Person/hosting LEO, as the accommodation might not be ready yet; in case the accommodation is not available, you will have to provide for your own lodging until the exchange starts.

What is PDT (Pre-Departure Training)/PET (Pre-Exchange Training)?

The Pre-Exchange Training (PET)/Pre-Departure Training (PDT) is a training aimed at preparing the outgoing students for the exchange. The aim is to provide information on the entire exchange process, recommendations regarding visas, insurance, the specifics of selected countries, etc.

Before arrival in the exchange country

What should I bring upon arrival?

- SCOPE Student Handbook
- ID card or Passport
- Copy of your documents or a scanned version online
- Extra money (cash) in case of emergency
- Possible upon arrival documents (if mentioned in Exchange Conditions of hosting NMO)
- Stethoscope, white coat (if mentioned in Exchange Conditions of hosting NMO)



When the exchange starts

Which tasks do I have to accomplish in order to get the certificate?

The exchangee will receive the certificate only if:

- At least 80% of the exchange duration is attended
- The requirements listed in the Exchange Conditions are fulfilled
- Both the Evaluation Form and the relevant part of the Students Handbook are filled out

What is the EF (Evaluation Form)?

The Evaluation Form (EF) is a form where you can evaluate your exchange experience. Your evaluation is very important for us, as it provides a basis on which we can try to improve our exchanges. The form is available on the database, by logging in with your students account, after the 21st day of your exchange, and must be filled out if you want to receive your certificate of attendance.

I am leaving my exchange few days earlier than expected, what should I do?

Inform the hosting LEO/Contact Person. Make sure you always respect the requirements for obtaining the certificate even if you leave earlier.