

IFMSA Exchanges

# PRE-Exchange Booklet

*All that you need to know for your Exchange*



**SCOPE**  
Professional Exchange



**SCORE**  
Research Exchange

[IFMSA.ORG](http://IFMSA.ORG)



Dear Outgoing student,

Prepare for the best month of your life,  
an IFMSA Exchange!

This is a program organized by the International Federation of  
Medical Students Associations- IFMSA. Through the years we have  
become the biggest student exchange program worldwide

The purpose of this manual is to give you a guide, to help you out  
with the steps for your exchange.

Although this manual counts with the most important information,  
if you have any questions you can always look at our longer version  
or contact your Local Exchange Officer

Please remember that our LEOs and LOREs are medical students just like you  
and they are doing all this work on a voluntary basis.

We wish you an awesome time, full of new friendships and experiences  
that will give you the best memories.

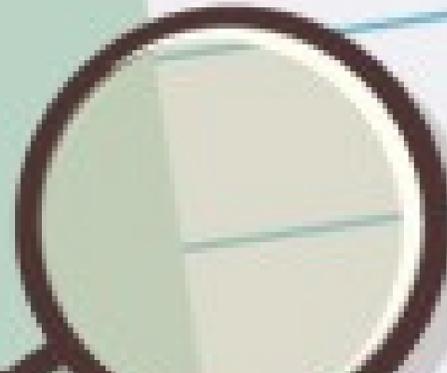
♥ With lots of love and blue hugs,  
Your SCOPE/SCORE International Team



**SCOPE**  
Professional Exchange



**SCORE**  
Research Exchange



# Our International Teams

Standing Committee On Professional Exchange



**Rodrigo Enrique Roa**  
SCOPE-D



**Tommaso Pomerani**  
General Assistant



**Wilme Steyn**  
RA Africa



**Andrea Falconi**  
RA Americas



**Sarthak Bahl**  
RA Asia Pacific



**Bilal Tawfiq Mustafa**  
RA EMR



**Ömer Yasir Boz**  
RA Europe

Standing Committee On Research Exchange



**Mauro Camacho**  
SCORE-D



**Katherine Wang**  
General Assistant



**Tara D'Ignazio**  
DA on Academic  
Quality & Recognition



**Elise Tirza Ohene-Kyei**  
RA Africa



**Erwin Barboza**  
RA Americas



**Anmol Suresh Patted**  
RA Asia Pacific



**Basma Lahmer**  
RA EMR



**Katarzyna Leszczyńska**  
RA Europe



**Başak Sinem Sezgin**  
Supervising Board



**Christopher Gramsch**  
Supervising Board



**Xiya Ma**  
Supervising Board



**James Janani**  
Supervising Board

# The Basic, The Most Important Information

*When you have questions or problems you need to follow this guidelines!*

**Sending NMO**



Outgoing Student  
(YOU)

LEO  
LORE

NEO  
NORE

**Contact Person**

LEO  
LORE

NEO/  
NORE

Hospital &  
University

**Hosting NMO**



## Important Abbreviations

LEO/LORE	Local Exchange Officer
NEO/NORE	National Exchange Officer
ECs	Exchange Conditions
AF	Application Form
CoD	Card of Documents

CA	Card of Acceptance
CC	Card of Confirmation
EF	Evaluation Form
LC	Local Committee
NMO	National Member Organization

# Two important things you should never miss

## Exchange Conditions

**Definition:** The rules of each country rewarding their exchanges



Before doing your exchange you should carefully read, understand and respect the ECs.

### Important points to consider

**Language:** It specifies which languages are required for the exchange and which ones are useful to know. Some countries may require tests to prove your language level, or test your language skills upon arrival

**Working Conditions** The amount of hours you have to work daily depend on each NMO and department rules. Some NMOs have specific dress codes.

**SCORE rules form** Are the Terms and Conditions for the Research Programs

**Calendar months and Towns** Some LCs work only accept students only in certain months, be aware of this when you apply for your exchange!

**Documents and deadlines** Each NMO has specific deadlines for receiving documents, take this into account. Some of them may ask for hard copy documents. After receiving the CA, special documents may be required by your hosting LC

## SCOPE Terms and Conditions

Read, understand, ask questions!

This are the main rules of our exchanges, no matter where are you going, this rules should **always** be followed.

In orden to participate in an exchange you have to sign this documents agreeing with the conditions.



**This should be given by your NMO**



**Get Ready**

You are getting close to your exchange!

18.05.10

# Learn How to use the Database

We LOVE our Database because it helps us simplify our job! Everything regarding the exchange (documents/information/Evaluations) should be send through the Database,that is why it is important that you learn how to use it :)

1

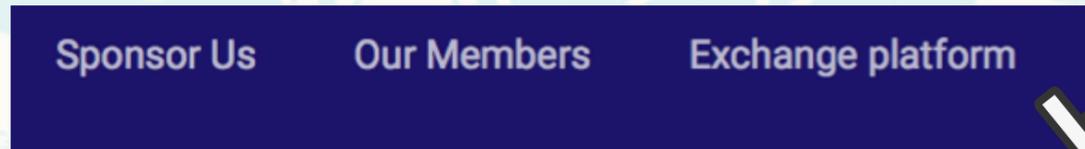


**YAY you are going on an Exchange!**

Your NEO/NORE will send you an email with your new **username** and **password** to log in our database. If you do not receive the email you should always check the spam folder.



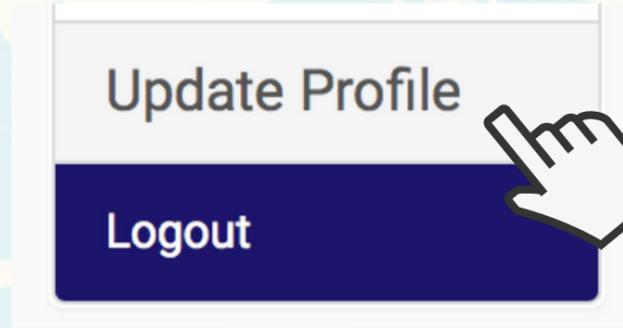
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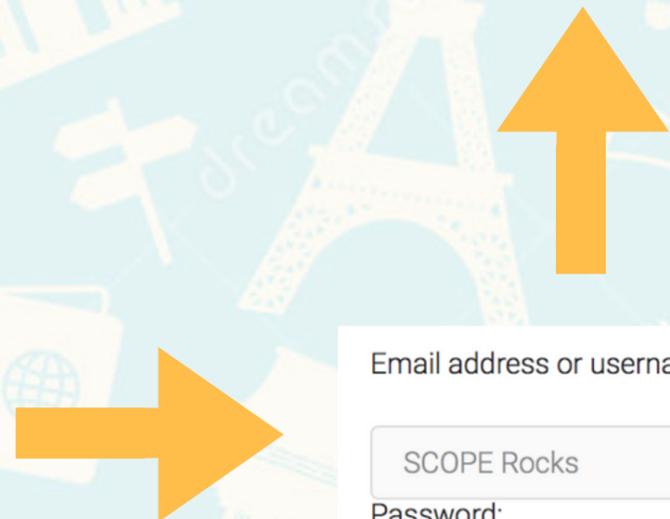
Enter to ifmsa.org website, at the top-right corner you will find a small link which says: **Exchange Plataform.**

If you do not remember your password, enter forgot password. Shortly you will receive an email. If this doesn't work please contact your LEO/LORE

3



To continue - you have to edit you profile. You will find this option on the **bottom left side** of the web page. After finishing this you will be able to edit all of the documents that are needed for your exchange



Email address or username

Password:

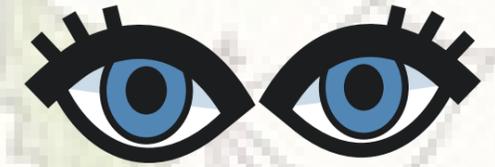
Remember me

[Password Forgot ?](#)

# Learn How to use the Database

## Application Form (AF)

**Definition:** Official document sent by the sending organization (your NMO) in order to:



Make sure this information is filled correctly.  
In case its not- contact your LEO/LORE

4

Application Form
Card of Documents
Card of Acceptance
Invitation Letter
Card of Confirmation
Evaluation Form
Certificate
SCOPE Documents
Students Reports
EF Stats



5

AFs List			
AF#	Hosting NMO	Local Comittee	Action

**Before filling your AF:** Follow the **ECs** of each country



Complete your personal information and upload a picture of yourself

**\*** **Do not upload** Facebook pictures! We use this pictures for hospitals ids



Choose 3 preference cities

 Popular cities may be chosen only once

Choose 4 medical departments or research projects of your interest



Fill out the details of your exchange:

- Dates
- Preferences

**Save all the information and contact your LEO/LORE**



**Each NMO has its own rules!**

Usually in **summer months** (June, July and August) there are limited spots!



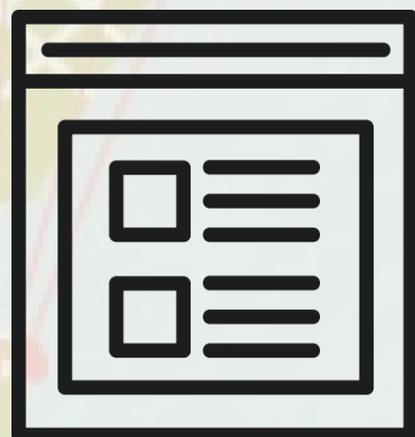
The sooner you send the AF, the better your chances are to be granted your preferred placement!

# Learn How to use the Database

## Card of Documents

**Definition:** Documents of the student needed by each NMO for the paperwork at the hospital

- Application Form
- Card of Documents
- Card of Acceptance



The documents in color **RED** are mandatory and are needed to send the AF

The documents in color **GREY** are also needed, but you can send it after receiving the CA

- \* You should upload the GREY documents **based on the requirements** of each LC  
You should bring a printed copy of the documents that are labeled as **Upon Arrival**

**Take this into account** A **health insurance** is mandatory for all students going to an IFMSA exchange



There are other types of insurances that sometimes are asked by the NMO:

- **Malpractice insurance:** covers the costs that may arise from any mistake made by the student in the hospital
- **Liability insurance:** covers the expenses due to damage to objects/properties (example: in your flat)

Invitation Letter



To help you with your visa paperwork

You can ask to the NMO for an Invitation Letter



## Card of Acceptance

You receive this document with you have been **accepted** by your host organization

It is time to buy your plane ticket!

# Pre-Departure Preparations

## Visa Processes

### Before applying to a visa

Read the hosting NMO's exchange conditions

Application Form

Deadline

Unilateral fee

→ Visa requirements

You will find important information about their country's visa policies as well as advice from the hosting NEO/NORE.

### After receiving your visa

Respect the visa's restrictions and rules (The type of visa, the number of entries, the dates...)! -

Don't forget to print out any documents that can be required at the borders (Invitation letter, Proof of lodging...etc)

Scan your visa and the first two pages of your passport in case of loss or theft.

http://

Search for the official embassy's website or Staff

Look for information about the visa application process (Documents to prepare, deadlines...)

If possible, get in touch with former outgoings as they can sometimes provide valuable tips.

# Pre-Departure Preparations

Everything is easier with a chart



You are going for an exchange

Remember to always bring them with you



SCOPE Handbook



Hard copy of Important Documents



Medical Instruments



Scrubs or Lab Coat



Passport

Read the hosting NMO's exchange conditions. You will find important information about their country's visa policies as well as advice from the hosting NEO/NORE.



Finish Completing the AF and CoD

Card of Acceptance
Invitation Letter
Card of Confirmation



Prepare for your exchange



You receive your CA

Send your **CC** with at least **4 weeks** in advance

- It would have your arriving and insurance details + your emergency contact person

# Educational Activities

We want to prepare our students for the best month in their lifes

## PDT

### Pre-departure training



It is a training done before the exchange, where we want to prepare our students. We want our students to feel prepared for their exchange

Introduction to IFMSA

Introduction to the Database and our documents (AFs, CAs, CODs, ILs)

Workshop to help the student practice medical skills such as sutures, use of iv lines, how to take blood samples

Learn about their rights during their exchange and what is expected from the student

## UAT

### Upon arrival training



This is a training done on arrival/during the exchange that prepares the incoming for their exchange. It serves as a means to integrate the incoming well into the health system of the hosting country.

Talk about the use of the Handbooks

Talk about the structure of the health system and how it works

Talk about Cultural Challenges and Ethics

Tackle travel safety

Talk about the importance of Global Health and the role in our exchanges

Share other Incomings Experiences

# During your Exchange



Depending on the NMO there is the possibility you will be received at the airport by your Contact Person or your Host Family

- \* • You need to specify this in your CC

During your whole clerkship you should fill the SCOPE Handbook & SCORE Logbook

- **Definition:** it is a diary of your clerkship, where you will detail what you learned each day
- You need to hand it to your tutor at least once a week - for his/her evaluation



**If you do not fill your SCOPE Handbook you may not get your clerkship certificate**



## TIME TO HAVE FUN!

Each LC organizes its own social program. You can find more information in the Explore Pages



It is specified in your CA if the Social Program is covered by the NMO



## Emergencies

In case there is ANY PROBLEM or Emergency, your Contact Person will try to solve it, if its not possible, she/he will talk to the NEO

# After your Exchange

## Evaluation Forms

Evaluation Form
Certificate



- This is an Evaluation that you will be doing in the IFMSA database- where you will rate your exchange in different categories
- This would appear at the 3rd week of your exchange
- Some NMOs ask for the EF to give their certificate

## Certificates

Evaluation Form
Certificate



- **To get your certificate-** you should complete this 3 main criteria- attend 80% of the clerkship + filling out the SCOPE handbook or SCORE logbook + completing the EF
- Some NMOs have additional criteria, they will let you know

IFMSA Exchanges are supported by **AMAZING** External Organizations

Did you know?



AND MANY MORE!

## Share your Experience!



- Talk to the LEO/LORE of your country
- Some NMOs have sharing experience programs the ones that help to motivate new Exchange Students going to an IFMSA Exchange!

Travel



# How to deal with Cultural Differences

We have all been in your position!

From a simple trip to other city to doing your IFMSA Exchange, we know what it feels to be lost. That's why we give you some tips on how to handle it

- It is an ADAPTATION process!



Leaving Home



Arriving to your Exchange



Cultural Shock

Feeling unhappy



Adjusting



Enjoying and loving your Exchange



Arriving Home



Re-adjusting



Reverse Culture Shock



Adaption to life in your Home Country



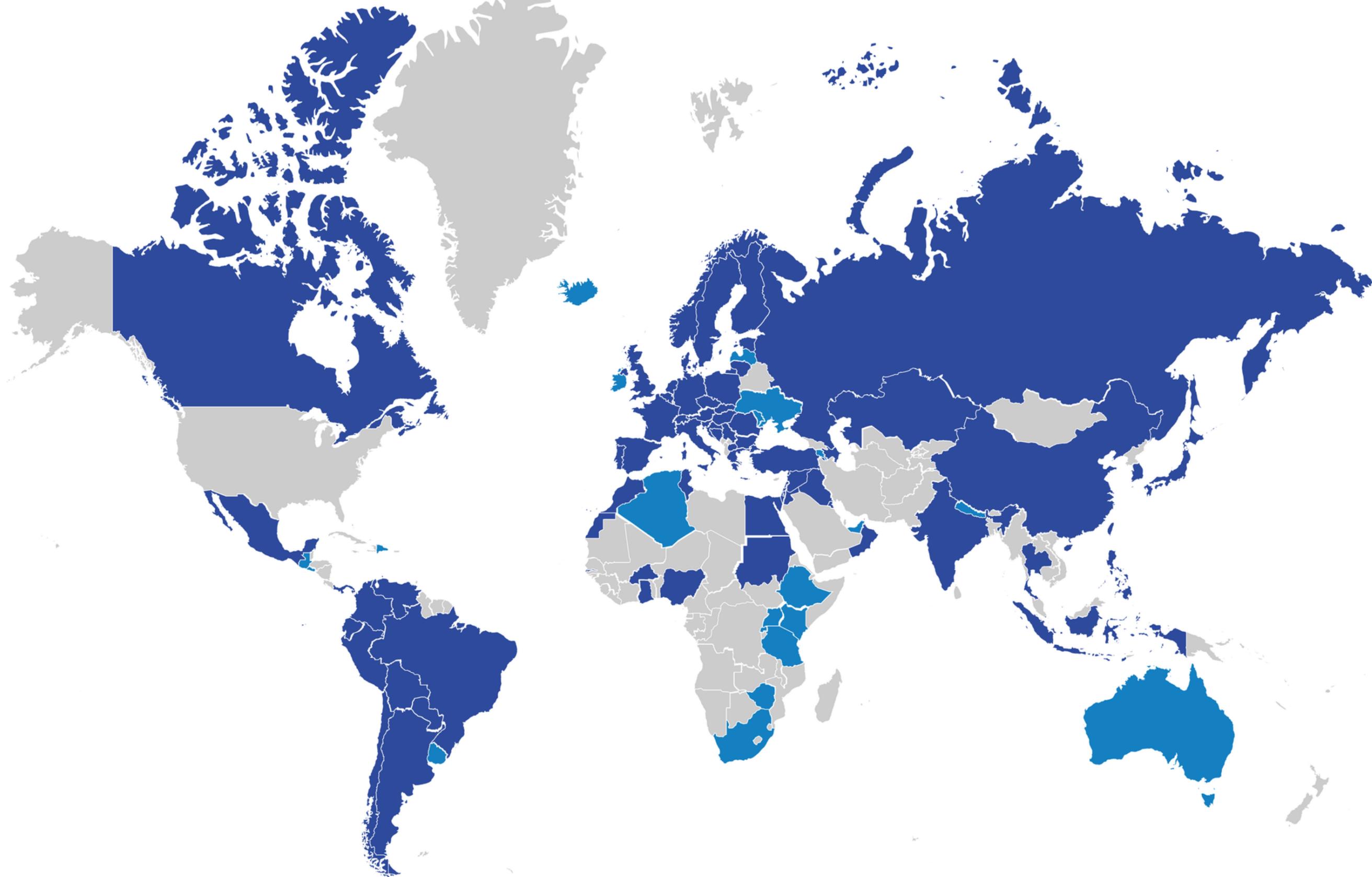
You can always ask for more Information!



If you do not know it, Google it!



Talk with other exchange students about their experience or message your Contact Person with your questions :)



SCOPE-active National Member Organizations

SCOPE- and SCORE-active National Member Organizations