



IFMSA
International Federation of
Medical Students' Associations

Pre-Exchange



Booklet 2017-2018



IFMSA

International Federation of
Medical Students' Associations

Imprint

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IFMSA

The International Federation of Medical Students' Associations (IFMSA) is a non-profit, non-governmental organization representing associations of medical students worldwide. IFMSA was founded in 1951 and currently maintains 132 National Member Organizations from 124 countries across six continents, representing a network of 1.3 million medical students.

IFMSA envisions a world in which medical students unite for global health and are equipped with the knowledge, skills and values to take on health leadership roles locally and globally, so to shape a sustainable and healthy future.

IFMSA is recognized as a nongovernmental organization within the United Nations' system and the World Health Organization; and works in collaboration with the World Medical Association.

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Introduction



Dear outgoing student!

Congratulations! You have been selected by your National Member Association (NMO) to participate in our IFMSA Exchange Program. Existing since 1951, this program has become the biggest exchange program led by students worldwide. Every year, medical students, members of IFMSA organize almost 10.000 exchanges on a voluntary basis.

We have already been in your place. We understand how hard and tough it is to complete the steps for an exchange. There are many questions you have in your mind right now, that perhaps the main one is: "is there any document that has everything I should know to be prepared to my IFMSA exchange?" the purpose of this manual is to help you go through the next steps of your exchange in order to make it the best experience possible.

We kindly ask you please to read this manual carefully before contacting your local exchange officers as this is where you will find most of the information you will need. Please keep in mind that all the exchange officers and students involved in the Exchange Program are medical students like you and they are working voluntarily to offer you the best exchange possible. Remember to give them big thanks whenever you meet them.

We wish you an awesome time, many new experiences, good friendships and only the best memories.

All the best!



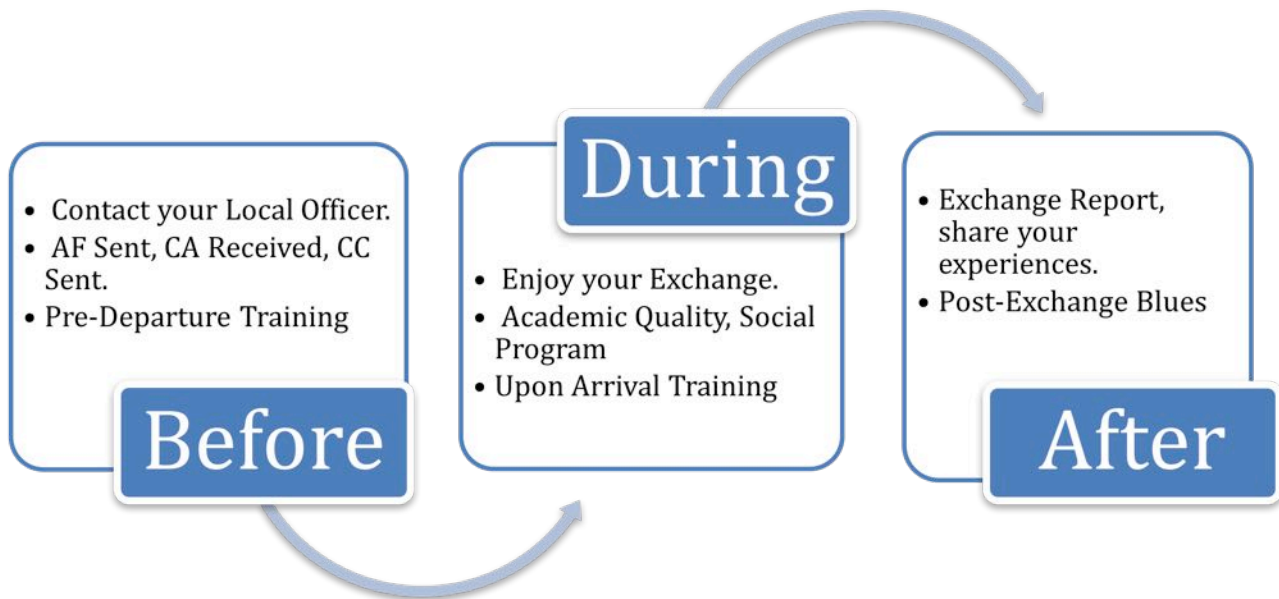
Rodrigo Enrique Roa
Director on Professional Exchanges 2016/2017



Mauro Henrique Camacho
Director on Research Exchanges 2016/2017

How IFMSA Exchange works?

Process Overview



SCOPE and SCORE

In a post-World War II setting, IFMSA founders came together in a period of history where growing disparities in the socioeconomic and political arenas challenged the health and wellbeing of people around the world. They created IFMSA to foster cooperation and collaboration among medical students by breaking down social barriers through promoting opportunities for dialogue and creating clinical exchanges via the Standing Committee on Professional Exchange, SCOPE (1951). As for the Standing Committee on Research Exchange (SCORE), founded in 1991 as the Standing Committee on Electives Exchange (SCOEE). Because the term "Electives" was too confusing, in 1998 the name changed to SCORE. Having this said, IFMSA runs mainly two types of exchange programs, professional and research exchanges, both endorsed by the World Federation of Medical Education (WFME).

Each year, more than 14.000 medical students embark on a journey to explore health care delivery and health systems in different cultural and social settings. This is achieved by providing a network of locally and internationally active students that globally facilitate access to research and clinical exchange projects, which usually last four weeks. Through our programming and opportunities, we aim to develop both culturally sensitive students and skilled researchers intent on shaping the world of science in the upcoming future. Our exchanges programs are key promoter of intercultural understanding and cooperation amongst medical students and health professionals, which IFMSA believes as a need to our globalized world.



SCOPE
Professional Exchange



SCORE
Research Exchange

Contracts: which one is yours?



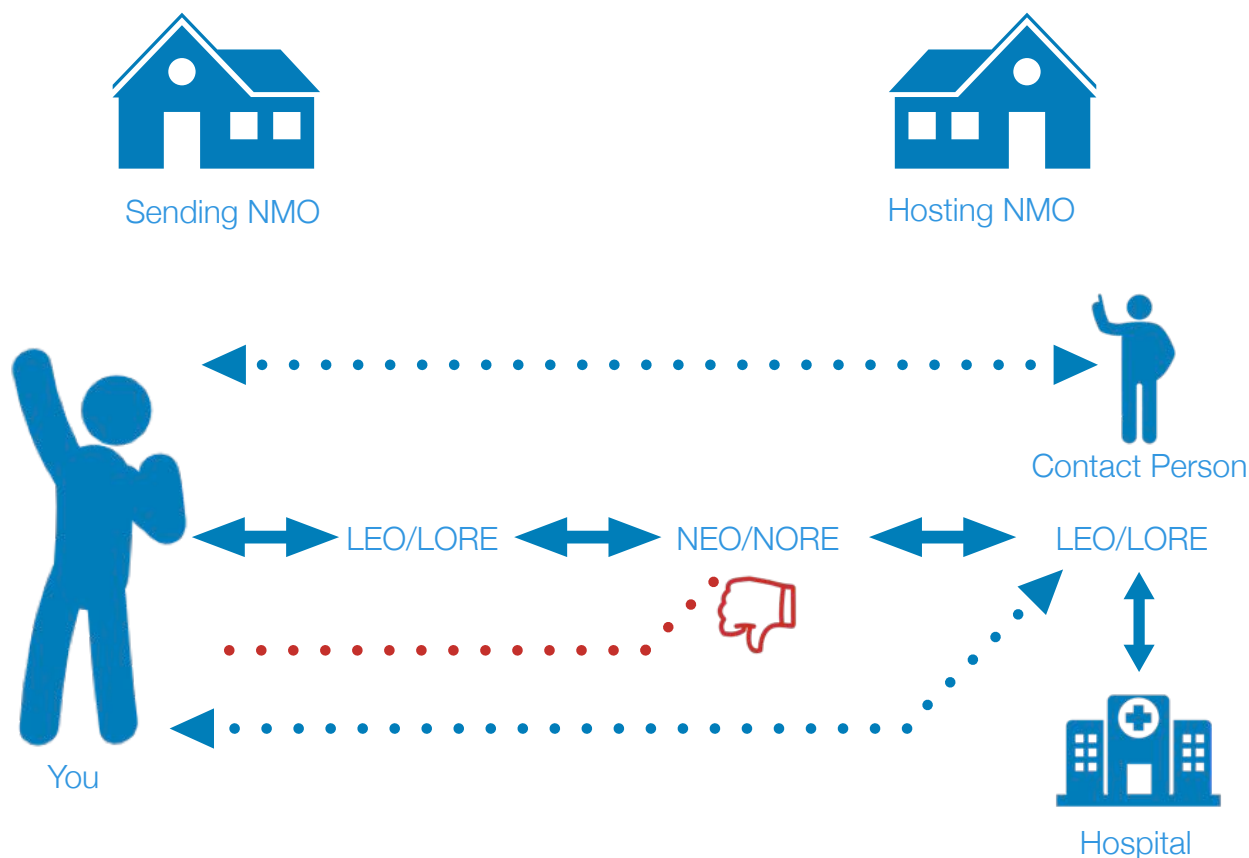
IFMSA Exchanges are based on agreements - a contract between your National Student Organization and the one that is hosting you. There are two main types of contracts:

- 1) Bilateral contract: each Student Organization sends a student for an exchange to the other. They are responsible to cover the costs of hosting the incoming student, as specified in their Exchange Conditions.
- 2) Unilateral contract there is no student coming to your country. Thus, you have to cover the costs yourself by paying the "unilateral fee" to the hosting organization. The amount and the method of payment are specified in the Exchange Conditions. The unilateral fee will cover accommodation, however, meals and social program may/will usually incur additional costs.

Did you know? Your contract was signed during the Contract Fair at August Meeting 2016. Consequently, the Exchange Season that you applied for is the 2017-2018. Since all Seasons goes from April to March of the next year, it means that you can go for an Exchange from April/2017 to March/2018. Above you can find a beautiful picture of the last "contract fair" at Montenegro.

Communication

The most important basic information



You are participating in the largest student-run Exchange Program as an Outgoing Student. As such, your colleagues, who have volunteered time out of their medical curriculum to help you have a memorable exchange opportunity, did most of the work for your exchange. We name them Local Officers (LEOs and LOREs), amazing people that will always be there to assist you during all the Exchange Process.

After you receive your Card of Acceptance by the hosting country, a local Contact Person (CP) will be assign to you. You can communicate with your CP on matters concerning your exchange eg. location, weather, culture, etc., but most of the times not on issues concerning your application, for example, database, late CA (except maybe in a situation where the hosting LEO cannot be reached).



Exchange Platform (ifmsa.org database)

In this section, we will explain to you briefly the steps you need to follow in order to use properly our Exchange Platform, largely known as the "database".

1st step: Login to your profile

2nd step: Send your AF and CoD

Wait...

3rd step: CA Received.

4th step: Send your CC.

5th step: Fill your Evaluation Form.

Login to your Profile

1st step: Login to your profile

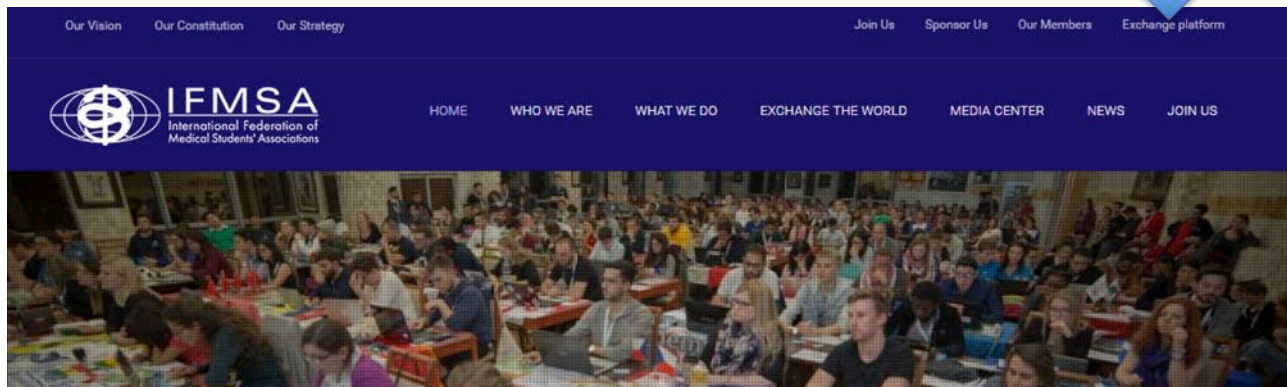
Shortly after being chosen for an Exchange you will receive an email containing login Information for the IFMSA Exchange Platform: www.ifmsa.org. Please remember to also check the spam folder if you cannot find it in your inbox

1. Go to **www.ifmsa.org**
– Exchange Platform
2. **Login** with your personal data
3. Create your **personal profile**

- Each outgoing student will have his/her own personal account in this database.
- If you already had an account at the IFMSA database, you will be able to use your previous login details.

After login, you will need to complete your personal profile in order to proceed. It is advisable to change the password.

Exchange Platform (ifmsa.org database)



In the next steps, you will have to complete the Application Form (AF) and the Card of Documents (CoD), which you will send to the hosting NMO in order to apply for an Exchange.

2nd step: Send your AF and CoD

Application Form (AF)

In this step, you have the opportunity to apply for an Exchange in the country that you want. However, this still do not guarantees that you are accepted. In order to receive a confirmation, you must send your application to the hosting organization.

The AF is the official document sent to the host organization in order to apply for an Exchange. This document will allow you to specify your desires, as such: a most wanted department, preferred city, best period according to your schedules and many other.

Tips:

- Please note that every country has limited spots available for each month and city. Therefore, we recommend you to send your Application Form as soon as possible.
- Please pay attention to submit the correct information in your Application Form. Take particular care to enter the correct dates for the beginning and end of the clerkship and all other relevant information that may help the LEO of your exchange destination.
- Please also enter your passport number. If you are in the process of applying for a new passport, enter the code "AA00000" and explain in the comments that your passport isn't available. You will have to send the new passport number as soon as it is available.
- Choosing three different LCs and four different departments increases the chances to receive your Confirmation.
- Any special requirements and information on your part can be listed in the "Student Remarks".

Exchange Platform (ifmsa.org database)

Instructions attached to images

To access and edit your AF, click on Databases.

On the left you will find the Student Panel, where you will find "edit your application forms".

When you complete the AF, you must submit it. From this moment, it will be impossible to edit it again, but you can view it under "View the submitted Application Form"

In order to successfully complete and send the Application, attention:

1. Fill in every single field.
2. Use the calendar icon for dates. Also, in "weeks" make sure to write only the number 4.
3. Complete the AF in one sitting, you cannot save it and access it at a later point.
4. Make sure all entries are correct, before you proceed to submit. Once submitted, you cannot edit or amend the AF.
5. If you tried all above and it did not work, contact your Local Officer.



Card of Documents (CoD)

The Card of Documents is an online platform in which you must upload all necessary documents requested by the host organization. To access and edit your CoD, first click on Databases. On the left, you will find the Student Panel where you will find "Card of Documents" link.

After you upload them, click on "save changes" and then refresh to make sure the upload was successful. No further step is necessary – as soon as they are online, it is automatically available for the hosting organization.

Attention:

- We strongly recommend you to use only PDF, PNG and JPG files.
- Without all documents uploaded, your application will be invalid.
- Language Certificate? Motivation Letter? Pharmfree document? You will find detail information about these specific documents at the end of this booklet.



Exchange Platform (ifmsa.org database)

Card of Acceptance (CA)

CA Received? Congratulations! It is time to book your transportation tickets.

The Card of Acceptance confirms that you have been accepted by the Hosting Organization for the clerkship and includes all the exact information about your exchange, including dates, city and department. It also contains information about accommodation, boarding & lodging, social program and contact details of your local Contact Person (student responsible to assist you during your exchange). Try to contact them in advance (if they did not contact you before).

Tips:

- You must receive it at least 8 weeks prior to the start of your exchange. If you did not receive within this timeline, please approach your Local Officer.
- Receiving the Acceptance means that the Hosting Organization already everything prepared to receive you. Consequently, it is extremely important to inform your Local Officer and Contact Person if you have to cancel your clerkship.
- Bear in mind that to change city/LC is usually impossible after receiving the Acceptance. Therefore, avoid this request.
- Local officers and coordinators work hard to provide the best conditions and experience for you. Having this said, if you were placed in a city/department that you did not chose, be open-minded and try something new.
- You can now download your Invitation Letter. It generates automatically with information from your AF and CA. You can find it in your CoD, in the bottom of the page.

Card of Confirmation (CC)

After receiving your CA, you must send the CC to your host organization, to confirm your arrival. This is the last step/document before you may embark on your exchange. The CC allows you to provide your arrival details, contact persons in case of any emergency and your insurance details to your contact person.

It is vital to fill and send it at least 4 weeks before your exchange. Be aware, that failure of sending the CC in time might lead to cancellation of your clerkship.

Exchange Platform (ifmsa.org database)

Certificate

You are eligible to receive a certificate after successfully completing your exchange from your LEO. To receive it you have to attend at least 80% of the clerkship and show your filled Student Handbook.

The certificate will be issued by the LEO.. It is also possible to download a digital certificate after completing the Evaluation Form (see below). To download it, click on "Certificates" in the student panel.

Evaluation Form (EF)

The EF is a survey on the database created to evaluate/monitor the quality of the exchange program of the various SCOPE active NMOs. This will help to identify faults, and help the hosting NMO to improve their exchange program.

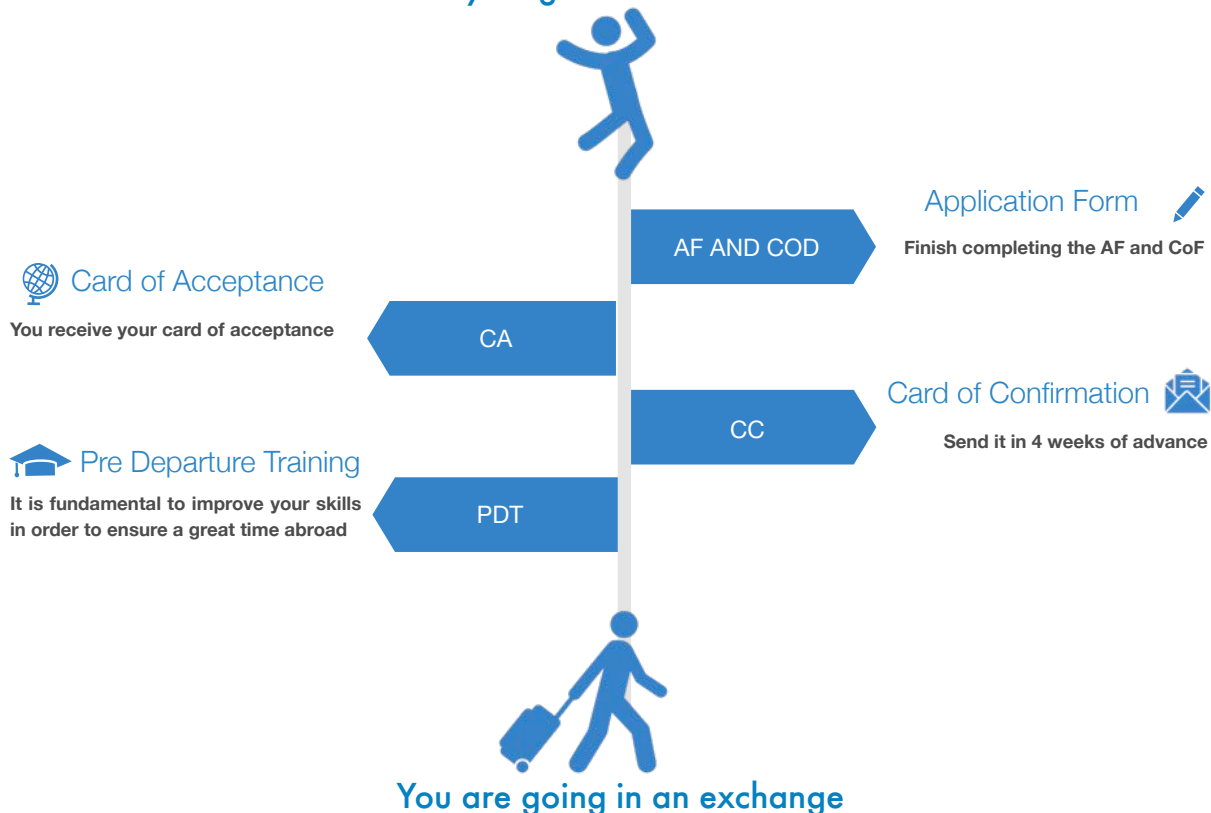
The EF will be available to you shortly before you complete your exchange. To be exact three weeks after the start of it. An email will be sent to you requesting you to fill the EF. Filling the EF is mandatory for receiving your certificate.

Pre-Departure Preparations

Congratulations for receiving your Card of Acceptance. Thank you very much for providing all the relevant documents so the Hosting Organization could arrange your stay. Now, it is time to start preparing for your Exchange.

Keep in mind that you are leaving your own country and customs. Thus, other rules may apply, and society may work differently. To make your exchange a successful one for all parties, please inform yourself about cultural differences and behave accordingly. Be aware, that inappropriate behavior might lead to cancelation of your exchange and will cause trouble, not only for you but also for your student organization.

Everything is easier in a chart



Pre-Departure Training

Some countries organize special training days/sessions for outgoing students to prepare them for their exchange. Usually, there are two types of Pre-departure training sessions: The first, to help with the application process (database, documents, etc.) and the second, to prepare the students on what to expect when they go on exchange, to train them on ethics, etc. They are designed for you to get the maximum benefit out of your exchange. If your country organizes such opportunities, make sure you do not miss them ;)

Pre-Departure Preparations

In this section of the Booklet, we will discuss with you mainly:

- 1) Personal Health
- 2) Travel Safety and Visa
- 3) Cultural Competency
- 4) Ethical Considerations
- 5) Global Health Learning Objectives

However, before proceeding with these discussions, we will make sure to introduce you to the “must read documents” that IFMSA provide you to prepare for your Exchange. Documents and features such as ExPlore Pages, Exchange Conditions, Training Pre-Departure Training, Exchange Report Database, Students Folder, Pre-Departure Webinar.

“Must read documents”

— Student’s Folder

This feature is a way that our International Teams found to share relevant documents with our Students. You can find it through this link: <https://goo.gl/jhAPdv> or [click here](#). It contains:

- NMO’s Special Documents
- Database Manual for Students
- SCOPE Terms and Conditions
- SCOPE Student Handbook
- Pre-Exchange Booklet (This booklet)

Make sure to add it to your Favorite in your browser.

— Exchange Conditions (EC)

In the Exchange Conditions (ECs) you will find the specific requirements of the host organization. It is mandatory to carefully read, understand and respect the ECs. If you do not follow the requirements strictly, you are under risk to have your exchange cancelled.

This link leads you to the List of Participant Countries and Exchange Conditions:

<http://ifmsa.org/participating-countries-and-exchanges-conditions/>.

You can also use these links: Exchange Conditions for SCOPE ([Click](#)) or SCORE ([Click](#)). Some points we would like to clarify include:

- Language: If there are several languages listed, it means you have to know at least one of them (you do not have to speak all). However, if there is only one language you must speak this language. Be prepared to verify this upon request. This is to ensure that you get the best out of your exchange.

Pre-Departure Preparations

- **Working Conditions:** some organizations impose a special dress code, others requires up to 8 hours of work a day. Keep in mind, that this is a professional exchange and no holiday. There will always be time for fun after work.
- **Periods and Towns:** some Local Committees (LCs) are only available in certain months, so it might be necessary to adapt your preferences accordingly. When you read "Calendar Month Only", that means that the clerkship has to start on the 1st to the final day of the month. For example, 1st to 30th September.
- **Documents and deadlines:** There are two kinds of documents: the standard documents and the special documents. The standard documents must be uploaded before the AF can be deemed complete, and then submitted; while the special documents may be requested after your acceptance is confirmed.

— ExPlore Pages:

The ExPlore Pages are provided by the host organization, giving you an insight into the exchange program in their cities, including information about the country itself, its healthcare system, cost of living, culture, etc. Link: <https://exchange.ifmsa.org/exchange/explore/nmo/list>

Please attention: ExPlore page is different than Exchange Conditions.

— Evaluation Forms Statistics:

At the end of the exchange, we require from you to fill the Evaluation Form online in order to get the Exchange Certificate. Why? You can find the results and statistics of all the answers in this page: For SCOPE ([Click](#)) or SCORE ([Click](#)). It is public and available for everyone, and it is possible to filter these answers per season.

— Student Exchange Reports:

This is a public collection of all the Exchange Reports. It allows all students experience what are expecting for them by reading the wonderful stories of students who were in Exchange before. You can filter these reports per Sending and Hosting Organizations, per Sending and Hosting Local Committee, per Department, and even per Month and Year. To read the reports, you need to click on the name of the student. For SCOPE ([Click](#)) or SCORE ([Click](#)).

— Official SCOPE and SCORE FB Group:

Our official FB Group for students is a great gathering of students that have shared unforgettable experiences abroad, students that are considering going on exchange and the Exchange Officers from all over the world. Therefore, we invite you to post your memories, good experiences, photos or any other information you want to share with all medical students worldwide. Have any memorable #ifmsamoments? Shall we start? Join us in our links:

- SCOPE FB Group: <https://www.facebook.com/groups/ifmsa.scope/>
- SCORE FB Group: <https://www.facebook.com/groups/ifmsa.score/>

Personal Health

Before departing, it is important to understand the prevention and management of common diseases in the region in which you will be working and to take necessary steps to protect yourself.

General Health

Staying healthy is an important part of any work or travel. Before departing, it is important to understand the prevention and management of common infections in the region in which you will be working and to take necessary steps to protect yourself. You should visit a travel clinic at least 2-3 months before departure or as soon as possible. It is also important to educate yourself about basic precautions regarding water and food safety, injury prevention, vector-borne illness prevention and HIV exposure. Keep in mind that maintaining good health on your elective will involve a mix of physical, mental and emotional well-being. First-aid kit/ Carry-on medications are optional.

Immunizations

Immunization requirements vary according to country and region. Students should contact a travel health clinic or their family physician at least 2-3 months before departure to ensure they are adequately prepared. It is important to bring immunization records with you when you travel. This is especially important for the yellow fever vaccination. You may be denied entrance at the border if you do not have proper documentation.

Insurances

Students should ensure that they have appropriate health insurance for the duration of their elective. Health insurance is mandatory to participate in our Exchange Program. Other insurances that could be required by some NMOs are:

- Health insurance → mandatory for all exchange students going abroad with IFMSA Exchange.
- Travel insurance → Depending on the extent to which an exchange student covers themselves, a Travel Insurance covers things from - loss of property taken with on exchange (till a certain amount) till recovering travel expenses in case of emergency
- Personal Liability insurance → If you cause an accident and someone is injured or if you damage someone's property, you are responsible for paying all the costs of the accident. You might, for example, break something in your rented room. Or, on a more serious note, you might cause a road accident.

Personal Health

- Professional Liability Insurance (e.g. Malpractice insurance / Professional Indemnity insurance) → covers claims that arise from a breach of the duty that you owe as a professional or an expert. In the medical field, malpractice insurance is a form of compulsory professional indemnity insurance that protects practitioners from civil claims arising from negligence resulting in physical or mental harm to their patients.

Further Resources on Personal Health

- US Centers for Disease Control Travelers' Health Site - This site has a wide variety of resources on travel health, as well as country-specific information - <http://wwwnc.cdc.gov/travel/>
- WHO International Travel and Health Site - Provides information on health risks for travelers - <http://www.who.int/ith/en/>
- IAMAT - The International Association for Medical Assistance to Travelers has a well-organized website with travel health information - <http://www.iamat.org>



Travel Safety and Visa



Security is an important matter and before going abroad you should be informed about the current affairs in the host country. If you are in doubt about your personal safety please contact your national ministry of foreign affairs. You can be sure that the officers and contact persons of the hosting country will do everything to ensure your safety. Make sure you are informed about the closest embassy and their contact details in case of emergency.

— Travel Advisory Warnings

Students should check for any travel advisory warnings regarding their desired placement site prior to departure. This can be done by reviewing your destination information provided by the Department of Foreign Affairs of your country. In any case, talk with your contact person and be as much informed as you can regarding the situation of your hosting country.

— Protecting Key Documents

It is important to make copies of your key documents in the event of loss or theft. We recommend that you leave one set of copies with an emergency contact at home and travel with another set of copies, separate from the originals. You can also want to give a copy to a friend you are traveling with. Consider scanning and emailing a copy of key documents to yourself in case of emergency. Key documents include:

- Passport + Visa/travel permit
- Airplane tickets and travel plan (door-to-door)
- Money: credit cards, traveller cheques.
- Health Insurance card
- Prescriptions (medical & eye wear)
- Letter of introduction
- Emergency contact

— Emergency Preparedness

Students should prepare a list of emergency contacts in their home countries and if possible in the setting of their placement.

If you ever come to face an Emergency:

- Contact your Contact Person! They will try to help you to find a solution.
- If this is not possible, the CP will contact the LEO.
- The hosting and/or sending NEO will only be contacted in complicated situations.

Travel Safety and Visa

– Transportation/Flights

Transportation is neither paid for, nor arranged by IFMSA and it will be your responsibility to arrange it. We recommend that you do not buy any tickets before you have confirmation about the city and the period of your exchange. This confirmation should be received online at the latest 8 weeks prior to your exchange. Due to unforeseen circumstances, your confirmation may be delayed, in which case you should contact your LEO as soon as possible. This does not automatically mean that your exchange is cancelled!

– Entry and Exit requirements (Visa)

It is important to check visa requirements for your host country well in advance of departure and to make necessary arrangements. In addition, your passport must be valid for at least six months after your date of arrival. Many countries require proof of yellow fever vaccination at the border.

Visa guide for IFMSA Exchanges

Obtaining visa for IFMSA Exchanges has always resulted in a lot of struggles and sometimes, even disappointment. The reasons for the visa issues are many, and therefore, it is not possible to cover everything. In the end, obtaining a visa is the responsibility of each member. However, we have tried to ease the process, and to come up with some recommendations to avoid that so many of our members get their visa applications rejected.

Timing, timing, timing

One of the most common reasons that students do not get a visa is that they send the application too late! If you want to apply for visa, start the process as soon as you receive your Card of Acceptance. Embassies are very strict, there are plenty of documents to be submitted, so it is easy to miss one and sometimes some documents should be provided in hard copy. Therefore, you need to start in time.

So, want to apply for a visa? Take a look at the steps that follows:

Step 1: To obtain a visa, an Invitation Letter is needed.

- The invitation letter will be issued by the Hosting NMO.
- If you face problems with getting the invitation letter from the Exchange Platform, make sure to contact your LEO/NEO.

Step 2: Check the specific requirements for your country

- Where is the closest embassy / visa application center / consulate?
 - Do you need to visit them in person?
 - Can you send your passport?
 - Can you apply online?

Travel Safety and Visa

- Do they need specific documents as hard copies?
 - What are the fees related to the application? (look out for lower fees for exchange students, conferences and such on the website)
 - How much time does it take?
 - The closest embassy may be very strict and/or require more documents, therefore researching a few embassies is recommended (the OC may be able to help or ask friends/relatives).
- **What documents do you need?** This highly depends on the embassy, but sometimes it includes, in original version and copies:
- Passport
 - Passport Photo
 - Other types of ID
 - Proof of enrollment and / or letter of support from your university
 - Proof of membership within your NMO
 - Bank statements (or your parents' or the organization supporting you)
 - Personal Invitation Letter from the hosting NMO
 - Visa application form
 - Travel Insurance for the country
 - Medical certificate, police certificate
 - Medical insurance
 - Hotel Confirmation
 - Biometrics (finger prints etc.)
 - Printed return ticket

Usually not **all** of these documents are necessary. However, if only one required document is missing, the visa is denied. So do your research and have as many documents as possible (I.e. letter of invitation and NMO letter - even though you may think the one is enough, more is better)

Step 3: Collect and hand in all documents (this can take time!)

Step 4: If a single document is missing you have to repeat step 3 or worst case your visa will be denied.

Travel Safety and Visa

Type of visa

- You usually have five types of visa: Tourist visa, Student visa, Conference visa, Business visa, and Work visa. Ask your embassy what type of visa you need to apply. Also, check the Exchange Conditions of your hosting NMO regarding what Visa they request.
- In some countries, you need an electronic travel authorization that you can obtain online and print at home before traveling. Another type is the visa on arrival or the enter fee to visit the country.

Often happening mistakes/other recommendations

- There is no such thing as too many supporting documents. Bring everything that can help you to the embassy and maybe they will be asked to produce them and maybe not but either ways it is good to be prepared. (recommendation)
- If the normal span of time for visa approval has passed and you have not received your visa yet, check with the embassy once every 2-3 days.
- Some countries are delivering visa that you can use in other affiliated countries (for example if you have an American visa, you can enter Mexico in some cases. The same goes for some international zones as the Schengen area or the East Africa Tourist Visa.
- Do not forget to check if you need a transit visa if you are having a layover somewhere. (very relevant to US and Canada)
- For visa at the embassy, the 'trick' is to prove as much as possible regarding relations between the participant and their country of origin - that the participant doesn't want to stay in the host country after the conference. This is super important for medical students because the people working at embassies are aware that many medical students want to finish their diploma in another country.

— Orientation upon arrival

It is important to have prior knowledge of local laws and customs, currency, transportation options, and housing arrangements before arrival. It is also important to know who to contact upon arrival in case of an unexpected changes to travel plans.

Cultural Competency

Cultural competency and gender sensitivity are essential to creating an environment of professionalism and respect while on elective. We will cover issues of cultural competency in depth during our Pre-Departure Training sessions, but have provided some further resources here for your information. You are encouraged to research the culture of the area you will be visiting prior to departure. It is also essential to recognize that the medical culture in your host country may be radically different from that which you are used to in your home country. Travel guidebooks, novels, nonfiction accounts and online sources may provide a gateway to learning about the country you are visiting. You may also want to contact people with prior experience living/ working in the country of your elective.

Key questions to research include:

1. What is/ are the spoken languages? Learn some simple phrases such as "hello" and "thank you". You may also want to learn some basic medical terms in the local language.
2. What is the history of the country and how does this affect its status today?
3. What is the current political situation? Are there any dangerous areas that you should avoid?
4. Do foreigners have a good/ bad reputation in the area that you will be staying? What are the reasons?
5. What is customary dining etiquette? Greeting etiquette? Etiquette surrounding business?
6. What are the norms of male/female relations?
7. What is the cultural perspective on privacy? Personal space?
8. What is the accepted form of dress? What is appropriate for casual/formal situations?
9. Are there any religious customs that you should be aware?
10. When are the national, local holidays? What are the significance of these days?
11. Are there special rituals, customs to observe when entering government buildings? Places of worship?

Culture shock is the name given to many uncomfortable emotions and reactions that people experience when they move into a new culture that is very different from their own. Please be mindful and considerate of any discomfort from partners as they may be experiencing culture shock. There are five main stages of culture shock and you can check each one with descriptions in the next page.

Cultural Competency

Culture Shock

Honeymoon Phase

The culture is new and exciting; their dreams and expectations about the future seem to be coming true.

1

Rejection Phase

The realities of life (housing, employment, and family) can become overwhelming. Many things do not go according to plan, and refugees may feel misunderstood.

2

3

Reverse Culture Shock

A person may become so accustomed to their new culture that they would exhibit culture shock if they returned to the home country.

4

Recovery Phase

If a person can work through the regression phase, they may be able to accept and feel accepted by American culture.

5

Ways to cope with Culture shock:

- Acknowledge that these impacts exist
- Know that the symptoms of culture shock are temporary
- Learn the rules, body language, and social norms of your host culture
- Learn the language of your host culture
- Watch TV shows and movies from your host culture
- Involve yourself in the new culture in some way (take up a class, go out with locals, etc.)
- Develop friendships
- Keep contact with people back home
- Do something that reminds you of your home country
- Avoid idealizing your home country (ethnocentrism)
- Go out with your Local Exchange Officer (LEO), Local Officer on Research Exchange (LORE) and contact person as much as possible. Participate in the Social Program if one is organized
- Email your contact person before your exchange and ask them for advice about your host country before you arrive - do not be afraid to ask them questions, as it is their job to answer you! If you ever have questions or need a cultural perspective, do not be afraid to ask them.
- Attend the Upon Arrival Training if your host country organizes one

You are a medical student – you are not yet a doctor, and your lack of training can sometimes be harmful to patients! When dealing with ethical scenarios, it is useful to keep a few principles of basic ethics in mind:

- **Autonomy:** The patient has the right to make their own decisions, even if they are against the doctor's recommendations.
 - The decision must be made free of coercion (nobody else should be telling them what to do)
 - The patient must be able minded
 - These decisions can be heavily influenced by the patient's culture
- **Beneficence:** The doctor has the responsibility to act in the best interest of the patient and with good intentions.
- **Non-maleficence:** The doctor must not cause harm to the patient.
 - The principle of "Do No Harm"
- **Justice:** The demands that the burdens and benefits of new treatments be distributed equally among all groups of society and that resources be distributed fairly.
 - For example, all members of society should have access to health care services.
 - Free and informed consent

- It must come from the patient without any external pressure
- The patient must be able minded

- The patient must understand the risks of accepting a treatment, and the consequences of refusing a treatment
- The patient must be aware of all of the treatment options available to them, and be able to weigh the pros and cons of each option

Global Health and Learning Objectives



We strongly believe that international exchanges have a great impact on medical students' understanding of Global Health issues and therefore contribute to their Global Health education. The three upcoming exchange seasons 2016-2019 will be oriented around one specific Global health topic: Social Determinants of Health. In order to achieve this goal, we recommend that you take a bit of time to consider the objectives below and research some of the health issues that your host country faces and how this contrasts with your own country.

1. To know the primary health concerns and basic epidemiology of the host country and how it differs from the home country.
2. To understand the structure of the health care system in the host country and how it is funded.
3. To have a knowledge of the medical education system in the host country.
4. To observe professional and doctor-patient relationships in the host country and compare them to the home country.
5. Identify any differences in public health regionally and nationally in the host country.

"**Global health** is an area for study, research, and practice that places a priority on improving health and achieving equity in health for all people worldwide. Global health emphasizes transnational health issues, determinants, and solutions; involves many disciplines within and beyond the health sciences and promotes interdisciplinary collaboration; and is a synthesis of population-based prevention with individual-level clinical care"

"The **Social Determinants of Health** are the conditions in which people are born, grow, live, and work. They also represent the social, political, cultural and environmental factors which influence individual and group differences in health status. These circumstances are shaped by the distribution of money, power and resources at global, national and local levels. The social determinants of health are mostly responsible for health inequities - the unfair and avoidable differences in health status seen within and between countries. Health equity and social determinants are acknowledged as a critical component of the post-2015 sustainable development global agenda and of the push towards progressive achievement of universal health coverage (UHC)."

Exchange Checklist

Pre-Departure Preparations:

- ☐ You read all the information in this IFMSA Pre-Departure Booklet.
- ☐ You participated in a Pre-Departure Training organized by your Student's Organization.
- ☐ You checked and applied for a Visa, if necessary.
- ☐ You are equipped with the Student Handbook/Logbook specific for your Department/Research.
- ☐ Arrange to meet the professor from your home institution before the departure to discuss expectations and goals of the clerkship and add any additional objectives in the appropriate section of the Student handbook
- ☐ After receiving your Card of Acceptance, you booked your transportation tickets.
- ☐ You sent your Card of Confirmation before 4 weeks in advance to the beginning of your Exchange.

During your Exchange:

- ☐ You acknowledged that the Cultural Shock impact exists.
- ☐ You met with your Contact Person and clarified all the questions you have.
- ☐ You paid your unilateral fee, if you're on a unilateral exchange
- ☐ Arrange to meet your supervising doctor on the first day of exchange to discuss expectations and goals of the clerkship and add any additional objectives in the appropriate section of the Student handbook.
- ☐ You are nice and introduce yourself to your mentor and your colleagues.
- ☐ You added your own personal objectives in the appropriate section of this handbook and self-evaluate them throughout the exchange
- ☐ To observe professional and doctor-patient relationships in the host country and compare them to the home country.
- ☐ You attended more than 80% of your internship in order to get your certificate.
- ☐ You fill out the electronic Evaluation Form (EF) available at the IFMSA database (ifmsa.org) at the end of the exchange in order to get your certificate.
- ☐ You successfully completed your Exchange and received your certificate.

After your Exchange:

- ☐ You presented the signed handbook, certificate and the report of your internship to your local exchange officer when you return from your exchange.
- ☐ You share your experience with other outgoings to the same country. You will save them a lot of time by doing so.
- ☐ To know the primary health concerns and basic epidemiology of the host country and how it differs from the home country.
- ☐ You understand the structure of the health care system in the host country and how it is funded.
- ☐ You have a knowledge of the medical education system in the host country.
- ☐ You can Identify any differences in public health regionally and nationally in the host country.

Attachments

Frequently Asked Questions

You can find these and some other Frequently Asked Question in our ifmsa.org website through this link: <https://ifmsa.org/frequently-asked-questions/>

- Where can I find the Exchange Conditions (ECs)? [Link here](#)
- Where can I find the ExPlore Pages?
<http://www.ifmsa.org/ExPlore>
- Where can I find the IFMSA Exchange Platform (database)? <http://exchange.ifmsa.org/>
- I did not get the email with my login information for the database, what now?

If for any reason you did not receive any email, try this:

1. Log in with your old account and check for the forms
2. Check all your other email accounts and spam folders
3. Click "forgot password" and enter your email address.
4. Contact your LEO

- I cannot log in to the database, what now?

If you cannot login:

1. Check for spelling mistakes.
2. Try another browser or computer
3. Click "forgot password" and try it with the new password
4. Contact your LEO

- I want to change the AF but I cannot edit it anymore because it is already sent.

Do not panic. Tell your LEO as soon as possible.

- I filled out my AF, but when I try to submit it, it doesn't work.

Check again if you filled every single field. Filling the dates need to be done through the calendar icon just next to the empty areas

- I cannot upload documents to the Card of Documents. What can I do?

1. Check for the file's format and size.
2. Try to upload it on by one, saving the changes after each document.
3. Try another Browser.

- Can I see statistics for different LCs?
 - o Unfortunately, you cannot.

- My Invitation Letter is wrong data. It contains different information then it should.

The automatically generated Invitation Letter takes all the information from the CA, so in order to receive a correct Invitation Letter the CA needs to be sent. If you did not yet receive your CA, it will contain incomplete and/or wrong information

- I cannot download the Invitation Letter.

Invitation Letters are generated only if you have requested it in your AF. If you forgot to ask for it, please contact your LEO immediately.

- I am having visa Issues, who can I contact?

As you already know, you are responsible for getting your own visa, however, you can ask the LEO/NEO of your country of origin or destination to provide you with official invitations and support documents that might help to streamline the procedure

- Unfortunately, I have to cancel my exchange. What do I have to do?

Inform your LEO and everybody else you have already been in touch with as soon as possible.

Attachments

CoD Documents

Letter of Motivation 1 - 4 (LoM)

There has to be one LoM for each preferred department. It should at least contain:

- Your name, contact information
- Address of department. If unclear: please choose "to whom it may concern". Do not address to the LEO/NEO.
- An Introduction of yourself.
- Answers to those questions:
 - Why did you choose SCOPE Exchange?
 - Why did you choose this country?
 - Why did you choose this department? - Closing
- Signature and date

Curriculum Vitae - CV

Full Name,

Contact information (address, telephone number, e-mail, ..)

Educational history including honors and awards, research activities/projects you have participated in

Completed internships (departments)

Community service, volunteer work, student club/organization memberships

Sport, Musical or any Artistic career

Language Certificate

Attention! Most NMOs require an official language certificate and not one signed by the LEO/NEO. Check the ECs if there is a special certificate required.

Minimal requirements:

- Issued by (name of institute/...)
- Full name of the student
- Grades obtained

Letter of Recommendation

Written reference about your character and academic history, that should refer to the specific exchange. Usually this should be written by the dean of your faculty. Some countries also accept LoR by authorized professors/doctors

Proof of Enrollment

It verifies your enrollment for the duration of your exchange. It must state:

- Name, Birthday, Nationality
- Subject of study and degree
- Enrolled since ..., standard duration
- Expected date of graduation
- Completed semesters/years
- Contact information of the university
- Date and signature

IMPORTANT:

It must be clear, that you are enrolled in a medical curriculum for the duration of your exchange!

Vaccination Card

Please check the ECs to find out if you require any special vaccinations. If you have an international vaccination card, you can upload a copy of that one. If not, the alternative document should state at least:

- Full Name, birthdate, clinic name and address or doctor name and address.
- Type of Vaccine (Hepatitis B, Influenza, Tetanus Diphtheria Petrusis...) and generic abbreviation or trade name
- Date given
- Signature and stamp of administering physician

Attachments

Health Insurance

Health insurance is always required. Please make sure if there are other insurances required. Health insurance covers medical expenses during your exchange.

The certificate should contain:

- Name and logo of the insurance company
- Signature and stamp
- Name of the insured person
- Period of insurance
- Insurance coverage limits and conditions

MRSA/Tuberculosis Test / HepB AB Count

Check the ECs if special tests are required. Keep in mind that test result may take some time!

Passport Copy

Please use the same passport you used for filling the AF.

LC Application Form

This refers to the application form you handed in to apply in your national medical student's organization

SCOPE Terms and Conditions

You will find those on the next page. Upload a signed version.

Photo

The Photo might be use for official purpose. We kindly ask you not to choose the one from your last beach holiday

Glossary

LEO

NEO

CP

ECs

AF

CoD

CA

CC

EF

LC

NMO

Local Exchange Officer

National Exchange Officer

Contact Person

Exchange Conditions

Application Form

Card of Documents

Card of Acceptance

Card of Confirmation

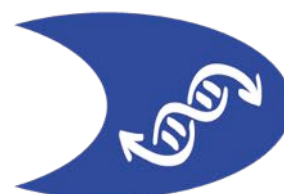
Evaluation Form

Local Committee

National Member Organization



SCOPE
Professional Exchange



SCORE
Research Exchange



IFMSA

International Federation of
Medical Students' Associations

	Congo (MSA-DRC)	Kenya (MSAKE)	
	Denmark (IMCC)	Korea (KMSA)	
Algeria (Le Souk)	Dominican Republic (ODEM)	Kosovo (KOMS)	Tatarstan (TaMSA)
Antigua and Barbuda (AFMS)	Ecuador (AEMPPI)	Kuwait (KuMSA)	Rwanda (MEDSAR)
Argentina (IFMSA-Argentina)	Egypt (IFMSA-Egypt)	Latvia (LaMSA)	Saint Lucia (IFMSA-Saint Lucia)
Armenia (AMSP)	El Salvador (IFMSA-El Salvador)	Lebanon (LeMSIC)	Serbia (IFMSA-Serbia)
Australia (AMSA)	Estonia (EstMSA)	Lesotho (LEMSA)	Sierra Leone (SLEMSA)
Austria (AMSA)	Ethiopia (EMSA)	Libya (LMSA)	Singapore (AMSA-Singapore)
Azerbaijan (AzerMDS)	Fiji (FJMSA)	Lithuania (LiMSA)	Slovakia (SloMSA)
Bangladesh (BMSS)	Finland (FiMSIC)	Luxembourg (ALEM)	Slovenia (SloMSIC)
Belgium (BeMSA)	France (ANEMF)	Malawi (UMMSA)	South Africa (SAMSA)
Benin (AEMB)	Gambia (UniGaMSA)	Mali (APS)	Spain (IFMSA-Spain)
Bolivia (IFMSA-Bolivia)	Georgia (GMSA)	Malta (MMSA)	Sudan (MedSIN)
Bosnia and Herzegovina (BoHeMSA)	Germany (bvmd)	Mexico (IFMSA-Mexico)	Sweden (IFMSA-Sweden)
Bosnia and Herzegovina - Republic of Srpska (SaMSIC)	Ghana (FGMSA)	Moldova (ASRM)	Switzerland (swimsa)
Brazil (DENEM)	Greece (HelMSIC)	Mongolia (MMLA)	Syrian Arab Republic (SMSA)
Brazil (IFMSA-Brazil)	Grenada (IFMSA-Grenada)	Montenegro (MoMSIC)	Taiwan (FMS)
Bulgaria (AMSB)	Guatemala (IFMSA-Guatemala)	Morocco (IFMSA-Morocco)	Thailand (IFMSA-Thailand)
Burkina Faso (AEM)	Guinea (AEM)	Namibia (MESANA)	The Former Yugoslav Republic of Macedonia (MMSA)
Burundi (ABEM)	Guyana (GuMSA)	Nepal (NMSS)	Tanzania (TaMSA)
Cameroon (CAMSA)	Haiti (AHEM)	The Netherlands (IFMSA NL)	Togo (AEMP)
Canada (CFMS)	Honduras (IFMSA-Honduras)	Nicaragua (IFMSA-Nicaragua)	Tunisia (Associa-Med)
Canada - Québec (IFMSA-Québec)	Hungary (HuMSIRC)	Nigeria (NiMSA)	Turkey (TurkMSIC)
Catalonia (AECS)	Iceland (IMSIC)	Norway (NMSA)	Uganda (FUMSA)
Chile (IFMSA-Chile)	India (MSAI)	Oman (MedSCO)	Ukraine (UMSA)
China (IFMSA-China)	Indonesia (CIMSIA-ISMKI)	Pakistan (IFMSA-Pakistan)	United Arab Emirates (EMSS)
China - Hong Kong (AMSAHK)	Iraq (IFMSA-Iraq)	Palestine (IFMSA-Palestine)	United Kingdom of Great Britain and Northern Ireland (Medsin)
Colombia (ASCEMCO)	Iraq - Kurdistan (IFMSA-Kurdistan)	Panama (IFMSA-Panama)	United States of America (AMSA)
Costa Rica (ACEM)	Ireland (AMSI)	Paraguay (IFMSA-Paraguay)	Uruguay (IFMSA-URU)
Croatia (CroMSIC)	Israel (FIMS)	Peru (IFMSA-Peru)	Uzbekistan (Phenomenon)
Cyprus (CyMSA)	Italy (SISM)	Peru (APEMH)	Venezuela (FEVESOCM)
Czech Republic (IFMSA CZ)	Jamaica (JAMSA)	Philippines (AMSA-Philippines)	Zambia (ZaMSA)
Democratic Republic of the	Japan (IFMSA-Japan)	Poland (IFMSA-Poland)	Zimbabwe (ZimSA)
	Jordan (IFMSA-Jo)	Portugal (ANEM)	
	Kazakhstan (KazMSA)	Romania (FASMR)	
		Russian Federation (HCCM)	
		Russian Federation - Republic of	