



## COLLEGE OF MEDICINE & VETERINARY MEDICINE *MEDICAL ELECTIVES*

### 1. INITIAL APPLICATION

All applications for elective attachments within any department within the University of Edinburgh's teaching hospitals are processed through this Office. Students should **NOT** therefore apply directly to any departments, but should correspond directly with the Electives Coordinator at this office.

Edinburgh University welcomes students for periods of 4 weeks elective study. Please note that requests for longer or shorter attachments will NOT be considered and that, if your university requires a longer attachment period, we suggest you apply for a 4-week attachment here, in sequence with 4 weeks elsewhere. In order to proceed with the application process, you **must** send the following:-

1. An application form completed on both sides (enclosed)
2. 3 passport size photographs
3. A cheque for £100.00 (100 sterling pounds) - **administration fee**
4. Transcript of grades/exams passed – **in English** - to date in your medical career.
5. Letter of recommendation from your Dean/Head of College.

Before submitting an application, please ensure you have sufficient funds to take up the offer of an elective attachment, should we be able to make such an offer to you. Edinburgh University does not charge visiting students for tuition, but you would be required to pay for your own living expenses, which we would estimate to be around £160 per week.

Receipt of an application form does not guarantee an offer of attachment. Places are offered on a first-come-first-served basis, and if there are no vacancies during your required dates/specialty, applications will be returned fairly swiftly. If there are vacancies in your desired specialty, the application process will then begin, and students should allow approx. 6-8 weeks after submitting their application, before receiving communication from the College Office.

Students should apply **at least** 6 –8 months prior to their elective date for most specialties, but applications for General Medicine, General Surgery, Paediatrics and A&E should give 12–24 months notification, as places are booked well in advance.

### 2. UK BORDER AGENCY (UKBA) ENTRY REQUIREMENTS

In the light of recent changes to UK Border Agency policy, and the work placement (paid or unpaid) aspect of medical electives, all students of non-EU/EEA are advised that they must arrange a Tier 4 visa in order to attend an elective placement in the UK although the elective period may be less than 6 months. This immigration requirement also applies to non-visa nationals who can ordinarily enter the UK without prior entry clearance and arrange student visitor status for short periods of study. See page 9 – *Immigration Guidance: Medical Electives FAQs*.

### 3. OFFER OF ATTACHMENT

The attachment will be confirmed in writing to the address given on your application form. Applicants are asked to ensure that they are available through this address to receive the information so they can act upon it immediately. Applicants will be offered their first choice of specialty UNLESS:-

1. There are NO VACANCIES.
2. The Consultant is on holiday during these dates.
3. The dates correspond with an examination or specialty course for our own students.

### 4. ACCOMMODATION

Please see the enclosed information on accommodation. Arranging this is your own responsibility. **THE COLLEGE OFFICE DOES NOT ARRANGE ACCOMMODATION.**

St Johns Hospital is situated 15 miles outside central Edinburgh, and accommodation is available to students at this hospital only.

## 5. IMMUNISATION

Any student who is accepted for an elective must submit the attached Immunisation Form. Any offer of an elective is provisional until this has been received. The Student Health Service of the home institution must complete the attached immunisation record. If this is incomplete, your application will automatically be rejected.

## 6. CRIMINAL RECORD CHECK

Any student who is accepted for an elective attachment must obtain a letter from their Police Force or Government, stating that they have no criminal convictions and are not undergoing any criminal investigation. Any offer of a place is conditional on this condition being met.

## 7. ADMINISTRATION FEE

Edinburgh University makes an administration charge of £100.00 (100 pounds sterling) and a cheque must be submitted with the completed application form. Please make sure that the cheque (made payable to The University of Edinburgh) can be drawn in sterling against an UK bank. If you have difficulties in obtaining a cheque drawn against a UK Bank, we can also accept cash.

**Euro Cheques & Travellers Cheques are not acceptable.** Once an offer has been accepted, your cheque is then cashed. If we are unable to find you an attachment, your cheque – or cash - will be returned to you, together with your application and all other enclosures.

## 8. EVIDENCE OF COMMAND OF ENGLISH – IF LIVING IN A NON-ENGLISH SPEAKING COUNTRY

If offered an attachment, students should provide **ONE** of the following test certificates (copy):-

- IELTS minimum score of 7.0 in each section.
- TOEFL-internet based test (iBT) of 100 (minimum 21 Writing, 21 Listening, 22 Reading, 23 Speaking)
- Cambridge Certificate of Proficiency in English (CPE) Grade B or higher
- Cambridge Certificate in Advanced English (CAE) grade A
- Degree from an English speaking University (both teaching and examinations must be in English). Letter of confirmation required from University.
- SOA Standard Grade in English, minimum level 2
- GSCE in English, minimum level B
- International Baccalaureate, English at higher or standard level. Grade 5.

## 9. ENTRY REQUIREMENTS

Applicants must be in their final or penultimate year of study of their medical degree, as students are expected to have done some clinical training before they can undertake an elective in Edinburgh. Elective students will study alongside our own 4<sup>th</sup> and 5<sup>th</sup> year students. Learning opportunities, responsibilities, rights and privileges will be the same as those of the Edinburgh students, but elective students will not be eligible for MATRICULATION and therefore ineligible to sit either CLASS or PROFESSIONAL EXAMINATIONS.

## 10. CANCELLATION OF AN ELECTIVE ATTACHMENT

If at any time an applicant wishes to withdraw an application or cancel an offer of attachment, this should be done **IMMEDIATELY**, in writing to the Electives Secretary.

If an offer has already been accepted the administration fee will **NOT** be refunded

## 11. CHANGING DATES OR DEPARTMENTS

It is unlikely that requests to change dates can be accommodated, especially at short notice. However, the University of Edinburgh reserves the right to change a student's Department if they are no longer able to accept a student. (Occasionally, resource issues may mean that attachments have to be changed, and on some occasions, cancelled.)

## 12. ACCEPTING AN OFFER

Offers of attachment will be held open for 8 weeks. If the College Office receives no confirmation of acceptance from the applicant within that time, his/her name will be removed from the files and the place will be offered to another student. It is important therefore that applicants confirm acceptance as soon as possible, either by letter or email.

Once an attachment has been arranged, the student should present him/herself on the **FIRST** day of the attachment to the person named in the letter at the specified time. Clothing must be smart; male students should wear trousers - not jeans - and a shirt. Women can wear either a skirt or smart trousers and blouse.

## 13. MALPRACTICE INSURANCE

Elective students must provide evidence that they are covered by malpractice insurance during their elective period.



## COLLEGE OF MEDICINE & VETERINARY MEDICINE

### *ELECTIVE ATTACHMENTS TO DEPARTMENTS WITHIN MEDICINE*

#### HOSPITALS WHERE STUDENTS MAY BE ATTACHED FOR ELECTIVE PLACEMENT

**ASTLEY AINSLIE HOSPITAL - Rehabilitation Medicine**

133 Grange Loan, Edinburgh, EH9 2DL

**LIBERTON HOSPITAL – Medicine for the Elderly**

Lasswade Road, Edinburgh EH16 6UB

**MEDICAL SCHOOL - Forensic Medicine/Pathology**

Teviot Place, Edinburgh EH8 9AG.

**PRINCESS ALEXANDRA EYE PAVILLION - Ophthalmology**

Chalmers Street, Edinburgh EH3 9HA

**ROYAL HOSPITAL FOR SICK CHILDREN - Paediatrics**

9 Sciennes Road, Edinburgh, EH9 1LF

ROYAL INFIRMARY OF EDINBURGH (Anaesthetics, Cardiology, Diabetes & Endocrinology, Gastroenterology, Intensive Care Unit, Medical Radiology, Medicine, Orthopaedic, Obstetrics & Gynaecology, Renal, Transplant Unit)

51 Little France Crescent, Edinburgh EH16 4SB

**ROYAL VICTORIA HOSPITAL - Medicine for the Elderly**

Craigleith Road, Edinburgh EH4 2DN (relocating to Western General Hospital in July 2012)

**\*ST JOHN'S HOSPITAL (Accident & Emergency, Paediatrics, Medicine, Plastic Surgery)**

Howden, West Livingston, West Lothian EH54 6PP

WESTERN GENERAL HOSPITAL (Cardiology, Diabetes & Endocrinology, Haematology, Infectious Diseases, Neurosciences, Oncology, Radiology, Rheumatology)

Crewe Road, Edinburgh EH4 2XU

**\*\*BELFORD HOSPITAL, FORT WILLIAM - Rural elective: A & E, Medicine & Surgery – Further details available on request**

Belford Road, Fort William PH33 6BS

*\* St John's Hospital, Livingston offer accommodation. (This hospital is located approximately 1 hour from Edinburgh)*

*\*\*Belford Hospital, Fort William is located in the Scottish Highlands. It is 120 miles north-west of Edinburgh (approx. 3 hours drive). Accommodation is available, please ask for further details.*



## COLLEGE OF MEDICINE & VETERINARY MEDICINE - SPECIALTIES

ACCIDENT & EMERGENCY	St Johns Hospital, Livingston
ANAESTHESIA	The Royal Infirmary
CARDIOLOGY	The Royal Infirmary
COLORECTAL SURGERY	Western General Hospital
DIABETES & ENDOCRINOLOGY	The Royal Infirmary
FORENSIC PATHOLOGY	Division of Pathology, Teviot Place, Edinburgh
GASTROENTEROLOGY	The Royal Infirmary
HAEMATOLOGY	Western General Hospital
INFECTIOUS DISEASES	Western General Hospital
INTENSIVE CARE UNIT	The Royal Infirmary
GENERAL/ACUTE MEDICINE GENERAL MEDICINE/CARDIOLOGY	The Royal Infirmary St John's Hospital, Livingston
MEDICINE FOR THE ELDERLY	Western General Hospital
NEUROSURGERT	Western General Hospital
ONCOLOGY	Western General Hospital
OPHTHAMOLOGY	Princes Alexandra Eye Pavilion, Edinburgh
ORTHOPAEDIC SURGERY	The Royal Infirmary
PAEDIATRICS - <i>JUNE ONLY</i> PAEDIATRICS	Royal Hospital for Sick Children St John's Hospital, Livingston
PATHOLOGY	The Royal Infirmary
PLASTIC SURGERY	St John's Hospital, Livingston
RADIOLOGY	The Royal Infirmary & Western General Hospital
REHABILITATION MEDICINE	Astley Ainslie Hospital.
RENAL MEDICINE	The Royal Infirmary
RHEUMATOLOGY	Western General Hospital, Edinburgh
SURGERY – GENERAL	The Royal Infirmary
<i>TRANSPLANTATION SURGERY</i>	<i>The Royal Infirmary</i>
RURAL ELECTIVE A & E, MEDICINE & SURGERY	Belford Hospital, Fort William Further details available on request.



## ACCOMMODATION FOR MEDICAL ELECTIVES

ALLOCATIONS OFFICE  
ACCOMMODATION SERVICES  
POLLOCK HALLS  
18 HOLYROOD PARK ROAD  
EDINBURGH EH16 5AY

TEL: 0131 667 1971

### *STUDENT HOUSES*

During the Edinburgh Summer vacation (from the end of June to end of September every year), places MAY be available in self-catering houses. Twin-bedded and single rooms are available, with kitchen and bathroom facilities shared with other residents.

### HOW TO BOOK

If the period of your elective is covered by the above vacation, you should write to Accommodation Services at the above address, requesting a Student House booking form and stating the exact dates of your elective. You should note that the minimum stay is 7 days, and priority will be given to longer bookings.

### *LODGINGS/RENTING A ROOM*

During the rest of the year, accommodation available to elective students essentially consists of householders. This type of accommodation can be either board or self-catering. Lodgings are not usually offered at student rates in the summer, since most properties are rented to tourists at higher rates. The cost of lodgings varies from around £50 to £90 per week for a single room - twin-bedded rooms are slightly cheaper. Adverts for lodgings are usually to be found in local papers, accommodation websites, or notice boards in newsagents/health food stores in the City.

### HOW TO BOOK

Sometimes this is not easy to do before arriving in Edinburgh. Students are usually best booking into temporary accommodation for around 4 nights, then you can look for lodgings once you arrive. Once here, please contact the Allocations Office to see if they have any student accommodation. Make sure you inform them that you are a visiting elective student requiring short-term accommodation. You should also be aware that many landlords might not want to take a tenant for such a short time.

### HOSPITAL ACCOMMODATION

Please note that Accommodation Services does not deal with the provision of hospital accommodation. **ONLY** students placed at St Johns or the Borders General Hospital are eligible for hospital accommodation. **No other hospital accommodation is available.**

### WHEN VISITING THE ALLOCATIONS OFFICE

Please remember that they do have an appointments system: they will probably be able to see you within a short time of your arrival but on occasion they are extremely busy. You will save yourself time and possible disappointment by telephoning first. Their office hours are 9.30am to 12.30pm and 2.00pm to 4.30pm Monday to Friday - telephone number as above. Please note also that, apart from Student Houses, we cannot make actual reservations for you and we can give no absolute guarantee that we can house you.

**Medicine**

If you have any questions before applying, please email Maureen Miller:  
[electives@ed.ac.uk](mailto:electives@ed.ac.uk)

College Office, Medical School, 2<sup>nd</sup> Floor  
Chancellors Building,  
49 Little France Crescent  
EDINBURGH EH16 4SB

**APPLICATION FOR CLINICAL ELECTIVE ATTACHMENT**

Once you have completed this form, you should ask your Dean or senior faculty member of your medical school, to complete the reverse side of this form. Once completed, please include the following:-

1. 3 passport size photographs
2. A cheque or cash for £100.00 (100 sterling pounds) **DO NOT SEND GERMAN CHEQUES OR TRAVELLERS CHEQUES**
3. Transcript of grades/exams passed – **in English** - to date in your medical career.
4. Letter of recommendation from your Dean/Head of College.

The maximum period of study is 4 weeks.

PLEASE WRITE IN BLOCK CAPITALS

SURNAME ..... FORENAME(s) .....

Address for correspondence: ..... University email address: .....

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Ntionality: ..... What is the name of your Degree: .....

Date of Birth ..... Age ..... Sex M/F ..... Married/single .....

Physical or other disabilities which might necessitate special arrangements: .....

Name of your University .....

Length of Medical Degree ..... years

Year of study at time of proposed elective (4th, 5th, etc.) .....

Dates of proposed elective: From ..... To ..... (Including year)  
No. of weeks .....

Specialty requested: (i.e. general medicine, surgery, paediatrics) State first, second and third choices.

1 ..... 2 ..... 3 .....

At the time of the proposed elective, will you have undertaken any other elective attachments in the UK? If so, please specify  
.....

Are you applying to other UK medical schools for an attachment? .....

Please note that students must be able to cover the cost of travel to and from Edinburgh, as well as accommodation and living expenses whilst here. The College of Medicine & Veterinary Medicine cannot arrange accommodation, this is the responsibility of the student.

**THIS SECTION MUST BE COMPLETED BY THE APPLICANT'S DEAN OR SENIOR FACULTY/COLLEGE MEMBER.**

Name of student: \_\_\_\_\_

1. General assessment of student's character and conduct:-

2. Please comment on the student's academic ability: (Please tick)                      Below average       average       above average

3. Please comment on the student's clinical ability: (Please tick)                      Below average       average       above average

4. Please indicate whether the student will be a junior requiring basic instruction or a senior requiring additional experience at the time of proposed elective:-

.....

5. This student is proficient in written English      YES       NO            Evidence/Certificate attached        
This student is proficient in spoken English      YES       NO     

**DECLARATION**

I support this application: With reservation       Without reservation

Signature .....

UNIVERSITY/MEDICAL SCHOOL SEAL

Name .....

Position .....

University .....

Address .....

.....

.....

Fax No: .....

Email: .....

Date .....



## VISITING STUDENT IMMUNISATION AND BLOOD BORNE VIRUS TEST RECORD

NAME:	MEDICAL SCHOOL:
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HEPATITIS B ANTIBODY	Results		Date	
HEPATITIS C ANTIBODY				
H.I.V. ANTIBODY				

*(Please also provide a copy of your certificate for the above)*

TUBERCULIN SKIN/HEAF TEST	Date		Results	
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THE ABOVE MUST BE DATED WITHIN 1 YEAR OF THE START OF THE ELECTIVE ATTACHMENT

CHEST X-RAY IF POSITIVE TB OR BCG	Date		Results	
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DIPHTHERIA/TETANUS	Yes	No	Date
Booster			

POLIO	Yes	No	Date
Sub (Salk)			
Oral (Sabin)			
Booster			

THE ABOVE MUST BE DATED WITHIN 10 YEARS OF THE START OF THE ELECTIVE ATTACHMENT

VARICELLA/CHICKENPOX	Yes	No	Date
Illness			
Vaccination			
Titer			
MEASLES	Yes	No	Date
Illness			
Vaccination			
Titre			
RUBELLA	Yes	No	Date
Illness			
Vaccination			
Titre			
MUMPS	Yes	No	Date
Illness			
Vaccination			
Titre			

Any further comments:


\_\_\_\_\_

Signature  
Health Service Provider

NAME IN BLOCK CAPITALS

POSITION:

DATE:

\_\_\_\_\_

Signature  
Medical School

NAME IN BLOCK CAPITALS

POSITION:

DATE:

UNIVERSITY/MEDICAL SCHOOL SEAL

\_\_\_\_\_





## IMMIGRATION GUIDANCE

### Medical Electives – *Frequently Asked Questions*

1. *EU and EEA/Swiss nationals:*

Do not require immigration clearance to enter the UK to take a medical elective.

2. *Non-EU/EEA nationals:* require a Tier 4 visa *before* entering the UK to start a medical elective. It cannot be applied for initially within the UK, unless the student is already in the UK with a Tier 4 visa or a category of visa which permits "switching" of visa status. Visitors (student or otherwise) *cannot* apply to switch category from within the UK.

3) *Why is the visa required?*

The visa requirement for medical elective students is based on the fact that a medical elective is considered to be a work placement. Work (paid or unpaid or placement) is not permitted as a student visitor.

4) *What happens if a medical elective student arrives as a student visitor?*

It is illegal for the University to register or enrol student visitor visa holders onto a medical elective placement. Therefore students on student visitor visas will not be enrolled on a medical elective and will not be able to take part.

5) *Where can information be found on applying for a Tier 4 visa?*

The University of Edinburgh has guidance on applying for a Tier 4 visa at:

[www.ed.ac.uk/schools-departments/international-office/immigration/newstudents/applying](http://www.ed.ac.uk/schools-departments/international-office/immigration/newstudents/applying)

The UK Border Agency also has information at:

[www.ukba.homeoffice.gov.uk/studyingintheuk/](http://www.ukba.homeoffice.gov.uk/studyingintheuk/)

6) *What happens if a medical elective student wants to study at two different institutions providing a medical placement?*

The student will need to arrange a Tier 4 visa before arriving in the UK to take part in their initial placement. The University providing that first placement is responsible for providing a CAS number (Confirmation of Acceptance for Studies) in order for the student to apply for the visa. It is not possible to apply for a Tier 4 visa for more than one course/placement at a time.

Any further placements offered by a different University can only be enrolled on once the student has made a Tier 4 visa extension application in the UK, using a CAS provided by the new University.

**Please note:** a student can only make an application in the UK to extend their existing Tier 4 visa where the next course of studies starts within *1 month* of their visa expiry date. If it does not, the student must return to their home country and apply for a new Tier 4 visa.