CLINICAL ELECTIVE PLACEMENTS FOR FINAL/PENULTIMATE YEAR UNDERGRADUATE MEDICAL STUDENTS

GUIDANCE FOR THE INCOMING STUDENT

1. This scheme offers limited numbers of places for undergraduate medical students in their penultimate or final year of undergraduate medical education to have an elective study attachment. The decision to take a student who is not in their final year of undergraduate medicine will depend upon their experience to date. Please consult the Faculty of Medicine website for a list of hospitals taking part in the scheme and the names and contact details for the teaching co-ordinators.
   http://www1.imperial.ac.uk/medicine/prospectivestudents/undergraduate/incomingelectives/
   An applicant may only take up ONE Elective placement under this scheme.

2. Applicants should contact the teaching co-ordinator of their preferred site, by email, who will send them an Application Pack. The application form should be completed and returned to the teaching co-ordinator together with ALL of the following documents:
   • An academic reference/testimony/report from a member of staff at their home university/college who is familiar with their academic studies. Such references MUST bear the institution’s official stamp and contact details (email and postal address) and status of the person providing the reference.
   • Certificate of English Language Competency – see http://www.imperial.ac.uk/study/ug/apply/requirements/english/
   • Official transcript from their university/institution listing the course and examinations they have taken to date and plan to take in their current academic year prior to commencing the Elective placement.
   • Curriculum vitae (CV) including date of birth, email and postal address.
   • Provisional list of subject specialties/study plan/project for which they would like to be considered.
   • Completed Occupational Health Questionnaire.
   • An enhanced DBS Disclosure [for U.K. applicants only If you have never lived in the UK you will be required to provide a Certificate of Good Conduct from your government or Police Force.
   • Administration fee (Maximum £150 – dependent upon hospital).
   • Health clearance fee (dependent upon hospital and may be automatically added to the Administration fee charged).
   • Photocopy of Passport.
   • Passport size photographs x 2.

3. The elective attachment must not exceed 6 weeks.

4. No placements are possible between 1st December and 15th January. The splitting of an elective or creation of two separate elective placements either-side of this or any other period will NOT be permitted.

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5. **Application process**

General enquiries will NOT be considered as an “application received”. See below for details of what is required to make an application. The status of the application will normally be confirmed within 4 weeks of receipt. Applicants accepted on this scheme will be formally hosted in the relevant hospital as students of Imperial College London.

**English Language proficiency** - A list of acceptable English qualification tests is available at: [http://www.imperial.ac.uk/study/ug/apply/requirements/english/](http://www.imperial.ac.uk/study/ug/apply/requirements/english/)

If your Medical degree is taught in English within the following countries then this meets the English requirement automatically: Australia, Canada, Guyana, Ireland, New Zealand, South Africa, United Kingdom, United States of America, West Indies.

**EU/EEA/Swiss nationals** wishing to apply MUST submit their completed application forms and supporting documents at least 8 weeks before the intended starting date.

**Non-EU/EEA/Swiss nationals** - UK Immigration rules were revised in February 2013 and students on a short medical elective must obtain a Tier 4 Visa. Please note that this also requires evidence of competency in English. Timing of application - Applications must be sent to the relevant hospital so as to arrive at least 12 weeks before the intended start date to ensure documentation is in place in time to allow for the visa application. Further details about visas are available at [http://www3.imperial.ac.uk/international/studentsupport/visas](http://www3.imperial.ac.uk/international/studentsupport/visas)

5. **Non-EU Nationals already studying in the UK** If you are at another Medical School and applied for your current student visa before 31 March 2009, you are not required to obtain a new visa. If you applied for your visa after 31 March 2009 you should contact the International Student Support Team for details of further options. Details on how your home UK Medical School will need to retain your Tier 4 registration, please read the Information Sheet provided on our [webpage](http://www3.imperial.ac.uk/international/studentsupport/visas).

6. **Tier 4 visa – CAS number** Only after the application is approved, will Imperial College send applicants a CAS number to write on their visa application form.

8. All applications will be considered by the Director of Clinical Studies at the relevant Trust Hospital site.

9. Students will only be accepted and be permitted to commence their Elective study providing that:
   i. application forms have been signed and agreed by the Consultant Supervisor, and
   ii. they have been cleared by the Occupational Health Department of their desired hospital, and
   iii. the Director of Clinical Studies at the relevant Trust has approved the application, and
   iv. the student has accepted the formal offer of the studentship from Imperial College London, and
   v. if they are Non-EU/EEA nationals, that they arrive at the hospital with their passport and correct visa for checking.

10. Elective students on this scheme must work under the guidance of their Consultant Supervisor and must not initiate clinical work including any investigation or treatment of a patient.

11. Successful applicants should note that attendance will be closely monitored.