International Students Linkages

# Guidelines for Application for an Elective Rotation at the UP College of Medicine

***Website http://www.upcm.ph***

***Rationale and Background***

Through the years, the UP College of Medicine has endeavored to fulfill its vision/mission statement to lead and excel in Community-Oriented Medical Education. At the same time, the College is also called upon by the Commission on Higher Education (CHED*) "to encourage and promote a borderless education for Filipino students to attain knowledge, skills and desirable attitudes that will make them globally competitive in medical education."*

Changes in higher education have encouraged participation in the development of a spirit of solidarity, based on networking, twinning programs and other forms of linkages. This is in keeping with a new vision of a Global University or a University for the world welcoming international scholars and students.

International exchanges, cooperative programs with community training and a wide array of administrative services are being laid out for the development of a distinct commitment, attitude and global awareness which transcend the entire higher education institute. Former CHED Commissioner Ester Garcia has said "*internationalization is no longer a choice but a setting stage for ensuring quality in higher education in the Philippines."*

On this note, the UP College of Medicine encourages the crossing of educational and cultural barriers towards the development of a globally competitive curriculum and high quality students.

***Objective***

To establish and promote international linkages, cooperation and networking among medical students towards the development of globally competitive and socially conscious medical graduates.

***Procedures***

*1.*  *Application*

1.1 International students are encouraged to apply for elective, clinical, community or research rotations in one or 2 departments offering an elective for a specific period of time, usually 4 to 8 weeks per department.

1.2 Interested students should apply in writing through the Office of the Associate Dean for Academic Development (ADAD) and should fill up an application form (IS-1) indicating the following:

1) applicant's short bio-data,

2) learning objectives and methods for achieving the objectives,

3) clinical department to rotate in, and the

4) period covered by such rotation.

***All international undergraduate students must pass through the ADAD office for proper registration and certification.***

1.3 Applications are forwarded tothe department/s concerned. Modifications and arrangements with the applicant are done by the Department Coordinator to come up with a final learning contract agreeable to both parties, including duration and date of rotation. The learning contract is signed by the applicant and his/her 2 supervisors: one from the department (Department coordinator or Department Chair) of the UP College of Medicine and the other from a person of equal rank from his/her home institution.

1.4 An official letter of acceptance will then be sent to the applicant with instructions to report to the ADAD office upon arrival for a formal registration and orientation.

1.5 The following are the documents to be completed by the applicant prior to official acceptance.

1. Application Form with Conforme (IS-1)
2. Biodata or Curriculum Vitae
3. Learning Contract duly approved by the Department Coordinator
4. Recommendation Letter from Home Institution (Dean's or Registrar’s)
5. Immunization Certification (include Hepatitis A and B vaccines, Varicella, MMR, Tetanus toxoid)
6. Results of Chest xray taken with the last 6 months prior to rotation
7. HBsAg titers and HIV test results
8. Medical examination certificate from the home institution indicating fitness to study
9. Health and Accident Insurance Certificate (with coverage applicable in the Philippines)
10. Waiver of Liability
11. Scanned passport

2.  *Upon Arrival*

2.1 The student reports to the ADAD Office for a welcome orientation.

2.2 The Student Records Office issues a **Form 5** for his/her official registration and enrolment and processes a temporary student’s identification card.

2.2 He/She will present his/her medical examination certificate from his/her home institution to the PGH Health service, where he/she may be examined, as necessary.

2.3 He/She proceeds to the Office of Student Affairs-International Students Relations at the 3rd Floor Student Center Building along Padre Faura for processing of his/her temporary or provisional study permit. He/She should bring along his/her travel papers, passport, visa permit and other pertinent documents. A maximum of one semester (5 months) can be allowed for issuance of a temporary or provisional study permit.

2.4 He/She proceeds to the Registrar's Office for the assessment and payment of fees, including the following:

a. Educational Development Fund (EDF) of US$ 300 (summer elective) or US$ 450 (semester elective)

b. Tuition fee for the duration of a clinical rotation, approximately US$ 25 per week

c. Hospital observership fee, approximately US$60.

(Note: Tuition and Hospital observership fees are subject to change).

2.5 The student is considered officially registered and enrolled upon completion of the above procedures.

2.6 The student reports to the PGH Director before going to the designated Department Coordinator to present his **Form 5** to show he/she has been duly registered and has been officially enrolled.

*3. At the End of the Elective Rotation*

3.1 The Department Chair through the Department Coordinator submits an evaluation of the student to the ADAD Office for official documentation and certification.

3.2 The Dean through the College Secretary officially endorses and submits the grade to the student’s institution and provides the certification for the clinical rotation.

3.3 The international student should inform the PGH Director of the completion of his/her rotation.

***Housing and Accommodation***

The College of Medicine does not have a student dormitory at the moment. Negotiations are underway between UP Manila and interested parties for the construction of housing facilities for students. However, there are private inns, hostels, apartelles and condominium units available around the campus with rates ranging from US$ 150 to US$ 400 per month. A list will be available upon request from the Office of Student Affairs (OSA).

***Provisions for Elective Rotation of International Students***

1.  All international undergraduate students rotating in all departments must be registered and duly approved by the ADAD Office. No certification will be issued unless this is accomplished.

2.  Tuition fee, registration fees and other miscellaneous fees should be assessed and paid for by the students at the Registrar's Office. The fees may be waived if a Memorandum of Agreement between institutions exists and specifically waives these fees.

3.  The certificate of completion of Elective Rotation will be signed by the Dean, the College Secretary, the PGH Director, and the Department Chair/Department Coordinator.

4.  International undergraduate students are subject to the rules of Conduct and Discipline provided by the University Code and the Student Handbook.