

**MEMORANDUM OF UNDERSTANDING**

**ANNEX. CLINICAL PLACEMENT PROGRAMME**

Between

**UNIVERSITEIT ANTWERPEN**



and

**UNIVERSITY OF THE PHILIPPINES, COLLEGE OF MEDICINE**

The following parties:

1. **Universiteit Antwerpen**, an autonomous educational institution under public law, established by the Flemish Decree of 4 April 2003 and having its principal address at Prinsstraat 13, 2000 Antwerpen, Belgium, duly represented by prof. dr. Filip LARDON, Vice Rector, who entrusts the execution of this sub-agreement to its **Faculty of Medicine and Health Sciences**, hereinafter referred to as "**UAntwerp**";
2. **University of the Philippines**, the national university of the Philippines founded under Act No. 1870 and strengthened under Republic Act No. 9500 (University of the Philippines Charter), represented herein by **DR. CARMENCITA D. PADILLA**, Chancellor of its constituent university, University of the Philippines Manila, with office address at the 8th floor RCB Building, Philippine General Hospital, Taft Avenue, Manila, hereinafter referred to as the, "**UPM**";

(Hereinafter jointly referred to as the "**Parties**" or "**Partner Institutions**" and singularly as a "**Party**" or "**Partner Institution**".)

Recognize the mutual benefits to be gained through the establishment of a sub-agreement concerning clinical placements and agree to implement this sub-agreement under the terms and conditions hereinafter set forth.

### 1. PURPOSE OF THE SUB-AGREEMENT

The initial focus of this sub-agreement is to establish clinical placements at University of the Philippines, College of Medicine (UPCM) for students of the Faculty of Medicine and Health Sciences of the University of Antwerp (UAntwerp). UPCM agrees to provide placements preferably but not exclusively in Pediatrics, Internal Medicine, Surgery, Psychiatry and Obstetrics/ Gynecology, Rehabilitation Sciences and Physiotherapy. as of Academic year 2019-2020. This will be referred to as "the placement programme". Other areas of collaboration can still be developed and will be described in a separate annex to this MoU.

### 2. DURATION

- 2.1 This sub-agreement shall become effective upon signing by both parties and its implementation will begin as soon as UAntwerp has selected qualified and appropriate students ready to participate in the placement programme and subject to whether UPCM has vacancies at the time.
- 2.2 This sub-agreement shall be valid for a period of five (5) years. It will be automatically renewed for a further period of 5 years unless it has been terminated.

### 3. TERMINATION

- 3.1 This MoU can only be subject to termination with at least twelve (12) months written advance notice by either Party.
- 3.2 This MoU can be terminated after careful consultation, in case a Party is in breach of any obligation or understating hereunder if such a breach has not been remedied within three (3) month of a notice given in writing by the other Party, without prejudice to any other remedy at law.
- 3.3 In case a Party becomes bankrupt or insolvent or ceases to conduct business in the normal course, the MoU will be terminated immediately.
- 3.4 Neither Party shall be liable for any delays or default of such delays in performance or either failure to perform their respective obligations under this MoU as a result of an event of force majeure, which includes but is not limited to government restrictions, wars, floods, strikes, etc.
- 3.5 Revisions or modifications of this MoU may be proposed at any time but are only binding if agreed in writing and signed by the authorized delegate of each Party.



#### **4. CONDITIONS OF PLACEMENT**

- 4.1 MakCHS has agreed to receive max. 6 students per academic year. However, this amount can be discussed and agreed upon on an annual basis.
- 4.2 Both Universities agree that the students must enroll fulltime and must meet the normal admission requirements and language pre-requisites as determined by UPCM.
- 4.3 All educational activities planned by each student are to be approved by UAntwerp prior to the placement commencing.
- 4.4 A completed UPCM application form consists of 1) Letter of recommendation signed by the Dean/elective coordinator from the UAntwerp; 2) Personal health insurance coverage during their period at UPCM; 3) Hepatitis B immunization and Malaria Prophylaxis are highly desirable; 4) Brief background statements; 5) Clear goals for this experience; 6) a recent photograph; 7) payment of administrative fees (See 9. Financial issues). UPCM will provide all documents that need to be filled in and submitted by the student.
- 4.5 Once the student is admitted for a placement, UPCM will provide an acceptance letter.
- 4.6 The performance records of each student will be sent directly to UAntwerp, provided that UPCM has obtained the student's consent to do so. If a student refuses to provide that consent, UPCM can refuse to accept the student. It will be the responsibility of the UAntwerp to determine the amount of credits each student may receive on the basis of the activities during placement.
- 4.7 The UAntwerp agrees that all Students will be subject to the rules, regulations and procedures specified in the UPCM handbooks or at the UPCM website for the academic year they enroll. They will also have the rights and privileges enjoyed by other visiting students at UPCM. UAntwerp will notify its students of this requirement.
- 4.8 Organizing all necessary visa documents, passports and associated expenses, domestic and foreign, shall be the responsibility of the participating student.
- 4.9 All participating students are required to maintain insurance coverage, particularly health, travel and accident insurance for the time spent abroad.

#### **5. PLACEMENT PROGRAMME**

- 5.1 The clinical placement of each student lasts for at least 4 weeks to a maximum of 16 weeks. There should be a programme for this entire period.
- 5.2 Each student can, in accordance with the approval of the UAntwerp, indicate in which discipline or area (s)he would like to be placed at UPCM.
- 5.3 If applicable, students should encounter with patients both in the outpatient department and the hospital ward.
- 5.4 Students should participate in educational activities and rounds.

#### **6. SUPERVISION**

- 6.1 Students will be assigned a personal tutor for supervision, feedback and assessment.
- 6.2 The tutor will provide individual training for the student for at least six (6) hours during the placement. This may include, amongst others: evaluation of the patients that have been examined / managed by the student; evaluation of active participation of the student in other areas of patient care, such as outpatient consultations, diagnostic activities, surgical interventions, rounds, discussing and referral of patients, and assistance in preparing presentations and evaluation of presentations delivered by the student.
- 6.3 The tutor always has an introductory contact, a contact at mid-term of the placement and a final contact to evaluate the student. If the tutor is absent, the tutor may be replaced by another tutor from the teaching staff.
- 6.4 Each week of the placement the tutor will perform a short clinical assessment.
- 6.5 At the end of the placement the tutor will give a final assessment and fill out the assessment form provided by UAntwerp.

## 7. MANAGEMENT AND ADMINISTRATION OF COLLABORATION

- 7.1 To follow up on the agreements made in this sub-agreement, facilitate the collaboration and coordinate local activities, UPCM and UAntwerp shall identify an academic preceptor who will oversee the implementation and monitoring of the collaboration, provide relevant information about ongoing and planned projects and for organizing annual project and administrative meetings.

### UAntwerp

Name: Prof. Dr. Jean-Pierre Van Geertruyden  
Designation: Lecturer  
Chair of the Internationalisation Commission of the  
Faculty of Medicine and Health Sciences  
Phone No: +32 3 265 18 00  
Email Address: [jean-pierre.vangeertruyden@uantwerpen.be](mailto:jean-pierre.vangeertruyden@uantwerpen.be)

### UPCM

Name: Dr. Angela G. Sison-Aguilar  
Designation: Associated Professor  
Special Assistant to the Dean on External and International Linkages  
UP College of Medicine  
Phone No: 0918-903-4201  
Email Address: [asaguillar1@up.edu.ph](mailto:asaguillar1@up.edu.ph)

- 7.2 Both UAntwerp, via the International Relations Office of the Faculty of Medicine and Health Sciences, and UPCM, via their International Office shall on a regular basis report experiences or provide specific information as requested.
- 7.3 The official email address for the communication regarding placements of Belgian students, for the part of the UAntwerp is [international.office.MEDhealth@uantwerp.be](mailto:international.office.MEDhealth@uantwerp.be) and for the part of UPCM is [asaguillar1@up.edu.ph](mailto:asaguillar1@up.edu.ph).
- 7.4 UPCM agrees to a possible visit of a UAntwerp placement coordinator during the time of placements.
- 7.5 After one year an evaluation of the programme will take place. Both UAntwerp and UPCM can then decide to redesign this agreement, discuss whether the programme should be continued and how it could be improved.

## 8. ACCOMMODATION

- 8.1 UPCM will assume responsibility for assisting the students to find appropriate accommodation either on or off campus, provided applications are received by due date. All accommodation expenses shall be paid by the student.
- 8.2 UPCM agrees to notify students to abide by the UPCM rules, procedures and accepted standards of behavior in the teaching hospitals and affiliated sites.

## 9. FINANCIAL ISSUES

- 9.1 Students from the UAntwerp will not be charged tuition fees by the host institute.
- 9.2 Students may be required to pay certain ancillary fees (for example, for on-campus health and sports facilities, transportation, and room-rent) or fees as listed in the calendars of the host institute.

## 10. SUPPORT OF THE AGREEMENT

- 10.1 It is understood that both Universities shall support and promote the spirit of this MoU and facilitate as much as possible the academic progress and socio-cultural orientation of all students.
- 10.2 It is understood that the absence of placements during any or one academic year is



possible and does not nullify this Agreement.

- 10.3 The obligations of the Universities under this MoU are only for the participating students and do not include spouses or dependents of those students.

## 11. DISPUTE RESOLUTION REGARDING PLACEMENT

- 11.1 In case of a problem experienced during their placement, the student will, in first instance, consult the International Office.
- 11.2 Any dispute arising between the student and UPCM will be presented to the International Office of UAntwerp (Faculty of Medicine and Health Sciences) for amicable settlement.
- 11.3 Any placement of a student may be terminated by UPCM where the UPCM forms the view, based on careful research, that the student has committed an act of serious and willful misconduct or fails to meet any obligations set down in this Agreement. Before termination UPCM will seek contact with UAntwerp to discuss this matter.

## 12. AMENDMENTS


This sub-agreement may be amended and supplemented in writing at any time by the mutual written consent of both Parties.

## 13. LAW APPLICABLE

The interpretation of this sub-agreement and the adjudication of any claim or dispute arising there from, shall be in accordance with the Laws of the country of the defending Party and each and every cause of action shall be regarded as having arisen within the jurisdiction of the Courts of the country of the defending Party.

Thus agreed, the Parties hereto have executed this sub-agreement on the date below mentioned.

### SIGNED FOR AND ON BEHALF OF:

<b>University of the Philippines Manila</b>	
<b>Date:</b> 17 SEP 2019 <i>[Signature]</i>	<b>Date:</b>
<b>Name:</b> CARMENCITA D. PADILLA, MD, MAHPS <i>[Signature]</i>	<b>Name:</b> PROF. DR. FILIP LARDON
<b>Title:</b> Professor and Chancellor	<b>Title:</b> Vice-Rector Universiteit Antwerpen
<b>UP College of Medicine</b>	<b>Faculty of Medicine and Health Sciences</b>
<b>Date:</b> 6 Nov 2019 <i>[Signature]</i>	<b>Date:</b>
<b>Name:</b> CHARLOTTE M. OHIONG, MD, PhD	<b>Name:</b> PROF. DR. GUY HUBENS
<b>Title:</b> Professor and Dean	<b>Title:</b> Dean Faculty of Medicine and Health Sciences