

General Conditions for medical student exchange for academical year 2020/2021

PREAMBLE

“Bratislavsky Spolok medikov” (BSM) is a part of “Slovak Medical Students’ Association” (SloMSA). BSM provides 4-weeks long Professional and Research Medical Student Exchanges organized under the supervision of “International Federation of Medical Students’ Associations” (IFMSA) for students of Comenius Medical Faculty (LF UK) through a partnership with its “Club of Foreign Activities” (KZA).

Students interested in a professional/research medical student exchange (later only as “Student Exchange”) should closely follow all standard means of communication used by the KZA (posters, Facebook - “KZA-stáže” and BSM).

For students of 1st and 2nd (Pre-clinical) years of their Medical studies at Medical Faculty of Comenius University are primarily reserved **Research** Medical Student Exchanges, although these students can attend **Professional** Medical Student Exchanges if there are leftover free spots in these exchanges and the Foreign Partner Organization agrees with the participation of a “pre-clinical” foreign medical student. There are two types of Student exchanges; Bilateral and Unilateral. Medical students in their 6th year of medical studies can attend a Student Exchange until 6 months after the completion of their medical studies.

The full price for Bilateral Student Exchange is **370 euros**.

This full price is paid in one payment by the Student (participant of a Student Exchange) in favor of BSM. Payment is done via BANK TRANSACTION before the deadline (see the *Provider’s contract*). This payment covers SloMSA’s and IFMSA’s fees, the certificate, mail, student’s lodging for the duration (4-weeks) of the Student Exchange and other expenses resulting from organizing the Student Exchange.

The cost of Unilateral Student Exchange consists of two separate payments. First payment of **120 euros** in favor of BSM. Second payment in favor of the *Foreign Partner Organization*, which also dictates the sum of the second payment (can be found in the exchange conditions of the Foreign Partner Organization at www.ifmsa.org). BSM and SloMSA are NOT, in any means, responsible for not meeting the financial obligations set by the *Foreign Partner Organization*. Only Student is personally responsible for any consequences resulting from NOT paying the Unilateral fee.

BSM dictates these conditions which have to be met before officially applying for Student Exchange:

1.) BSM membership: Students applying for Student exchange MUST be BSM members at the time of signing this contract (thus signing up for the Student Exchange), during the whole period

of Student Exchange and throughout filing a report from Student Exchange (in case Student wants to be liable for deposit return).

2.) Application form: All students interested in Student Exchange MUST fill electronic Application form based on the instructions provided at FB-funpage KZA-stáže. Incomplete Applications will NOT be accepted and will be dismissed.

3.) Country choosing:

Student can get points for **out-of-school activities or for volunteering due to COVID-19 pandemic.**

Points are given for the **period from October 2019 – September 2020**

Points for activities are given as follows:

a) grades from last year, weighted average:

1,00 - 1,20 - 15 points

1,21 - 1,40 - 13 points

1,41 - 1,60 - 10 points

1,61 - 1,80 – 8 points

1,81 – 1,99 - 5 points

2,00 and worse - 0 points

(proof about weighted average – paper from Study department, which a student got when enrolling to actual year of study; or screenshot from AIS, with name and weighted average of grades visible)

b) ŠVOČ: participation with an own paperwork at ŠVOČ conference: 2 points

+ points for place: 1st place – 10 points

2nd place – 8 points

3rd place – 5 points

(certificate of participation serves as a proof)

c) Activity in ŠČAS (student part of academic senate LF UK): 7 points

(ask the head of ŠČAS – he/she will assign points to you and send a list to us)

d) Representation of faculty in sport: 5 points

(paper from the head of Institute of physical education and sport needed as a proof)

e) Club of Children´s Hope (KDN): 5 points

(paper from KDN as a proof)

f) Member of SloMSA executive board: 20 points

(paper from the presidents as a proof)

g) LEO: 25 points
(paper from NEO as a proof)

LEO assistant: 10 points

Contact person:

- being a contact person during semester: 4 points for one month
- being a contact person during summer (for each month):
 - 1 week – 5 points
 - 2 weeks – 10 points
 - one month – 20 points

(paper from LEO as a proof)

h) member of BSM chairmanship: 20 points
(paper from president as a proof)

i) international IFMSA representation: max. 20 points
General Assembly 10 points, EuRegme 10 points, other international event 10 bodov, sub-regional training 5 points

j) activities in BSM clubs:

- head of of BSM club – 20 points
- *dividing of points for club activities is in competence of head of the club*
- he/she sends as the list of people with the number of points – contact him/her until 06/11/2015, he/she will assign number of points to you and send it to us

Distribution of points was set by heads of BSM clubs.

KZA – Club of foreing activities

- help with organisation of events – max. 10 points
- being a contact person – as stated in h)

KSZ – Club of sexual health

- participation on workshop: 2 points (max. 10 points)
 - participation at big event (WAD, October, Movember, Eurovea – Škola zdravia): 3 points
- Max. number of points possible to get is 20

KVZ – Club of public health

- Teddy Bear Hospital – 2 points
 - Teddy Bear Hospital (Eurovea – Škola zdravia) – 3 points
 - help with organisation of projects – max. 5 points
 - organisation of Kvapka krvi (“Drop of blood”) – 3 points
- Max. number of points possible to get is 20

KVM – Club of medical education

- organisation of big event – 5 points
- new project or restarting an old one – 5 points
- help with organisation – 2 points
- main project supervisor (responsible for the project) – 4 points
- project supervisor – 3 points
- others (active membership during whole year, help with others project within the club, good cooperation with head of the club, reports and photo-documentation on regular basis,...) – 3 points

Max. number of points possible to get is 20

KLPaM – Club for human rights and peace

- participation on projects (taking care of refugees, homeless people etc.) – max. 5 points
 - participated 1x – 2x = 2 points
 - participated 3x – 5x = 3 points
 - participated more than 5x = 5 points
- individual realisation and coordination of a new project – 5 points
- help with project realisation – 5 points
- intermediation of useful cooperation with company or sponsor specialised on human rights – 2 points

Max. number of points possible to get is 20

k) organisation of big BSM events:

- Head of OC for every project – 5 points
- Freshers day – max. 20 points
- Freshers enrollment day – max. 8 points
- Medical students run – max. 15 points
- Beneficial market of skills – max. 10 points
- SloMSA National general assembly in Bratislava – max. 20 points

(proof from Head of OC)

l) points for study year:

- 3rd year – 3 points
- 4th year – 6 points
- 5th year – 9 points
- 6th year – 9 points

m)others: max. 5 points

Students can make claim for extra points only once for concrete period of being in function and the latest

All activities in points from a) to o) can be accumulated.

Points for volunteering will be assigned by the head of BSM on the basis of a completed document.

Candidate is obligated to follow instructions of local exchange officer, be informed, keep all the deadlines and follow communication channels:

1. his/her e-mail address
2. FB fanpage: KZA-Stáže

Final chart with all the candidates will be before Country choosing event.

On the day of Country choosing announced by KZA coordinator, student will choose country depending on final chart.

Candidate should be interested in countries, which are available for this season in advance. He/She should think through in which country he/she wants to go, **take attention in exchange conditions of the country which are available on IFMSA website.** He/she should consider if he/she is an appropriate candidate before signing a contract.

If the participant is interested in the chosen country, he is obliged to sign and send prepared contract with KZA to dokumentykza@gmail.com by 6.11.2020 and pay 370 EUR (bilateral exchange) or 120 EUR (unilateral exchange) to the BSM account by 9.11.2020

If a candidate does not do so, exchange forfeits to next student.

5.) The period between Country choosing and absolving the Student Exchange (= period before absolving the Student Exchange):

After Country choosing student is obligated to fill the electronic IFMSA application form in the database - **Application form = eAF**

All the needed information are provided by the LEO. Student **MUST** follow his/her orders and deadlines.

Student is obligated to state his/her preferences regarding **month, place** (at least 3 preferences), **department/research project** (at least 4 preferences) unless there is an exception granted resulting from specific General Conditions of the *Foreign Partner Organization*. Preferences chosen by the Student **MUST** correlate with *Foreign Partner Organization's* Exchange Conditions stated at www.ifmsa.org.

Part of *eAF* is also a **motivational letter** which is addressed to the Tutor or the Head of Department. Motivational letter is often the factor that highly influences whether Student is accepted to the department/hospital/city that he/she has applied to, therefore pay extra attention and be cautious while writing your motivational letter. Your motivational letter has to be added to your *eAF*, written in a formal english at about space of one (1) A4. Motivational list should contain: Information (introduction) about the Student, reason(s) why Student has chosen specific

country, specific department/research project, Student expresses his/her preferences and expectations. At the end of the motivational letter there should be a date, place and Student's signature. It is strongly recommended that Student expresses his/her personal preferences regarding the place and department of interest.

It is obligatory for Student to cautiously read the Exchange Conditions of the *Foreign Partner Organization*. Student MUST know what documents and in what format they are required. The extra costs regarding documents (getting copies, photos etc.) are Student's personal expenses and are NOT refundable by BSM.

The eAF has to be sent no later than 3.12.2020. Part of the Application form are additional documents stated in the Exchange conditions of *Foreign Partner Organization*. These documents have to be filed also no later than 3.12.2020.

Student is obligated to fill the eAF truthfully and fully (phone number, e-mail).

KZA is not responsible for communicational problems within the Student and *Foreign Partner Organization*.

We recommend Students to take care of the Application forms in advance and to strictly follow deadlines.

The final placement within the selected country is upon the *Foreign Partner Organization*. Student has to count with the possibility of being placed to cities listed as 2nd, 3rd, or 4th preferences. In special cases Students might be placed outside their preference-zone. This is also regarding departments and research projects.

KZA is not responsible for the placement chosen by the *Foreign Partner Organization*.

The Student's placement will be listed in the Card of Acceptance (CA) no later than 5 weeks before the start of Student Exchange.

Student has to validate the legitimacy and participation on Student Exchange as soon as notified by CA by sending the Card of Confirmation (CC) to *Foreign Partner Organization* via the electronic database. If Student doesn't respond upon notification, his/her Student Exchange can be cancelled with no refund and viewed as invalid by the *Foreign Partner Organization*.

If the *Foreign Partner Organization* doesn't send the CA to Student thus violates the contract, KZA has to be notified immediately to take further action to validate the Student Exchange.

If Student for any reason decides NOT to participate/cancel the Student Exchange, he/she is obligated to inform KZA in a written matter at the BSM address: Bratislavský Spolok medikov, Sasinkova 2, 813 72 Bratislava, resp. at dokumentykza@gmail.com

Based on the “*Section 4: The cancelation of professional bilateral exchange program*” of this contract it will be dealt with the paid Application fee accordingly.

6.) The period of participation on Student Exchange:

The duration of Student exchange is usually 4 weeks. The Application fee includes: Lodging, lunch at the hospital (or other compensation), hospital internship and a certificate.

The form of lodging and lunches (compensations) vary and are handled by the *Foreign Partner Organization*. More informations can be found in the EC. If there are no lunches provided at the hospital, *Foreign Partner Organization* is obligated, based on the contract, to compensate the Student (in form of cash, gift card etc.)

Student receives certificate only when his/her attendance is high enough (for more info. see EC) and if all the forms in the EF database are filled correctly.

If Student doesn't spend the whole 4 weeks at the Student Exchange, there is NO refund for the time he/she hasn't been present at an Exchange.

Student pays for all the travel expenses. Student is obligated to arrive to selected place (country where the Student Exchange takes place) no later than 4 days after the date in the CA, otherwise *Foreign Partner Organization* has the right to cancel the Student Exchange with NO refund.

Student is responsible for his/her language skills. If he/she is not able to communicate because of the language barrier, *Foreign Partner Organization* has the right to cancel the Student Exchange with NO refund.

If selected country requires *visa* it is up to the Student to acquire sufficient documents allowing him/her the entrance. Student pays for all additional expenses. Failure to acquire sufficient documents is Student's personal issue and KZA takes no responsibility in such situations. If Student needs an Invitation letter, he/she notifies the local coordinator in advance.

Student is required to be insured for the whole period of Student Exchange. BSM is NOT responsible for any health complications and for any damage caused by the Student. Absolving IFMSA-organized Student Exchange usually counts as an equivalent to summer internship. BSM is NOT responsible for any issues regarding the Student Exchange not being accepted as a legitimate summer internship by the Comenius Medical Faculty.

Student is obligated to bring a printed handbook/logbook, which is sent a month before the start of an Exchange to his/her Student Exchange. Handbook/logbook serves as a proof for absolving the Student Exchange. Student MUST return the handbook/logbook to his/her local coordinator upon arrival to home country.

Some *Foreign Partner Organizations* require additional **Property Damage Liability Insurance**. More information in EC.

7.) After returning from Student Exchange

- a. Student is obligated to provide Local Coordinator with the handbook/logbook and with a copy of certificate no later than 18.09.2021.
- b. Report
 - Student is obligated to upload the report from his/her Student Exchange no later than 18.09.2021 to dokumentykza@gmail. With doing so Exchange Student agrees with the publishing of his/her report and thus gives permission to the 3rd party to publish the report at <http://bsmkzastaze.wordpress.com> and at www.bsm.sk.
 - report is in electronic form (.doc/.docx) in English and Slovak language, it contains 3 photographs from Student Exchange and a bank account number. The report is at least 1 A4. It contains information about the quality of lodging, social program, hospital work, internship, travel information etc. Evaluation forms are NOT reports.
 - If Student fulfills these obligations, he/she will be returned 10EUR from the original cost of a Student Exchange to provided bank account. In case the report is not sent under the conditions of this contract and as stated in this contract, the exchange student is fined the amount of €10 for not following the “exchange student’s duties” as stated in this contract.
 - If the participant, as a contact person will help the BSM with foreign students as a contact person for at least one week (just for bilateral exchanges) , the participant will be refunded 20 EUR of the original price of the fee to the account.

Student **MUST** follow all the main means of communication used by the KZA (e-mail, Facebook). **Student is personally responsible to follow all the news and updates regarding Student Exchange. Student is personally responsible for following the deadlines. In case of any questions or problems, contact the Local Coordinator or KZA via e-mail. Send all documents via e-mail.**

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