



# Visiting Students' Elective Handbook

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# QMUL Visiting Student Elective Programme

The Visiting Student Elective Programme offers short-term, observational placements, for UK and International medical students, in their final year of study. Students are placed with a consultant team working within our partner NHS hospitals and spend their time shadowing and experiencing typical days in a specific medical specialty.

Please refer to the following guidance notes before proceeding with an application to undertake an Elective Placement with us.

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## Eligibility

- Students must be in their final year of Medical School. Exceptions are given to penultimate year students who have satisfactorily completed their year of study and their University requires them to complete their Elective Placement in the break between their penultimate and final year.
- Students must be studying at a Medical School that is listed on the World Directory of Medical Schools
- Students must be in good standing with their Medical School and be able to provide a letter of recommendation.
- Students must meet Occupational Health & DBS/Police Check requirements.
- Students must have the appropriate visa permission (if applicable) to undertake an Elective Placement
- Students must have the appropriate Medical Indemnity Insurance

Any applications that are submitted that do not meet these requirements will not be considered and their application withdrawn.

## Application Form Requirements

Due to the volume of applications we receive, please ensure that you include the following documents with your application **upon submission**. Documents provided must be in English or translated by a notarised authority prior to submission. Failure to do so, will result in your application being immediately rejected.

- **Academic Transcript** – This transcript must be from your university/institution listing the course and examinations you have taken to date in the current Academic year prior to commencing your Elective.
- **Academic Reference** – This reference must be from a member of staff from your University/Institution who can confirm that you are a student in the required clinical years of study. The letter **MUST** include the following:

- The University/Institution's official stamp (or letterhead), with contact details (email and postal address)
  - The status of the person providing the reference (e.g. Academic, Professor, Administrator)
  - Confirmation that you are a bona fide Medical Student
  - Confirmation that you are currently studying Medicine.
  - Confirmation that your University/Institution agrees for you to undertake an Elective Placement
  - Confirmation that the Elective Placement will count towards your Medical degree.
- **Enhanced DBS/Police Check - UK applicants** are required to provide an Enhanced DBS certificate that is listed on the Update Service. You will need to obtain a new Enhanced DBS certificate if the one you currently have is not dated within 9 months of your Elective Placement. **International applicants** can provide a Police Check/Certificate of Good conduct from the country you reside in, dated within 9 months of your elective placement. Students who are required to submit a **CNCC**, must do so within good time. However, due to the process it involves, if it is required for QMUL to request this on your behalf, please upload a Word document noting that you require this, and we will process this as soon as we are informed.
- **English Language** - Where English is not your first language, you must provide evidence of an acceptable English Language qualification as listed on our website - [English Language Requirements](#). This must be within the required validity period before undertaking your Elective Placement. Students are exempt from providing evidence of English Language if they fall under the following categories:
- you are from a majority English-speaking country (MESC as defined by UKVI)
  - you are currently studying for a degree in a majority English-speaking country
  - you have recently been awarded a degree or postgraduate diploma taught in English in a majority English-speaking country
  - If you are an international student currently studying at a UK Medical School, we will accept a certified letter from your university confirming that you achieved the required English Language criteria for entry into their institution, as well as confirmation of what those requirements were

We also accept a range of [alternative qualifications](#) to demonstrate the level of English proficiency. Approved English Language tests must have been taken within the validity date stated, which are measured against the proposed Elective Placement start date.

If you have taken your test but are yet to receive your results, we will accept evidence of your test booking confirmation in the interim. You will still be required to submit the test certificate as soon as you receive it and meet the requirements before an offer can be made to you.

We are unable to accept applications from students who do not meet the above English requirements, nor accept letters from institutions except in the case above, as evidence of proof of English.

- **Medical Indemnity Insurance** - All Visiting Elective students would be required to provide proof of Medical/Indemnity/Malpractice Insurance. Your home institution may be able to provide you with this cover or advise you on insurance providers. If you are unable to provide proof at the point of application, it would therefore become a condition of your offer. If your university policy does not cover you, it would be required for you to take out a private Medical Malpractice Policy which would cover you for the duration and purpose of your Elective Placement. Upon receipt of insurance, you would need to email a copy to [smd-incoming-electives@qmul.ac.uk](mailto:smd-incoming-electives@qmul.ac.uk).
- **Occupational Health/Vaccination Requirements** - All Visiting Elective students are required to provide evidence of vaccinations which include, Hepatitis B, MMR, TB, Varicella, when submitting their application. It is also required to include evidence of COVID vaccination history. Students must also complete an Occupational Health form and be cleared to train and cleared for placement once an offer has been made and prior to enrolment.
- **Passport Details** – This must be a copy of the identification page of the passport you will arrive in the UK with.
- **Personal Statement** – A brief description of why you wish to undertake an Elective Placement (max. 500 words)

All required documentation must be received via the online application form. If you have any issues with the form within the application round, please email [smd-incoming-electives@qmul.ac.uk](mailto:smd-incoming-electives@qmul.ac.uk) in the first instance.

## Application Process

- Applications are to be submitted within the timeframe the application round is open for. Application attempts made outside this period would not be considered.

- Arrangements with a consultant **without** making an application will not be considered. If an individual has been approached, this can be provided within the application form.
- All questions on the application form must be answered and supporting documentation must be provided at the time of application. Incomplete applications will not be considered.
- Elective Placements are offered for the following period lengths from the following NHS Trusts:
  - o **Barts NHS Health Trust** – Maximum 4 weeks in length
  - o **Princess Alexandra Hospital** – Minimum 2 weeks and maximum 8 weeks
- Requests for Elective Placements that fall outside of the above timeframes will not be considered.
- Upon completing and submitting the application form, you will be automatically directed to the Electives E-Shop page to make payment. Payments not received or paid via other payment channels will not be considered and the application deemed incomplete.
- The application fee (£300) is non-refundable under any circumstances and is to be paid upon application submission. The placement fee is to be paid within 10 working days of an offer being made. If we do not receive payment during this time, the offer of placement will be withdrawn.
- As places are limited, we cannot guarantee an offer. Availability depends on the popularity of a particular specialty, as well as consultant availability. We therefore cannot always guarantee a placement within your first choice of specialty. Applications are reviewed in the order received on a first come, first served basis.
- Students may be offered an alternative specialty if placement in their chosen specialties cannot be found, this may also include being placed in a different hospital they had originally specified on the application form.
- Once an application is received, any changes can only be made in exceptional circumstances. After a consultant has been confirmed, no further changes can be made.
- Once an offer of an Elective Placement is made, it is non-negotiable.
- Once a student has been informed of an unsuccessful application, the decision is final and non-negotiable

- When the application round closes, applicants will receive notification that their application has been received. Applicants should allow approximately 6-8 weeks after receiving the acknowledgment email to be informed whether they have been successfully placed or been offered an alternative. It is advised for applicants to refrain from enquiring on the status of their application before this time.
- The Visiting Electives Team and the NHS Trusts endeavour to meet all timeframes as advertised on the Electives website. Any changes to this will be communicated via email.
- Students must ensure that they have sufficient funds to undertake an Elective Placement, should an offer be made. It is expected that students are required to finance their own accommodation, living and travel expenses and if applicable, any visa costs.
- It is strongly advised that students **do not** book flights, accommodation or other expenses before an offer has been made to them.

## Timeline

- Students are given a week to submit an application. We do not consider late applications, nor do we allow for the application form to be available before the advertised application round
- Students should allow approximately 6-8 weeks post-closure to hear of a decision
- If an offer has been made, students have 10 working days to accept or decline the offer
- If the Electives Team have not heard from the student after 10 working days of the offer, the application will be automatically withdrawn

## Fees

- Students are required to pay the administration fee upon the submission of their application.
- The administration fee is non-refundable, the placement fee under exceptional circumstances may be refunded to you, in line with our Refund Policy.



- Payments are not accepted outside of the application rounds, or via incorrect channels
- The Placement fee is only required when an offer is made.

## Specialties

- Specialties are offered at the following Trusts:

<b>Princess Alexandra Hospital</b>	<b>Barts Health NHS Trust</b>	<b>Both Trusts</b>
Acute Medicine	Allergy Medicine	Anaesthetics
Breast Surgery	Cardiothoracic Surgery	Cardiology
Dermatology	Clinical Pharmacology	Emergency Medicine
Endocrine	Endocrinology	Gastroenterology
ENT	Hepatology	General Surgery
Medical Education	Microbiology	Intensive Care
Ophthalmics	Neurology	Oral & Maxillofacial Surgery
Palliative Care	Neurosurgery	Oncology
Pathology (Cellular & Histopathology)	Obstetrics & Gynaecology	Radiology
Respiratory	Paediatrics	Trauma & Orthopaedics
	Renal Medicine	
	Research – Cardiovascular Medicine	
	Trauma Surgery	
	Urology	

## Visa Information

- It is essential the international students who require a visa, arrive in the UK under the Standard Visitor Visa category
- Electives cannot be rearranged if visas are not obtained in time to start on the agreed date, nor can the administration fee be refunded
- Upon obtaining a Visa or vignette, it is to be sent to [smd-incoming-electives@qmul.ac.uk](mailto:smd-incoming-electives@qmul.ac.uk) for this to be uploaded to your record
- For the latest general advice on applying for a visa, please see - [QMUL - Which visa should I apply for?](#)
- For further advice and guidance, please visit the [Advice & Counselling Service](#)

## Offer Information

- Upon receipt of offer, students are required to accept or decline within 10 working days, make payment of the placement fee and provide proof of Medical Indemnity/Malpractice Insurance as a condition of offer
- Your home institution may be able to provide you with this cover or advise you on insurance providers. If your university policy does not cover you, you will need to take out a private Medical Malpractice policy which will cover you for the duration and purpose of your Elective Placement. Upon receipt of insurance, please email a copy to [smd-incoming-electives@qmul.ac.uk](mailto:smd-incoming-electives@qmul.ac.uk).
- If a student's acceptance and payment is not acknowledged within the 10-working day timeframe, the offer will be withdrawn
- Queen Mary, University of London reserves the right to change a student's Elective Placement if circumstances change and the consultant/specialty can no longer accept students. If it is not possible to offer an alternative specialty, the placement fee may be refunded in line with our refund policy
- The offer is non-negotiable

## Placement/Enrolment Information

- Prior to a students start date, students are expected to have communicated with their supervisor confirming start date and reporting instructions
- Students are expected to attend the Elective Placement as agreed, failure to do so will result in relevant parties informed and where appropriate, non-attendance will be reported to UKVI in accordance with their regulations.
- Students must have been fully enrolled before they are able to commence with their Elective Placement
- Students attending their Elective Placement must adhere to below Trust dress code policies:

**APPENDIX 5: DRESS CODE FOR NON-UNIFORMED STAFF**

**NB** includes staff who come into general contact with patients or members of the public.

**NB** For staff directly involved in patient care see Appendix 6

POLICY	RATIONALE
<p><b>Acceptable Clothing</b></p> <p>All staff must at all times maintain professionalism and adhere to infection control policies and practices.</p> <p>Work wear should promote trust and confidence in hospital staff by public.</p> <p><b>Unacceptable Clothing</b></p> <ul style="list-style-type: none"> <li>For non-uniform wearing staff, the following items of clothing are examples of unacceptable clothing, either on the grounds of health and safety or the Trusts public image. Denim jeans or skirts (all colours and styles) track suits, jogging bottoms, leggings, leather skirts or trousers, casual sports T-shirts, leisure shorts, sweatshirts, combat trousers (unless part of uniform), baseball caps/hats overly tight, see through, or revealing clothes, including mini-skirts, tops with plunging neck lines, strapless/spaghetti strapped tops or dresses, or which expose the midriff. Blatantly visible undergarments are also considered inappropriate clothing. Any clothing that is sufficiently long that it touches the ground when walking is not acceptable on safety and hygiene grounds. Clothing bearing any inappropriate slogans must not be worn.</li> </ul>	<ul style="list-style-type: none"> <li>To reduce the risk of infection being brought in and out of the hospital environment.</li> <li>Dress and appearance are important factors in promoting the professional image of the Trust and to good health and safety, infection control and security for patients/clients, their families, other staff and visitors to the Trust</li> </ul>

## APPENDIX 6: DRESS CODE FOR NON-UNIFORMED CLINICAL STAFF

NB covers includes all clinical and medical staff directly involved in patient care)

POLICY	RATIONALE
<ul style="list-style-type: none"> <li>• Cuffs become heavily contaminated and are likely to come into contact with the patient.</li> <li>• Sleeves must be rolled up, or short sleeved shirts and blouses must be worn in clinical areas at all times.</li> <li>• Ties must be tucked in or pinned during any activity that involves direct patient contact. They perform no beneficial function to patient care and have shown to be colonised by pathogens.</li> <li>• All clinicians and students must observe the following guidance when working in clinical areas.</li> <li>• The standards listed below are mandatory for ward areas and recommended in clinics, especially when examining a patient:               <ul style="list-style-type: none"> <li>Jackets must be removed.</li> <li>Bare below the elbows when in clinical areas, during all direct patient contact and during hand washing.</li> <li>Ties must be tucked in.</li> <li>Long necklaces removed.</li> <li>Wristwatches removed, and any hand jewellery removed except one plain wedding band. Hand/wrist jewellery can harbour micro-organism and can reduce compliance with hand hygiene</li> <li>All bags, jackets and other personal belonging must be removed in ward areas.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• In addition to the principles outlined in the above section, healthcare professionals, who do not wear uniform, have a responsibility to minimise the spread of HCAs by wearing appropriate clothing in the clinical setting. Micro-organisms are frequently carried on clothes, and this represents a potential risk</li> <li>• This policy will be applied fairly and consistently to all staff employed at the Trust regardless of sex, race, religion, ethnic origin, marital status, disability, union membership, age, sexual orientation, status, staff group, profession, numbers of hours worked or any other irrelevant factor.</li> <li>• It also applies to those working in the Trust as students, temporary staff, staff working through bank and agencies staff working on a consolatory basis and contractors.</li> <li>• Consultants are asked to lead by example ensuring that juniors adhere to this dress code, as well as decontaminating hands in line with infection control policy.</li> </ul>

## FAQs

For a list of commonly asked questions, please view our [FAQs](#).

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