

**Visiting Medical Students
For all SMHS Medical Students**

Section: 4
Policy number: 4.15
Responsible Office: Student Affairs and Admissions
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POLICY STATEMENT

The Medical students from LCME and non-LCME accredited medical schools may enroll in fourth year electives at the University of North Dakota School of Medicine and Health Sciences, if appropriate criteria are met including but not limited to availability of an elective site. Students from other medical schools may enroll in elective clinical experiences when it will not negatively impact the education of UND SMHS medical students.

REASON for POLICY

The acceptance of visiting medical students from other schools, both inside and outside of the United States, into the elective clinical experience at the UND SMHS serves at least two roles. One is to increase the exposure of SMHS students to individuals from diverse cultures. The second role is to increase the number of qualified applicants to the Institution's residency programs.

SCOPE of POLICY

This policy applies to:

√Deans, Directors, and Department Heads	√Faculty
√Managers and supervisors	√Staff
√Students	

WEB SITE REFERENCES

Policy Office: <http://www.med.und.edu/policies/index.cfm>
Responsible Office: <http://www.med.und.edu/student-affairs-admissions/>

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DEFINITIONS

Registrar	For the purposes of this document the title of Registrar shall be used to identify the person in the SMHS Office of Student Affairs and Admissions who performs the registrar function for medical students and not the main registrar for the UND campus.
LCME	Liaison Committee on Medical Education
LCME Accredited Schools	Those US and Canadian medical schools who are fully or partially accredited by the LCME.
Non-LCME Accredited Schools	Those non-US schools that do not participate in the LCME accreditation process. This does not include schools that have not completed the accreditation process, such as a new US medical school.
COCA-Accredited Schools	The United States College of Osteopathic Medicine accredited schools shall, for the purposes of this document, be considered as LCME accredited schools
CACMS Accredited Canadian Schools	For the purposes of this document, Canadian citizens from LCME accredited Canadian medical schools will follow the “Medical Students from Licensing Committee on Medical Education (LCME) Accredited Schools” section with the addition of the information noted in the “Special Circumstances” portion of the document.
Visiting student	A medical student who is participating in an elective clinical experience who is not an admitted UND SMHS medical student.
Rotations	Elective fourth year clinical experiences. Throughout this document, elective fourth year clinical experiences may be referred to as courses, rotations, clinical rotations, or clinical experiences.
Non-LCME Non-CACMS Accredited Canadian Schools	For the purposes of this document students from these schools shall follow the international non-LCME accredited student guidelines.

RELATED INFORMATION

J-1 Scholars Application Procedure at UND	http://und.edu/academics/international-center/scholar-services/j-1-scholars-application.cfm
J-1 Scholar English Proficiency Requirement Form	http://und.edu/academics/international-center/scholar-services/_files/docs/english-proficiency-verification02-15.pdf

CONTACTS

General questions about this policy can be answered by your department's administrative office. Specific questions should be directed to the following:

Subject	Contact	Telephone/FAX	Email contact
Policy clarification	Student Affairs	777.4221/777.4942	
Policy format	Dean's Office	777.2514/777.3527	judy.solberg@med.und.edu

PRINCIPLES

- I. Medical students from LCME and non-LCME accredited medical schools may enroll in fourth year electives at the University of North Dakota School of Medicine and Health Sciences, if appropriate criteria are met including but not limited to availability of an elective site. Students from other medical schools may enroll in elective clinical experiences when it will not negatively impact the education of UND SMHS medical students.
- II. Students from LCME accredited medical schools must fulfill appropriate guidelines in order to gain access to elective clinical experiences. An applicant from a non-LCME accredited school must complete this process with additional procedures to ensure that they are adequately prepared for the course that they are requesting. In the case of international medical students this includes testing to ensure written and spoken English are adequate for the successful completion of the course and completing the documentation required by the United States government.

PROCEDURES

Medical students may apply to the University of North Dakota School of Medicine and Health Sciences for fourth year electives. Other types of clinical experiences (such as observation experiences, shadowing, clerkships and internships) will not be considered.

- I. **Medical Students from Liaison Committee on Medical Education (LCME) Accredited Schools**
(Including COCA accredited US schools, Canadian students from CACMS accredited schools, see below.)
 - a. A medical student from an LCME accredited school must first contact the Registrar at the UND SMHS and request an elective (including the preferred campus site) and a specific time frame. A request made directly to a clinical department shall be forwarded to the UND SMHS medical student registrar for processing. An elective clinical experience may be made in one of the following departments*:
 - i. Surgery (including surgical subspecialties)
 - ii. Obstetrics and Gynecology
 - iii. Radiology
 - iv. Family Medicine
 - v. Pediatrics
 - vi. Neurology
 - vii. Psychiatry
 - viii. Internal Medicine

*Note that neither the departments nor the campuses are obligated to accept visiting students and may decide for reasons other than course availability to deny a request by a visiting student.

- b. Requests may be made for any of the 11 Periods of the fourth year schedule. The UNDSMHS academic calendars are available on the school's website to identify beginning and end dates for the elective courses.
- c. Students may make only one request at a time. The request must include the course number, the campus and period number.
- d. The medical school Registrar will contact the department, the campus dean, and the campus support staff to ascertain if the requested elective is available for the visiting student at that site for the requested period. If there is not an opening or for other reasons the department or campus is unable to accommodate the request, then the request is denied by the Registrar. The department and campus are notified of the outcome.
- e. If there is an opening and the department and campus would like to proceed, the medical school Registrar will gather the following information for approval by the department:
 - i. Name of student
 - ii. Name and address of Medical School
 - iii. Year in Medical School
 - iv. Proof of liability insurance consistent with that provided to UND SMHS medical students
 - v. Official transcript-Transcript is to be sent from the applicant's Medical School
 - vi. Letter of recommendation-A letter from the Student Affairs Dean of the requesting student's medical school must confirm the student's educational level; that the student is registered at the home school; and that core required clinical clerkships have been successfully completed.
 - vii. Documentation of a clear Criminal History Background Check-Any finding other than a simple traffic ticket will disqualify the student from the elective.
 - viii. Documentation of required immunizations, TB status as per UND SMHS policy (section 3.14 of the policies and procedures <http://www.med.und.edu/policies/files/docs/immunization.pdf>). Visiting students must provide documentation from their health care provider that they will not need the special immunizations listed in the "Special Requirements."
 - ix. The department may require an interview with the potential student. This may be electronic or in-person, the department will make arrangements.
 - x. Contact information to whom the completed elective course evaluation should be sent.
- f. If the elective request is approved by the department and the campus; the registrar grants final approval of the documentation and notifies the student, department and campus of the decision.
- g. Timing-It is necessary that the initial request be received no later than four months prior to the start of the clinical elective in order to allow sufficient time to complete the process.
- h. Policies and Procedures-visiting students must sign and agree to all UND SMHS policies and are subject to all of the forms of adjudication contained within. This includes possible suspension or dismissal from the clinical experience when a student is found to behave outside of acceptable norms outlined in the policies and procedures. The Student Affairs Dean of the student's home medical institution will be informed of the suspension/dismissal action. In the event that a student participates in more than one elective course, these policies documents must be signed by the student prior to each elective course.

- i. Evaluation and Grading-Visiting students will be graded by the assessment methods defined in the elective course description and grading will be reported using the standard UND SMHS evaluations found on E*value. The grade and evaluations will be downloaded by the registrar and sent by US Postal Service to the home medical school and to the student. Grades may not be emailed but under certain circumstances may be faxed.
- j. Expenses-Students are responsible for their own housing, transportation, insurance, and expenses during the clinical experience. There are no tuition fees for the elective courses. The student must be registered at their home school at the time of the elective experience.
- k. Special Circumstances-A Canadian citizen from an CACMS accredited Canadian medical school does not need a visa stamp in his or her passport. A Canadian is only required to show his or her Form DS-2019 at the Port of Entry to obtain status as a J-1 Exchange Visitor. A Canadian citizen from a non-CACMS accredited Canadian medical school will need to complete additional documentation noted in section II. C. except numbers 8 and 10.

II. Medical students from International and/or Non-LCME Accredited Medical Schools

- a. The medical student from a non-LCME accredited school must first contact the Office of the Registrar at the UND SMHS and request an elective course, the campus preference and a specific time frame. A request made directly to a clinical department shall be forwarded to the UND SMHS medical student registrar for processing. The request can be for an elective clinical experience in one of the following departments*:
 - i. Surgery (including surgical subspecialties)
 - ii. Family Medicine
 - iii. Psychiatry
 - iv. Internal Medicine

*Note that neither the departments nor the campuses are obligated to accept visiting students and may decide for reasons other than course availability to deny a request by a visiting student.

- b. Requests may be made for any of the 11 Periods of the fourth year schedule. The UND SMHS academic calendars are available on the school's website to identify beginning and end dates for the elective courses.
- c. Students may make only one request at a time. The request must include the course number, the campus, and period number.
- d. The medical school Registrar will contact the department, the campus dean, and the campus support staff to ascertain if the requested elective is available for the visiting student at that site for the requested period. If there is not an opening or for other reasons the department or campus is unable to accommodate the request, then the request is denied by the Registrar. The department and campus are notified of the outcome.
- e. If there is an opening, the medical school Registrar will gather the following information for approval by the department, and campus dean's office. All documents must be provided in English and include:
 - i. Name of student
 - ii. Name and address of Medical School
 - iii. Official Transcript, certified through a credentialing service such as WES or ECE
 - iv. Proof of liability insurance consistent with that provided to UND SMHS medical students

- v. Letter of recommendation-A letter from the Student Affairs Dean of the requesting student's medical school that confirms the student's educational level; that the student is registered at the home school; and that core required clinical clerkships have been successfully completed.
 - vi. Documentation of a clear Criminal History Background Check-Any finding other than a simple traffic ticket will disqualify the student from the elective.
 - vii. Documentation of required immunizations, and TB status as per UND SMHS policy (section 3.14 of the policies and procedures <http://www.med.und.edu/policies/files/docs/immunization.pdf>). Visiting students must provide documentation from their health care provider that they will not need the special immunizations listed in the "Special Requirements."
 - viii. TOEFL score-completed within two years for those students from a medical school where instruction is not in English. Minimum acceptable TOEFL scores are 250 for the computer-based test and 600 for the paper based test. For TOEFL iBT minimum scores are 24 (speaking) + 24 (listening) + 20 (Reading) + 20 (Writing). Alternatively one of the five options listed on the J-1 Scholar English Proficiency Requirement Form (<http://und.edu/academics/international-center/scholar-services/files/docs/english-proficiency-verification02-15.pdf>) may be used.
 - v. The Department is responsible for providing a journal entry to International Scholar Services to cover the processing fee for each J-1 Exchange Visitor. The department may choose to collect these funds from the visiting student.
 - vi. The department may require an in-person or electronic interview with the potential student. This will be set up by the department.
 - vii. Contact information to whom the student's evaluation should be sent.
- f. If the elective request is approved by the department and the campus; the registrar grants final approval of the documentation and notifies the student, department, and campus of the decision.
- g. Timing- It is required that the initial request be received no later than six months from the start of the clinical elective in order to allow sufficient time to complete the process.
- h. Once this medical school screening process has been completed the student must provide appropriate documentation to the International Centre at UND for the J-1 Scholars Application Procedure (<http://und.edu/academics/international-center/scholar-services/j-1-scholars-application.cfm>).
- i. The Medical School Registrar will be responsible for mailing to the applicant the following documents provided by the International Scholar Services:
- i. A welcome letter from the UND Office of International Programs to the J-1 Exchange Visitor.
 - ii. A copy of the Department of State's The Exchange Visitor Program welcome brochure.
 - iii. SEVIS Form(s) DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Status, which is required for the application of a J-1 (and J-2 dependent) visas at an U.S. Embassy or Consulate abroad.
 - iv. Instructions for paying the mandatory \$180.00 SEVIS fee to the Department of Homeland Security.

- v. An instruction sheet that outlines the procedures the Exchange Visitor needs to follow to obtain a J-1 (and J-2 dependent) visa(s) from an U.S. Embassy or Consulate abroad.

Note: A Canadian does not need a visa stamp in his or her passport. A Canadian is only required to show his or her Form DS-2019 at the Port of Entry to obtain status as a J-1 Exchange Visitor.

- j. Policies and Procedures-visiting students must sign and agree-to all UND SMHS policies and are subject to all of the forms of adjudication contained within. This includes possible suspension or-dismissal from the clinical experience when a student is found to behave outside of acceptable norms outlined in the policies and procedures. The Student Affairs Dean of the student’s home medical institution will be informed of the suspension/dismissal action. In the event that a student participates in more than one elective course, these policies documents must be signed by the student prior to each elective course.
- k. Evaluation and Grading-Visiting students will be graded by the assessment methods defined in the elective course description and grading will be reported using the standard UND SMHS evaluations found on E*value. The grade and evaluations will be downloaded by the registrar and sent by US Postal Service to the home medical school and to the student. Grades may not be emailed but under certain circumstances may be faxed.
- k. Expenses-Students are responsible for their own housing, transportation, insurance and expenses during the clinical experience. Tuition will not be charged for the elective.
- l. Applying students must complete the entire process at least one month prior to beginning the elective experience.

RESPONSIBILITIES

Visiting Student	Complete all paperwork prior to starting elective experience. Take responsibility for all expenses associated with the elective.
Department	Approve elective experiences and pay for ISS screening.
Campus Office	Approve elective experience on that campus. Campus Dean will give final grade for the elective.
Office of Student Affairs and Admissions	Initiate and complete the UND SMHS screening process as outlined. Communicate the stage of completion of paperwork for visiting students. Send final grades to the home institution. Maintain records of grades for visiting students.

REVISION RECORD

01.25.17—MCC Approved
 05.01.17—FAC Approved
 05.01.17—Dean Approved