



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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Policy

International Students Visiting Electives			Class: C		
Approved By:	Chief Operating Officer				
Approval Date:	2021 12 14	Effective Date:	2021 12 14	Review Date:	2023 12 14
Responsible Portfolio/Unit/Committee:	Administration and Operational Support				
Responsible Officer(s):	Manager, Community Services				

1.0 Purpose

This Policy dictates the processing and scheduling of international Students' elective applications by outlining the eligibility requirements, fees and the supporting documents.

2.0 Scope

This Policy is applicable to all international Students, including Canadians studying abroad currently registered in their final two years of their undergraduate medical school training who are interested in completing a clerkship placement in Northern Ontario.

3.0 Definitions

- 3.1 *Canadian Studying Abroad:* Canadian citizen or permanent resident registered in a Medical School outside of Canada
- 3.2 *FAIMER/IMED:* Foundation for Advancement of International Medical Education and Research / International Medical Education Directory
- 3.3 *International Students:* Non-Canadian resident or permanent resident registered in a Medical School outside of Canada
- 3.4 *Student:* Medical Student
- 3.5 *Portal:* AFMC Student Portal (Association of faculties of medicine of Canada)
- 3.6 *UHIP:* University Health Insurance Plan

- 3.7 *WHMIS 2015*: Workplace Hazardous Materials Information System (Global Harmonized System)
- 3.8 *World Directory*: World Directory of Medical Schools' resource on the FAIMER website
- 3.9 Penultimate: Second to last year of a program

4.0 Eligibility Requirements

- 4.1 Applications must be submitted through the Portal within the appropriate Student Type group.
- 4.2 Application deadlines and blackout periods are as posted on the Portal.
- 4.3 Students must be enrolled in a school listed on FAIMER/IMED. The program duration must be stated on FAIMER/IMED.
 - 4.3.1 NOSM does not allow a visiting elective to occur if any academic or program extension period has been granted by the Student's home school based on the program duration as stated on the World Directory.
- 4.4 Students must not be attending an Osteopathic school.
- 4.5 Students must be in the penultimate or final year of undergraduate medical degree program at the time of the requested elective.
- 4.6 The placement must be a mandatory and for credit elective as deemed by the Student's home school. Applications for core placements are not accepted.
- 4.7 Application limits are as follows:
 - 4.7.1 Canadians Studying Abroad are limited to two applications per lifetime (Up to 16 weeks).
 - 4.7.2 International Students are limited to one application per lifetime (Up to eight weeks).
- 4.8 NOSM allows a maximum of 16 weeks of confirmed elective weeks across Canada.

5.0 Fees

- 5.1 All fees will be posted on the Portal and may be subject to change.
- 5.2 Application fees are paid through the Portal upon application submission.
- 5.3 Secondary fees are required once a placement is confirmed.
 - 5.3.1 Medical Malpractice fees are mandatory and are as posted on the Portal.
 - 5.3.1.1 Students cannot use a malpractice certificate issued by another school or purchased independently by the applicant.
 - 5.3.1.2 NOSM does not accept coverage provided by the applicant's home school.

5.3.1.3 Only one NOSM issued malpractice certificate is required per calendar year. Should a Student schedule two NOSM placements within the same calendar year a second malpractice fee is not required.

5.3.2 Housing fees; if required, are as posted on the Portal.

5.3.3 UHIP coverage is mandatory and fees are as posted on the Portal.

5.3.3.1 Ontario health cards are not accepted.

5.3.3.2 UHIP coverage is mandatory and is to be purchased by the Student through a separate provider. Purchasing information will be provided eight weeks prior to the start of the placement.

5.4 Mandatory Secondary fees collected by NOSM are to be paid in Canadian (CDN) funds, submitted by electronic payment. The Community Relations Coordinator will provide you with a secure link to submit your payment.

5.4.1 Secondary fees will be requested by the Community Relations Coordinator eight weeks prior to the placement start date and are to be received by NOSM within seven days of the requested date.

5.4.2 Refunds are only available as defined in the Elective Application Refund Policy.

6.0 Supporting Documents

6.1 The following documents must be submitted at the time of initial application:

- Letter of Good Standing
 - Mandatory information that is required in the letter is posted on the Portal.
- Recent and clear color photo.
- Completed AFMC Student Portal Immunization and Testing Form.
- Proof of English Language Proficiency, required if the Student is an International Student and the Home School's language of instruction is not English as stated on the World Directory. Language proficiency tests must be graded no earlier than 104 weeks/two years from the elective end date.
 - TOEFL iBT must have an overall score of 93, which includes a writing and speaking score with a minimum score of 22.

Or alternatively,

- IELTS tests must have an overall score equal to 6.5 or higher with no individual band below 6.0
- Mask fit testing certificate
- Color copy of Passport
- Police record check with vulnerable sector check (or country equivalent) is required and must be valid within 12 months of the end date of the placement.
 - Should a police certificate be current at time of application, however set to expire prior to the placement end date, Students must upload the current valid

document at time of application and must upload a new police certificate valid for the placement period no later than eight weeks prior to the placement start date.

- Failure to do so will result in the cancellation of the placement and Students will forfeit all fees paid.

6.2 The following documents are required once a placement is confirmed and are requested eight weeks prior to the placement start date. Documents are to be received by NOSM within 14 days of the requested date.

- WHMIS 2015 certificate (Students will be provided with a link to obtain this certification)
- Proof of UHIP coverage for the placement duration.
- Canadian Visa, if applicable.

7.0 Scheduling

7.1 Application timelines are as posted on the Portal.

7.2 Duration of placements may vary between two and eight weeks in duration.

7.3 Only one placement is to be requested per application and may not be split in any way.

7.4 Once the Student's home school has verified an application, changes to discipline and date selection will not be accepted.

7.4.1 A change request submitted at this time is considered a cancellation of the original application in its entirety.

7.5 NOSM does not guarantee a placement for any Student.

7.6 Applications are reviewed on a first-come, first-served basis; thereafter applications are processed upon verification of submitted supporting documentation.

7.7 Applications are only processed once all documentation has been submitted and vetted by NOSM. Students will be advised once their application moves to the processing phase.

7.7.1 Any application submitted without proper documentation will be placed on hold until documents are received. Students will be advised by NOSM if a submitted document is not acceptable or is missing.

7.8 NOSM will process applications in accordance with the three placement choices listed on the Student application. Should there be no availability, NOSM will reach out to discuss potential options.

7.9 Placement offers are provided to the Student through the Portal. Provisional placement offers must be accepted or declined by the Student within seven calendar days of the offer being sent.

7.9.1 Failure to respond to the placement offer within the posted deadline will result in the cancellation of the provisional offer and respective application.

7.10 NOSM processes applications until eight weeks prior to the anticipated placement start date.

7.10.1 Should a placement not be secured by NOSM at the processing deadline, NOSM will advise the Student of the cancellation of the application and will process reimbursements in accordance with the Elective Application Refund Policy.

7.11 NOSM will advise the Students with a confirmed placement of the remaining fees, documents and housing information eight weeks prior to the placement start date.

7.11.1 Remaining fees and documents must be received by the NOSM elective office no later than 14 days from the requested date.

7.11.2 Failure to do so will result in the cancellation of the placement and respective application.

8.0 Communication Standards

8.1 NOSM only communicates with applicants directly. NOSM will not discuss applications or placement details with the applicant's family, friends or agents.

8.2 NOSM will not provide status updates on applications. NOSM will reach out to the Students when needed (i.e. application moving to next processing stage, clarification required, scheduling). Students are advised to contact NOSM approximately 10 weeks prior to the placement start date for an update.

8.3 All communication from Students is to be submitted through the Portal. Should Students be unable to send a message through the Portal, they may correspond to internationalelectives@nosm.ca and must include their AFMC Application ID number in the subject of the email. NOSM will respond to messages within two business days.

8.4 Failure to comply may result in the cancellation of the Student's current application.

9.0 Roles and Responsibilities

Students are responsible for:

- Ensuring that they meet all eligibility requirements prior to submitting their application.
- Submitting their applications including all required documents, secondary fees and ensuring communication with NOSM is within the provided deadlines.
- Communicating and submitting all documents to NOSM using the methods outlined within this Policy.
- NOSM staff, preceptors and affiliates do not complete or sign any forms, letters, agreements and other related documentation, other than the medical Student's Home School Clinical Assessment Form. Students are responsible for the completion of their assessment.

- Adhering to all of NOSM’s policies, instructions and posted deadlines. Failure to comply may result in the cancellation of the Student’s current application, confirmed placement and ability to submit future elective applications to NOSM.

NOSM is responsible for:

- Reviewing and vetting the completed submitted application within four weeks and advising Students once their application has reached the processing phase.
- Processing applications in accordance with the Student preferences.
- Providing updates to Students when available.
- Sending provisional placement offer to Students.
- Reviewing the status of applications eight weeks prior to the anticipated start date and communicating with Students on confirmed placements and next steps or the cancellation of any unsecured placement applications.

Students’ Home School is responsible for:

- Completing the home school verification for submitted applications pertaining to their Students.
- Responding to queries for clarification from NOSM.

10.0 Related Documents

In support of this Policy, the following documents may be referred to:

- Elective Application Refund Policy
- AFMC Student Portal Immunization and Testing Form
- AFMC Quick Links – Immunization Requirements

11.0 Getting Help

Queries regarding interpretations of this document should be directed to:

internationalelectives@nosm.ca

Version	Date	Authors/Comments
1.0	YYYY MM DD	Click here to enter comments.