1. INITIAL APPLICATION

All applications for clinical elective attachments are processed through the Institute of Education for Medical and Dental Sciences. Students should not therefore apply directly to any departments, but correspond directly with the Clinical Elective Secretary via clinelect@abdn.ac.uk. Also if you have any questions before applying please contact the Clinical Elective Secretary through above email address.

Attachments can be arranged for a MINIMUM of 4 WEEKS and a MAXIMUM of 8 WEEKS ONLY. Please note that requests for longer or shorter attachments will not be considered. The period for Electives is July to August ONLY as University of Aberdeen medical students have priority during term times.

Clinical attachments may be available in the following departments/specialties:

- Accident & Emergency
- Anaesthetics
- Cardiology
- Diabetes and Endocrinology
- Forensic Medicine
- Gastroenterology
- General Practice
- Haematology
- Infectious Diseases
- Medicine – General
- Medicine for the Elderly
- Mental Health
- Neurosciences (Neurology or Neurosurgery)
- Obstetrics & Gynaecology
- Oncology
- Orthopaedic Surgery
- Paediatrics
- Plastic Surgery
- Radiology
- Renal Medicine
- Rheumatology
- Surgery – General

There is no formal teaching programme. Students will join in all the clinical activities and participate in teaching rounds, case conferences, etc, that are held regularly in the various units/specialties.

University of Aberdeen will be able to stamp/verify the attachment provided this is requested within an appropriate timescale.

If you wish to proceed with the application, please send the following (all documents to be in English or with English official translation):

- An application form completed on all sides (enclosed).
- A declaration from the Dean or Head of Medical School where you are currently registered.
- A clear and legible copy of your passport page with your photo (* Tier 4 students only).
- 2 passport size photographs.
- Transcript of grades/exams passed – in English - to date in your medical career.
- Confirmation of Immunisations (See note 5 below).
- Proof that you do not have a criminal record (See note 6 below).
- Evidence of English language competence (See note 8 below).
- Evidence of personal insurance and malpractice (See note 13 below).

Applications will only be considered if you are applying to the University of Aberdeen and no other British University for your elective. On receipt of the completed application, the University of Aberdeen will log the data with UCAS on your behalf. (*Tier 4 students only) It is your responsibility to check UK Visas and Immigration, www.gov.uk/government/organisations/uk-visas-and-immigration, that you would be eligible to enter the UK to undertake a medical elective.

If using a paper copy of the form, please write clearly in BLOCK CAPITALS using black ink.
Applications must be submitted a minimum of 6 months before you hope to commence your elective.

Receipt of an application form does not guarantee an offer of attachment. Places are limited and are offered on a first-come-first-served basis, and if there are no vacancies during your required dates/specialties, applications will be returned. If there are vacancies in your desired specialty, the application process will begin. If an offer is made, acceptance must be sent in writing to the Clinical Elective Secretary within 4 weeks of receiving the offer. If we do not receive your acceptance within this period the offer will be withdrawn.

Before submitting an application, please ensure you have sufficient funds to take up the offer of an elective attachment, should we be able to make such an offer to you. Aberdeen University does not charge visiting students for tuition, but you would be required to pay for your own living expenses. You must be able to cover the cost of your travel to and from Aberdeen as well as your accommodation and living expenses whilst here.

2. UK VISAS and IMMIGRATION (UKVI) ENTRY REQUIREMENTS (* Tier 4 students only)

UK Visas and Immigration policy and the work placement (paid or unpaid) aspect of medical electives, requires that all students of non-EU/EEA must arrange a Tier 4 visa in order to attend an elective placement in the UK even though elective period is less than 6 months. This immigration requirement also applies to non-visa nationals who can ordinarily enter the UK without prior entry clearance and arrange student visitor status for short periods of study. See Immigration Guidance: Medical Electives FAQs.

3. OFFER OF ATTACHMENT

The attachment will be confirmed in writing to the address given on your application form. Applicants are asked to ensure that they are available through this address to receive the information so they can act upon it immediately. We will try to offer your first choice of specialty UNLESS:

- There are NO VACANCIES.
- The Consultant is on holiday during these dates.
- The dates correspond with an examination or specialty course for our own students.

Please note that once an offer has been made the £250.00 fee will NOT be refunded.

4. ACCOMMODATION

Arranging accommodation is your own responsibility. There is no hospital accommodation for students.

During July and August, you may be able to reserve single room accommodation in the University Self-Catering Flats located at Hillhead of Seaton, Old Aberdeen, approximately three miles from the major teaching hospitals. For more information and/or reservation enquiries, please contact:

Hillhead Halls of Residence
Don Street
Aberdeen
AB24 1WU
Tel: 01224 274014
E-mail: hillhead.halls@abdn.ac.uk
Website: www.abdn.ac.uk/accommodation/index.php

Please note that we cannot guarantee availability of University accommodation.

We also suggest you try Unite, which offers accommodation to local and visiting students. The accommodation they offer is more central and can work out cheaper than Hillhead. Please check out their website: www.unite-students.com for more information.

5. IMMUNISATION

Any student who is accepted for an elective will be sent on-line Pre-Acceptance Health Questionnaire Screening Form and Immunisation Record for completion by the Student Health Service of the home institution. If this is incomplete, your application will automatically be rejected. You may also be reviewed by our Occupational Health Service prior to starting your elective.
6. CRIMINAL RECORD CHECK
Any student who is accepted for an elective attachment must obtain a letter from their Police Force or Government of their country, stating that they have no criminal convictions and are not undergoing any criminal investigation. Any offer of a place is conditional on this condition being met.

7. ADMINISTRATION FEE
An administration charge of £250.00 must be submitted with the completed application. Please ensure that the cheque for £250.00 (made payable to University of Aberdeen) can be drawn in sterling against a UK bank. Euro Cheques & Travellers Cheques are not acceptable. Once an offer has been made, your cheque is then cashed. If we are unable to offer you an attachment, your cheque will be returned to you with your application and all other enclosures.

Please note that once an offer has been made the £250.00 fee will NOT be refunded.

8. EVIDENCE OF COMMAND OF ENGLISH – IF LIVING IN A NON-ENGLISH SPEAKING COUNTRY
Applicants whose first language is not English need to provide an English language qualification taken in the last 2 years.
If offered an attachment, students should provide ONE of the following test certificates (copy):
- IELTS minimum score of 7.0 in each section.
- TOEFL-internet based test (iBT) of 100 (21 Writing and Listening, 22 Reading, 23 Speaking).
- Cambridge Certificate of Proficiency in English (CPE) Grade B or higher.
- Cambridge Certificate in Advanced English (CAE) grade A.
- Degree from an English speaking University (both teaching and examinations must be in English). Letter of confirmation required from University.
- SQA Standard Grade in English, minimum level 2.
- GSCE in English, minimum level B.
- International Baccalaureate, English at higher or standard level. Grade 5.

9. ENTRY REQUIREMENTS
We expect applicants to be in their last or penultimate year of study of their Medical degree, as students are expected to have done some clinical training before they can undertake an elective in Aberdeen. Elective students will ONLY BE TAKEN DURING JULY AND AUGUST when their training does not conflict with the training of our own students.

10. CANCELLATION OF AN ELECTIVE ATTACHMENT
If at any time an applicant wishes to withdraw an application or cancel an offer of attachment, this should be done IMMEDIATELY, in writing to the Clinical Elective Secretary. If an offer has already been made the administration fee will NOT be refunded.

11. CHANGING DATES OR DEPARTMENTS
Once an offer has been made, the Institute of Education for Medical and Dental Sciences will NOT change the department on request from a student.

It is also unlikely that dates may be changed, especially at short notice. The Institute of Education for Medical and Dental Sciences reserves the right to change a student’s Department if they are no longer able to accept a student. (Occasionally, resource issues may mean that attachments have to be changed, and on some occasions, cancelled.)

12. ACCEPTING AN OFFER
Offers of attachment will be held open for 4 weeks. If the Office receives no confirmation of acceptance from the applicant within that time, his/her name will be removed from the files and the place will be offered to another student. It is important therefore that applicants confirm acceptance as soon as possible, either by letter or email.
To become a registered student you must complete eRegistration (www.abdn.ac.uk/ereg). eRegistration, which involves checking and confirming your personal details, academic achievements and tuition fees, can be completed at any computer with internet access and MUST be completed BEFORE you arrive at Aberdeen. This enables you to set up your username and password for University computer and email account: do not lose this! Please note that by eRegistering you will become a registered computer user, with a University email account, and will be able to connect your laptop to the internet through the University’s wireless internet service.

A Step-by-Step Guide to eRegistration can be accessed at: www.abdn.ac.uk/registry/ereg/guide The guide is large and it is suggested that you do not print it but keep it open at the same time as you open the eRegistration portal. In eRegistration, once you have completed a section, the corresponding section of the University Shield will change from black and white to colour. You have completed eRegistration when the whole Shield is displayed in colour.

- Personal – Please provide your term time address if you have this information as it will be required for immigration purposes
- Financial – Your fees will be taken out of the £250 administration fee (includes admin & registration fee of £30). Please agree and proceed onto the next step.
- Academic – You will not have to insert any qualifications. Please enter the name of your home university and confirm.
- Computing Account – Write down your information when it is confirmed on the screen.

**Photo Upload**
Please upload a photo no later than one month before arriving at the University at www.abdn.ac.uk/photoupload. If you require further assistance with regards to the photo upload please email studentrecords@abdn.ac.uk.

Important: Please remember to bring your passport to the meeting so that we can take a copy of your visa stamp for registration. Visa Check - bring along your passport for photocopying of all the non-blank pages in your passport, including the page which was stamped during your entry into the UK. Once the above has been confirmed, your student account will then be activated and you will be fully registered.

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13. **DRESS CODE**

Always dress and behave in a professional and appropriate manner in clinical areas, whether on hospital wards, in GP surgeries, on home visits or in the Clinical Skills Centre with volunteer and simulated patients. Patients, visitors and carers generally perceive how you dress as an indication of your competence and of the standard of care you deliver.

- Identity badges must be worn at all times in clinical settings.
- White coats are not worn by medical students in Aberdeen, so both you and your clothing must be kept clean and tidy.
- Dress modestly to ensure that staff, visitors and especially patients are not distracted or offended. Denim jeans, very short skirts, shorts, tops with low or revealing necklines or any clothing which exposes the midriff or underwear are not appropriate in any clinical setting.
- Sleeves must be either short, ¾ length or rolled up away from the wrists prior to hand decontamination, examination of patients or when carrying out procedures. This will enable effective hand decontamination to be carried out and reduce the risk of cross-infection.
- Ties, if worn, must be secured (e.g., by means of a clip or tie-tack) or tucked into the front of the shirt so that risk of cross-infection is minimised. If your ID badge is worn on a neck lanyard, ensure that the badge does not come into contact with patients or their immediate surroundings during clinical examination or procedures. Similarly,
headscarves must be worn in a way which avoids contact with patients and their immediate surroundings.

- Footwear must be clean and in good repair and of a material which can be easily cleaned - splashes and spillages are not uncommon in clinical areas. Open-toed footwear must be avoided for health and safety reasons.

- Longer hair must be tied or clipped back at all times in clinical areas. Hairstyles must not require frequent readjustment. Constantly having to move your hair out of your eyes/away from your face is not acceptable.

- Fingernails must be kept short and scrupulously clean. Long nails or nails with sharp edges can pierce fragile skin and can puncture latex gloves – cases of mucosal laceration have even occurred during rectal examination! False fingernails are totally inappropriate in a clinical setting. Nail varnish must not be worn.

- Jewellery must be kept to a reasonable minimum. Dangling beads and necklaces/long dangling earrings may interfere with some clinical examinations and procedures.

- Rings with stones, ridges, sharp edges or crevices must not be worn. A plain, smooth ‘wedding’ band is usually acceptable on the wards. Any ring must be small enough to allow the use of gloves, without risk of tearing. Special care must be taken to wash and dry under the ring when decontaminating hands.

- Wrist watches must be removed to allow for effective hand decontamination and must not be worn during patient contact. You may pin your watch to your clothing or alternatively use a ‘fob’ style watch.

- Bracelets, rubber charity bangles and, in particular, the fabric or leather tie-on type of bracelet are not appropriate wear in any clinical area.

As medical students and future doctors, always remember that the well-being and safety of the patient is of paramount importance. If you have a particular reason why you cannot comply with the above guidelines, please contact clinelect@abdn.ac.uk who will be happy to discuss the matter with you.

14. PERSONAL & MALPRACTICE INSURANCE

Elective students must provide evidence that they are covered by personal insurance during their elective period. Malpractice will be covered by CNORIS provided student is fully supervised.
IMMIGRATION GUIDANCE

Medical Electives – Frequently Asked Questions

1. **EU and EEA/Swiss nationals:**

   Do not require immigration clearance to enter the UK to take a medical elective.

2. **Non-EU/EEA nationals:** require a Tier 4 visa **before** entering the UK to start a medical elective. It cannot be applied for initially within the UK, unless the student is already in the UK with a Tier 4 visa or a category of visa which permits “switching” of visa status. Visitors (student or otherwise) **cannot** apply to switch category from within the UK.

3) **Why is the visa required?**

   The visa requirement for medical elective students is based on the fact that a medical elective is considered to be a work placement. Work (paid or unpaid or placement) is not permitted as a student visitor.

4) **What happens if a medical elective student arrives as a student visitor?**

   It is illegal for the University to register or enrol student visitor visa holders onto a medical elective placement. Therefore students on student visitor visas will not be enrolled on a medical elective and will not be able to take part.

5) **Where can information be found on applying for a Tier 4 visa?**

   The University of Aberdeen has guidance on applying for a Tier 4 visa at:

   [http://www.abdn.ac.uk/international/visa-information.php](http://www.abdn.ac.uk/international/visa-information.php)

   The UK Visas and Immigration also has information at:

   [www.ukba.homeoffice.gov.uk/studyingintheuk/](http://www.ukba.homeoffice.gov.uk/studyingintheuk/)

6) **What happens if a medical elective student wants to study at two different institutions providing a medical placement?**

   The student will need to arrange a Tier 4 visa before arriving in the UK to take part in their initial placement. The University providing that first placement is responsible for providing a CAS number (Confirmation of Acceptance for Studies) in order for the student to apply for the visa. It is not possible to apply for a Tier 4 visa for more than one course/placement at a time.

   Any further placements offered by a different University can only be enrolled on once the student has made a Tier 4 visa extension application in the UK, using a CAS provided by the new University.

   **Please note:** a student can only make an application in the UK to extend their existing Tier 4 visa where the next course of studies starts within **1 month** of their visa expiry date. If it does not, the student must return to their home country and apply for a new Tier 4 visa.
Please return completed form to: Clinical Elective Team, University of Aberdeen, Polwarth Building, West Block, Room 1.133, Foresterhill, Aberdeen AB25 2ZD.

APPLICATION FOR UNDERGRADUATE CLINICAL ELECTIVE ATTACHMENT

<table>
<thead>
<tr>
<th>Applicant Ref No (will be allocated by the University)</th>
<th>Date Received (entered by the University)</th>
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</thead>
</table>

* delete as appropriate

I declare that "I require / I do not require a VISA to enter the United Kingdom to study. You require a VISA if you do not hold a passport from the UK, or the EU, or the European Economic Area.

You must provide the following information as the University of Aberdeen will use it to apply for a CAS Number from the UK Visas and Immigration on your behalf if you require a visa. Failure to provide accurate, legible information may result in inaccurate data submission to the UKVI and the University reserves the right to charge you an additional administration fee in order to correct. The UKVI will only issue a CAS number not more than 6 months in advance of the study date.

Please write clearly and complete all fields below in BLOCK CAPITALS.

You must also provide a CLEAR AND LEGIBLE copy of your passport page containing your photo.

<table>
<thead>
<tr>
<th>Section 1</th>
<th>Personal Details (BLOCK Letters Please)</th>
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<tbody>
<tr>
<td>These details must be as per passport</td>
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<tr>
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<tr>
<td>Forename 1</td>
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<td>Forename 2</td>
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<tr>
<td>Forename 3</td>
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<tr>
<td>Title: (Miss/Ms/Mrs/Mr/Dr)</td>
</tr>
<tr>
<td>Previous Name (if applicable)</td>
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<tr>
<td>Date of Birth</td>
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<td>Passport Number</td>
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<td>Passport Date of Issue</td>
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<td>Passport Expiry Date</td>
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<td>Passport Place of Issue</td>
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<tr>
<td>Nationality</td>
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<td>Country of Birth</td>
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</table>

Have you been a student in this University before? (please tick the appropriate box)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

If yes, please give your Student Identification number, if known

If yes most recent Aberdeen University programme
## Section 2
**Address Details (BLOCK Letters Please)**

Permanent Home Address (the one you declare to Visa authorities in order to apply for a Visa to enter the UK)

| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  |
| Address Line 4 |  |

Postcode

| Telephone Number (with country and area code) | Day | Evening |
| Fax Number (if available) |  |
| E-mail Address (if available) |  |

Contact address (if different to above)

| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  |
| Address Line 4 |  |

Postcode

| Telephone Number (with country and area code) | Day | Evening |
| Fax Number (if available) |  |
| E-mail Address (if available) |  |

## Section 3
**Residential Category (Please tick the appropriate box)**

UK/EU National, resident in the European Economic Area (EEA) and/or Switzerland for the last three years

- [ ]

UK/EU National, temporarily employed outwith the EEA

- [ ]

Non-EU National, exempt from Immigration Control and resident in UK for last 3 years

- [ ]

Non-EU National, with Refugee Status or Exceptional Leave to Remain

- [ ]

National of Norway, Iceland or Liechtenstein in the UK as Migrant Worker

- [ ]

None of the above

- [ ]

If not British or European Union National, date of most recent entry to the UK

- [ ]

If you have a criminal conviction, enter x in the box.

- [ ]

## English Language Proficiency (please complete only if native language is not English)

| IELTS Score: test date: | TOEFL Score: test date: | Cambridge Certificate of English: Test date: |
| Other (please give details of recent English Language Proficiency including formal qualifications) | | |
**EDUCATIONAL AND EMPLOYMENT HISTORY**

<table>
<thead>
<tr>
<th>Section 4</th>
<th>Current or Most Recent Educational Institution (BLOCK Letters Please)</th>
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<tbody>
<tr>
<td></td>
<td>Name of Current or Most Recent Institution</td>
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<td>Month and Year of Entry</td>
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<td></td>
<td>Year of study at time of proposed elective</td>
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<tr>
<td></td>
<td>Length of medical degree</td>
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Attachments can be arranged for a MINIMUM OF 4 WEEKS and a MAXIMUM of 8 WEEKS ONLY. Please note that requests for longer or shorter attachments will NOT be considered.

<table>
<thead>
<tr>
<th>Section 5</th>
<th>Programme to which Application is being Made (BLOCK Letters Please)</th>
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<tr>
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<td>Proposed Programme and Department of study</td>
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<tr>
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<td>Visiting Clinical Elective Student (12A35499)</td>
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<td></td>
<td>Preferred Specialty 1</td>
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<td></td>
<td>Preferred Specialty 2</td>
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<td></td>
<td>Preferred Specialty 3</td>
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<tr>
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<td>Intended start date of elective (Day/Month/Year)</td>
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<td></td>
<td>Intended completion of elective (Day/Month/Year)</td>
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<td></td>
<td>Proposed Mode of Study</td>
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<td>Full Time</td>
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</table>

**DECLARATION**

I certify that the information given in this application is correct and complete. If I am admitted to the University I undertake to observe the University’s Regulations and to ensure payment of financial liabilities to the University. I agree that the University of Aberdeen may process personal data contained in this form, or other data which the University may obtain from me or other people whilst I am an applicant and student, for any purposes connected with my application or for any other legitimate reason.

Signature of Applicant: ___________________________  Date: ___________________________
Name of Student: ………………………………………………………………………

1. The above named is a student at …………………………………………………
   (please state name of Medical School) and is in his/her .......... year of studying Medicine.

2. General assessment of student’s character and conduct:

3. Please comment on the student’s academic ability: (please tick)
   - Below Average  ☐
   - Average  ☐
   - Above Average  ☐

4. Please comment on the student’s clinical ability: (please tick)
   - Below Average  ☐
   - Average  ☐
   - Above Average  ☐

5. This student is proficient in written English?  Yes ☐ No ☐
   This student is proficient in spoken English?  Yes ☐ No ☐

Declaration

I support this application:  with reservation ☐ without reservation ☐

Signature:  ……………………………………… Date:  ……………………

Name:  ………………………………………

Position:  ………………………………………

University:  ………………………………………

Address:  ………………………………………

……………………………………

Fax No:  ………………………………………

Email:  ………………………………………