



RCSI

International Clinical Electives

FAQs

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Application process

1. What paper documents do I have to submit?

Please refer to the *the Visiting Student Checklist*.

All documentation must be in English or with an English translation.

2. What is the deadline for applying?

The student is responsible for completing required forms and for submitting all requested application materials in a timely manner but **no later than six months before the start date of the elective**. All documentation must be submitted together. Once all application documents have been received by the Electives Coordinator, the full application is reviewed and either approved or denied.

Incomplete applications will not be processed (no exceptions) and will not be reconsidered.

3. Where should I send my documents?

A student interested in pursuing an elective should send either a soft copy of all documents to incomingelectives@rcsi.ie or a hard copy to:

RCSI Student, Academic & Regulatory Affairs (SARA), RCSI Education & Research Centre, Beaumont Hospital, Beaumont, Dublin 9, Ireland

Attn: Gosia Jankowska

Submitting an elective application packet does not guarantee a placement, and availability is limited for elective placements.

4. How soon can I expect to hear if I have a confirmed elective placement?

Placements are not confirmed until the student has received notification from the Electives Coordinator in the Clinical SARA Office, usually 6-8 weeks prior to the start date of the clinical elective. Written or verbal confirmation from a clinical department or consultant is not sufficient to confirm an elective. An official confirmation letter will be sent by email from the Clinical SARA office, which includes basic information of your clinical placement (location, dates, department).

5. *What if I have to cancel my elective after I have been accepted?*

If you are no longer in position to attend your clinical placement, please contact the Electives Coordinator (incomingelectives@rcsi.ie) in writing AS SOON AS POSSIBLE. If you drop out at the last minute, you may have prevented another interested student from taking the elective. Application fees are non-refundable.

6. *Can I find out if there is space in a particular department before applying?*

No, we are unable to provide advance information regarding spaces available. Please do not call to check availability. Rotations will be given on a first-come, first-served basis to students who submit a fully completed application including immunisation records and proof of malpractice insurance.

7. *Can the dates or specialty be changed after an elective has been secured?*

No, upon acceptance, all scheduled clinical electives dates or specialities are final. Unfortunately we are unable to accommodate any changes after a placement has been accepted.

8. *What is the maximum permissible length of my elective?*

Elective rotations are four weeks long. Students may apply for a maximum of four weeks elective time, and acceptance depends upon availability.

9. *When do you offer clinical electives?*

Four week electives are available from May-August each year. A limited number of visiting students are accepted during the academic year (September to May) for those registered at medical schools who hold a reciprocal collaborative agreement with RCSI. Check with your school if you are unsure.

10. *Is a lab report needed for immunisation records?*

You must submit copies of your immunisation documents, or lab serological reports proving immunity. All documents must be stamped or signed by a professional.

11. *Can I apply without medical malpractice insurance coverage and purchase it afterwards if I am offered an elective? What are the required limits for malpractice insurance?*

Students are highly encouraged to procure their own malpractice insurance in the amount of at least €1,000,000 any one claim and €3,000,000 in the aggregate for the period of insurance (including costs) to cover the student while taking an elective at RCSI. A copy of the malpractice insurance certificate, confirming dates and worldwide coverage, must be included with the application. If your university does not cover you, and you are ineligible to apply for free medical student malpractice insurance from one of the providers, you may purchase medical malpractice insurance under the RCSI policy.

12. *Can I apply without grades from my fourth year?*

Yes, but students will have to submit a statement from their home school confirming successful completion of all core rotations. Student will also have to submit an updated transcript of results prior to the commencement of their clinical placement at RCSI.

13. As an international student, what type of visa is required?

While a visa is not required as part of the application process, students who receive and accept an elective offer may a visa prior to arrival in Ireland. Please visit the following websites to check:

<http://www.inis.gov.ie/en/INIS/Pages/check-irish-visa>

or

www.dfa.ie/travel/visas/visas-for-ireland/

Students are responsible for organising their own visas to enter the country – no assistance is provided by RCSI.

Eligibility

1. Who is eligible to apply for clinical electives in RCSI hospitals?

Medical students in their final year of study who will have completed one year of clinical rotations in Medicine, Surgery, Obs&Gyn, Paediatrics, Psychiatry at the time of their proposed elective with RCSI. Those who will have graduated from medical school at the time the elective would start are not eligible for clinical electives in RCSI hospitals. Proof must be provided that students are in good standing with their home institution.

2. Do you accept International students?

Yes, RCSI welcomes enquiries from overseas medical students who are currently enrolled in their final year and in good standing.

3. Whom do I contact to see if my school has an approved affiliation agreement with RCSI?

Please check with your home school electives administrator to see if your school is our partner.

4. Do you offer clinical observerships?

Observerships are not routinely offered but may, under certain circumstances, be accepted in conjunction with individual supervising physicians.

5. Do you offer research?

Occasional research placements are available, but they are not coordinated through the Electives Office. Please check the following links:

<https://www.rcsi.com/dublin/student-life/student-opportunities/research-summer-school#>

<https://www.rcsi.com/dublin/research-and-innovation/research-careers/star-programme/star-summer-research-internships>

6. Do you offer ERASMUS placements?

ERASMUS placements are available, but they are not coordinated through the Electives Office, more details are available here. Any questions about the ERASMUS programme should be directed to: erasmus@rcsi.ie. Please note that ERASMUS-Plus clinical placements cannot currently be accommodated.

Tuition and fees

1. Is there an application fee?

Yes, a €200 non-refundable application fee must be paid *when the elective has been confirmed*. The payment must be received within four weeks of confirmation, otherwise the placement will be cancelled.

2. What form of payment do you accept?

We accept Euro Bank Drafts for €200 made payable to RCSI. Please send to:

RCSI Student, Academic & Regulatory Affairs (SARA), RCSI Education & Research Centre, Beaumont Hospital,
Beaumont, Dublin 9, Ireland

Attn: Gosia Jankowska

3. Are there tuition fees?

We currently do not charge tuition fees for elective placements.

General information

1. Does RCSI offer housing for visiting students?

No, RCSI is unable to provide or arrange housing. The student will be responsible for organising housing and living expenses.

2. How can I arrange housing?

Some web links regarding housing and transportation resources will be provided upon acceptance of your elective. 3.

3. Does RCSI provide transport for visiting students?

No, RCSI does not provide transport. The student will be responsible for travel arrangements to and from the elective site.

4. What is the dress code on the wards?

A clean white coat and a clearly visible RCSI badge are to be worn at all times. Scrubs may be worn while students are in theatre. Unless you are wearing scrubs, professional dress is required. Please check the RCSI dress code policy (a copy of which will be provided to you upon acceptance).

5. Do you offer scholarships for visiting students?

No, RCSI does not offer financial assistance to visiting students.

6. Can I organise a clinical placement directly with a consultant?

Students are not advised to contact consultants directly – placements must be arranged through the Electives Office. However students may, if desired, specify the names of a few consultants whom they would like us to contact on their behalf.

7. *What specialties are available to visiting students?*

While most specialties are offered, availability is very variable. Thus students are advised to list as many specialty choices as possible on their application form.

During the rotation

1. *What are the working hours?*

Hospital services vary with each department. Each department will provide your specific working hours on the first day of rotation.

2. *Who do I give my evaluation form to?*

If your school requires an evaluation of your performance, please provide the form to the clinical department you are rotating within. Please note that the Clinical SARA office does not complete evaluation forms – all evaluations must be completed by the clinical department. If you need an official RCSI seal/stamp on your completed evaluation, contact the Clinical SARA office.

3. *I need certification that I attended a clinical elective at RCSI.*

Unfortunately, we do not process any verification letters or forms for visiting students. The evaluation form from your supervising consultant is used for that purpose.

4. *What are your policies around absences during a rotation?*

If you need to be absent during your rotation, please get an absence form from the Clinical SARA office.

Complete the form and have it signed and approved by the department. Absences of more than one day out of the four weeks are strongly discouraged, except in the event of an emergency.

5. *Can I check books out of the library?*

No, unfortunately visiting students are not permitted to check books out of the library.