



TERMS AND CONDITIONS For Outgoing Exchange Students

In order to participate in a research/clinical exchange provided by my National Member Organization* and the International Federation of Medical Students Association, I agree to abide by all the terms and conditions listed below:

1. I have read and agree to respect the Exchange Conditions (EC) of my hosting National Member Organization (NMO), which can be found at the links below:
 - SCORE: <http://www.ifmsa.net/public/ecscoreselect.php>
 - SCOPE: <http://www.ifmsa.org/Exchange-Conditions/Professional-Exchange>
2. I assume all risks associated with my participation in all activities that occur during the exchange, related travel, and all related activities. I agree to indemnify and hold harmless IFMSA from damage or liability arising from or related to your participation in this exchange. I am also responsible for obtaining my own health and/or liability insurance.
3. I understand that all NMOs, including my NMO and the hosting NMO, are subject to the appropriate IFMSA Standing Committee Regulations. I understand that these regulations may affect how these NMOs handle my exchange. I understand that IFMSA Standing Committee Regulations are available to the public.
4. I realize that I am responsible for all fees set by my NMO for the exchange to be paid in a timely manner, and that all fees are nonrefundable except in cases approved by my NMO.
5. I realize that I am responsible for sending in my electronic Application Form (AF) by the deadlines placed by my NMO and as stated in the EC of my desired country.
6. I understand that, once I am given access to the electronic application form on the IFMSA database:
 - I will be placed in the country affiliated with my AF. Any changes in country choice at this point are subject to my NMO's approval.
 - I understand that the hosting NMO will make its best effort to host my exchange during my desired period, subject to contract specifications, the EC, and final approval of the hosting NMO.
 - Local Committee and city, as well as choice of exchange (clinical specialty or research project), however, are not guaranteed.
7. I realize that I must turn in my documents by the deadline indicated by the EC and within deadlines set by my NMO or as indicated by my exchange officers.
8. I understand that the hosting NMO must send the Card of Acceptance (CA) at least 8 weeks prior to the beginning of my exchange. If I do not receive the CA or any communication or information regarding my clerkship 6 weeks prior to the exchange period, my NMO has the right to cancel the exchange.
9. I am responsible for meeting all immigration requirements of the country of my choice. Any related difficulties caused by failure to review and follow these guidelines are my responsibility and not those of my NMO, my hosting NMO, or IFMSA.
10. I understand that I must turn in the CC no later than four week (or four weeks after the issue date of a late CA in the case of research exchanges) before the start of the clerkship. If not received, I understand that the hosting NMO has the right to cancel the clerkship. Any exceptions to this rule must be agreed upon between the sending and hosting NMOs.
11. I understand that I should fill out the Evaluation Form on the database after it becomes available during the 3rd week of my exchange, but before the exchange is completed.

*National Member Organization (NMO) refers to a national students' association that forms part of the International Federation of Medical Students' Associations. Each student participating in an exchange applies through their home NMO to participate in an exchange with another hosting NMO where they will complete their exchange.



12. In order to receive the IFMSA Exchange Certificate, I must:
 - Attend at least 80% of the exchange for its duration.
 - Fulfill the exchange requirement.
 - Fill out the evaluation form
 - Fill out the required parts of the students' handbook (SCOPE only).
13. I am responsible for seeking credit from my university. I am also responsible for notifying my local exchange officers of any additional documents required for receiving credit, and the deadlines for receiving these documents. Final approval and ultimate completion of these any documents are not the responsibility of either NMO or IFMSA, and does not provide grounds for reimbursement.
14. I understand that the hosting NMO is obliged to provide the requested format of invitation letter or other agreed-upon documents required to issue my Visa if needed. However, I realize that I am responsible for requesting all forms, particularly hard copies, at least 2 months in advance, preferably prior to March Meeting.
15. I must strictly follow policies and regulations of the hosting hospital, laboratory, university and/or all affiliated institutions that do not contradict the Exchange Conditions. Failure to do so may result in cancellation of the remaining clerkship and losing all my rights without compensation.
16. I agree to uphold patient confidentiality at all times during my exchange.
17. I understand that I must have adequate knowledge of English language, native language of the host country, or the language agreed upon by both NMOs, otherwise I can be refused in the host country and excluded from exchange program. In which case, I will be held responsible for all related fees and will not receive any reimbursement.
18. If the hosting NMO/LC does not fulfill its obligations, I understand that I must discuss the problems with the hosting local committee, the tutor, and my Local Committee immediately upon encountering the problem. If the problem is not being addressed within a week of the problem's onset, I am encouraged to contact my NEO/NORE as well if the local officer has not done so.
19. I understand that I will not be expected to pay additional costs to the host NMO unless indicated in the Exchange Conditions. If such payment is requested, I am expected to contact my local officers as soon as possible.
20. I understand that my agreement is with my sending National Member Organization and not with IFMSA. Any concerns regarding compensation and complaints must be filed directly with my NMO. If necessary, my NMO may choose to follow up with the case following proper IFMSA channels as per IFMSA bylaws.
21. I accept responsibility for any losses caused by failure to comply with any of the exchange conditions, this terms and conditions form, and the conditions of the contract.

I agree with the terms and conditions stated above:

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DATE

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NAME AND SIGNATURE OF THE STUDENT