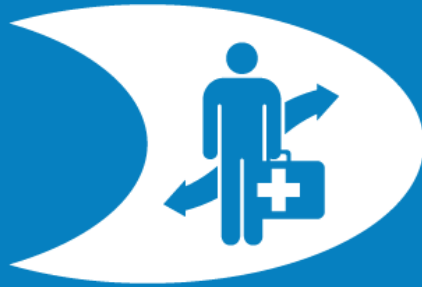




IFMSA

International Federation of
Medical Students' Associations



SCOPE

Professional Exchange

[New Database] Student Manual

**SCOPE International Team
2015-2016**



Student Database Manual

Summary:

1. Login
2. Your Profile
3. Presentation of the Student Panel
4. Application Form
5. Card of Documents
6. Card of Acceptance
7. Invitation Letter
8. Card of Confirmation
9. Evaluation Form
10. Certificate
11. Exchange Conditions
12. Explore Pages
13. SCOPE Documents

Introduction message:

Dear **Exchange student**,

First of all congratulations on being selected to be a part of our SCOPE Exchange program. We have created this manual for you to help you understand our Exchanges database and make it easier for you to deal with it.

If you have any inquiries, please contact your Local Exchange officer.

Yours,

SCOPE International team 2015/2016

SCOPE Database Language:

AF: Application form

CA: Card of acceptance

CC: Card of confirmation

IL: Invitation letter

EF: Evaluation form

LEO: Local Exchange Officer

NEO: National Exchange officer

NMO: National Member organisation (e.g.: IFMSA-Egypt)

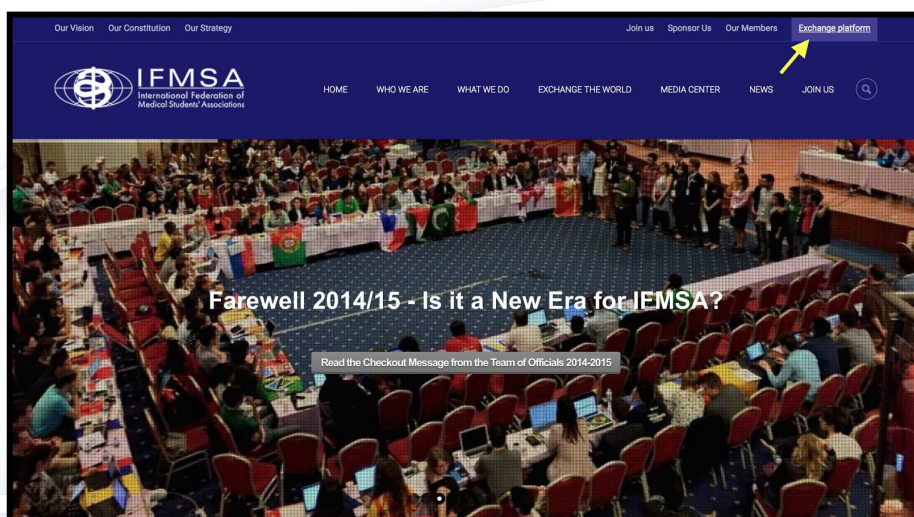
LC: Local committee (e.g.: ASSA-Alexandria)

ECs: Exchange conditions

Please note that the highlighted features are still not implemented yet, We are working with the company to get them implemented as soon as possible.

1. Login

- After opening IFMSA website, Click on Exchange platform to be directed to the Exchange database. You can also go directly there using the link: www.ifmsa.org/exchange



- Username:** When a new Application form is assigned to you, you will receive an email with your new account details (unless you already have an account on the database). The username is your email address. *(the email address that you have sent to your Local Exchange Officer).*
- Password:** If you do not remember your password, please click on "Forgot my password" and use your email address as reference, you will receive an email with a link to reset your password.

Management

Email address or username

Password:

☐ Remember me

[Password Forgot ?](#)



- If your email address does not work, please try all email addresses your Local Exchange Officer may have gotten from you previously. If it still does not work, please contact your Local Exchange Officer.

2. Your Profile

- You can update your profile and information as following:

The image shows a screenshot of the IFMSA website. On the left is a sidebar menu with the following items: Application Form, Card of Documents, Card of Acceptance, Invitation Letter, Card of Confirmation, Evaluation Form, Certificate, Update Profile (highlighted with a yellow border), and Logout. The main content area is titled 'Update your profile' and contains the following fields: Family name (text input), First name (text input), Middle name (text input), Sex (dropdown menu with 'Male' selected), Address (text input), City (text input), Postcode (text input), Country (dropdown menu with 'Egypt' selected), Nationality (dropdown menu with 'Egypt' selected), Phone (text input), Email (text input), and Alternative email (text input).

Please note that some information from your profile will be automatically be filled in your Application Form, therefore this might save you some time.

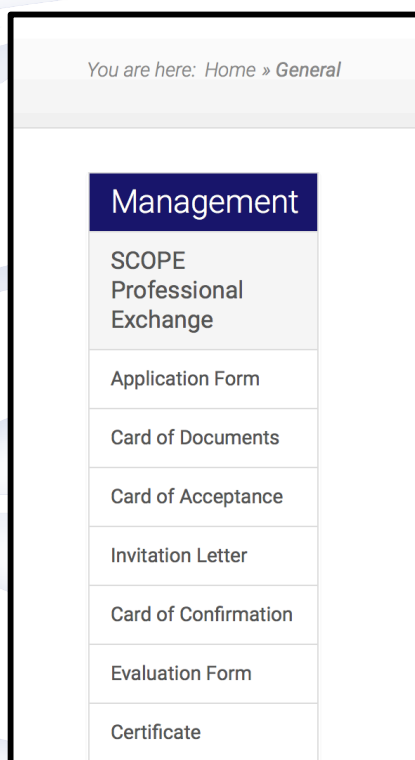


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3. Presentation of the Student Panel:

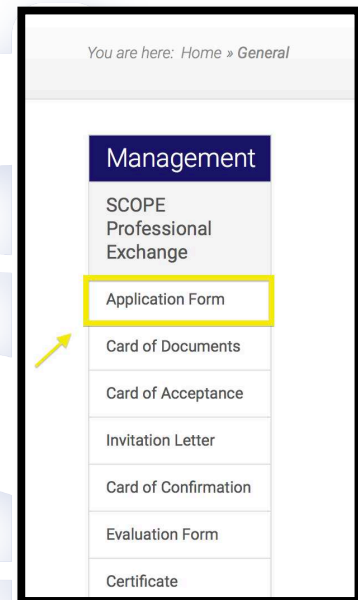
1. Application Form
2. Exchange Conditions
3. ExPlore pages
4. Card of Documents
5. Card of Acceptance
6. Invitation Letter
7. Card of Confirmation
8. Evaluation Form
9. Certificate
10. SCOPE NMO Student Documents





4. Application Form:

- **Application form (AF):** It's the form that you should fill in with your personal information, Exchange preferences and other items, then send it to your Local Exchange officer to be sent later to the hosting country.
- When you click on **"Application Form"** button, the application form(s) assigned to your student account will appear.



View or fill in your application form:

- You can view or fill in your application form as shown in the above screenshot, when you click **Fill in**, you should fill in all mandatory fields to be able to submit your Application form to your Local Exchange Officer.

Management	AFs List			
SCOPE Professional Exchange	AF#	Hosting NMO	Local Committee	Action
Application Form	7494	Hungary (HuMSIRC)	Egypt (IFMSA - Egypt) - Tanta - Tanta University	View
Card of Documents	33797	Spain (IFMSA-Spain)	Egypt (IFMSA - Egypt) - Tanta - Tanta University	View
Card of Acceptance	33849	Panama (IFMSA-Panama)	Egypt (IFMSA - Egypt) - Tanta - Tanta University	View
Invitation Letter	47269	Palestine (IFMSA-Palestine)	Egypt (IFMSA - Egypt) - Tanta - Tanta University	Fill in / View
Card of Confirmation				
Evaluation Form				
Certificate				



- **The Application form is divided into the following sections:**

1. Exchange contract information
2. Personal student information
3. Student's medicine related info
4. Student's mailing and electronic information
5. Exchange preferences
6. Exchange details.

- This is an example of Application form:

Complete Your AF

Exchange Contract Information

AF Number : 47269
Hosting NMO : Palestine (IFMSA-Palestine)
Contract signed : 22-11-2015
Exchange is Unilateral : No
Exchange is for a specific month : 8

Personal Student Information



no file selected
(Picture formats you can download are : .PNG, .JPEG)

Student's Medicine related Info

Medical School

Student's mailing and electronic information



Exchange Preferences

* 1st desired city	* 2nd desired city	* 3rd desired city
--1st desired city--	--2nd desired city--	--3rd desired city--
* 1st desired Department	* Field Studied	* Exam Passed
--1st desired Depar--	Yes	Yes
* 2nd desired Department	* Field Studied	* Exam Passed
--2nd desired Department--	Yes	Yes
* 3rd desired Department	* Field Studied	* Exam Passed
--3rd desired Department--	Yes	Yes
* 4th desired Department	* Field Studied	* Exam Passed
--4th desired Department--	Yes	Yes

Exchange Details

* Duration (in weeks)	* Exchange start	* Exchange end
	dd-MM-yyyy	dd-MM-yyyy
* Do you need an official Invitation Letter?	* I will obtain insurance coverage for the Exchange period. Otherwise, my exchange will be cancelled	* Type of clerkship
Yes	Yes	Type of Clerkship
* Would you like to be placed together with another student?	Student name	
Yes	Student name	
Additional Notes from the student		
Confirm		



- **Save Application form:**

If you want to save your Application form, you should click confirm, you will get a message that the Application form is already saved:

Management

Application Form 47269 updated successfully

SCOPE Professional Exchange

AFs List

Application Form	AF#	Hosting NMO	Local Committee	Action
Card of Documents	7494	Hungary (HuMSIRC)	Egypt (IFMSA - Egypt) - Tanta -Tanta University	View
Card of Acceptance	33797	Spain (IFMSA-Spain)	Egypt (IFMSA - Egypt) - Tanta -Tanta University	View
Invitation Letter	33849	Panama (IFMSA-Panama)	Egypt (IFMSA - Egypt) - Tanta -Tanta University	View
Card of Confirmation	47269	Palestine (IFMSA-Palestine)	Egypt (IFMSA - Egypt) - Tanta -Tanta University	Fill in / View / Send

- **Send application form to your Local Exchange officer:**

After the Application form is completed, you can send it to your Local Exchange Officer as shown in the following screenshot. Keep in mind that once you send the application form to your local exchange officer, you cannot edit it anymore.

Management

Application Form 47269 updated successfully

SCOPE Professional Exchange

AFs List

Application Form	AF#	Hosting NMO	Local Committee	Action
Card of Documents	7494	Hungary (HuMSIRC)	Egypt (IFMSA - Egypt) - Tanta -Tanta University	View
Card of Acceptance	33797	Spain (IFMSA-Spain)	Egypt (IFMSA - Egypt) - Tanta -Tanta University	View
Invitation Letter	33849	Panama (IFMSA-Panama)	Egypt (IFMSA - Egypt) - Tanta -Tanta University	View
Card of Confirmation	47269	Palestine (IFMSA-Palestine)	Egypt (IFMSA - Egypt) - Tanta -Tanta University	Fill in / View / Send

- N.B 1: When you submit your Application Form, if the deadline of the Application Form (stated in the Exchange Conditions of the hosting NMO) is not respected, you will get an alert message **"Are you sure? The desired period does not correspond to the Application Form deadline of the hosting organization"**. You can ignore this message, though we do not recommend it as your application may be refused. Please contact your LEO if you have any questions.



- N.B 2: If the contract is signed for a specific month, the Application Form can only be used in that month. While filling the AF, **you can only choose the period of that month +/- 2 weeks** (e.g. if Application Form signed for May, the student will only be able to choose a period going from 17th April to 14th June)
- N.B 3: When you click on send, you will get redirected to the Exchange Conditions of the hosting NMO. At the end of the page, you get two options:
 - ✓ **"By sending my Application Form, I agree I have read the Exchange Conditions of my hosting organization"**. By clicking here, the Application Form will be submitted.
 - ✓ **"I did not read the Exchange Conditions and I want to edit my Application Form"**. By clicking here, you will be redirected back to your Application Form to edit it again.

Management

- SCOPE Professional Exchange
- Application Form
- Card of Documents
- Card of Acceptance
- Invitation Letter
- Card of Confirmation
- Evaluation Form
- Certificate
- SCORE Research Exchange
- Application Form

Please make sure to read again the Exchange Conditions of your hosting organization, before sending your Application Form. At the bottom of this page, you can find a link to confirm and send your Application Form.

Exchange Conditions of IFMSA-Palestine

What does the exchange look like?

Working Condition

Languages	English	(Excellent)	Required
Languages	Remarks		
Clerkship Type	- Clinical Clerkship	A clinical clerkship is defined as the rotation of a student in a clinical department of a hospital or clinic, such as Dermatology and Pediatrics.	
Clerkship Duration	4 weeks		
Hours a day	6 Hours		
Days per week	5 Days		
Dress code	Casual		

Validation Date 10/10/2016 00:00

>Special remarks

By sending my Application Form, I agree I have read the Exchange Conditions of my hosting organization

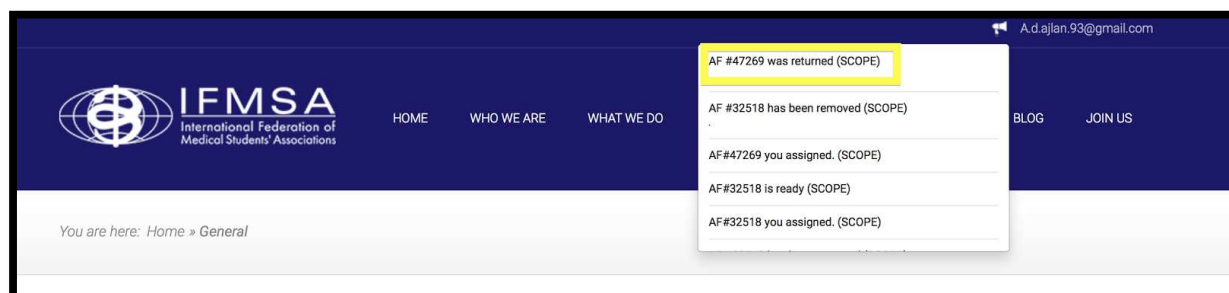
I did not read the Exchange Conditions and I want to edit my Application Form

- **LEO send you back the application form:**
If any of the information in your Application form needs to be revised and corrected, your sending Local exchange officer/National Exchange officer can send you back the Application form to re-edit and send it again. You will get a notification if your Application form was returned.



IFMSA

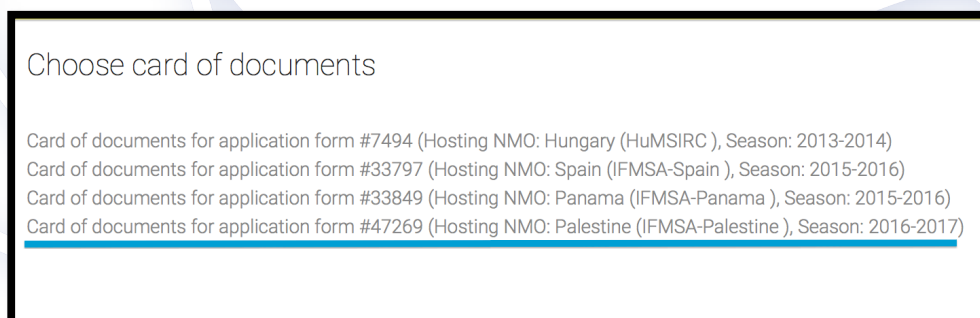
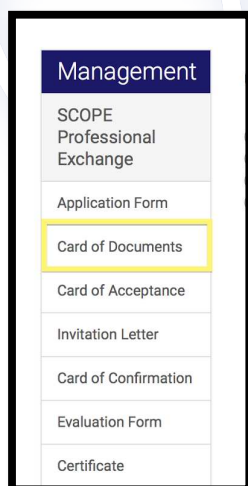
International Federation of
Medical Students' Associations



- When the AF is sent, there should be in this panel a line with **"You should expect your Card of Acceptance by X days"**, knowing that you are supposed to receive your CA at least **8 weeks** before the start of the exchange. *(This function will be available soon)*

5. Card of documents:

Card of documents (CoDs): This is the panel where you can upload all of your documents (including but not limited to: Passport copy, certificate of enrolment, picture, CV ..etc). The mandatory documents differ according to the Exchange conditions of the hosting country.



- **The Card of documents is divided into 3 main sections:**

- ✓ Standard documents
- ✓ Special documents
- ✓ Upon arrival documents

- **Mandatory Documents:**

The hosting Country can choose some of the documents to be **mandatory** (highlighted in red). it is not possible to send your Application Form without uploading those “mandatory” documents in your Card of Documents as shown in the following screenshot:

Card of documents for application form #30774 (Hosting NMO: Poland (IFMSA-Poland), Season: 2015-2016)

All documents highlighted **in red** are mandatory. You cannot send your Application Form without uploading these documents

The standard documents are the basic documents that the students are asking for and the special documents are less important, as only some Local Committees ask for them. So it's mandatory to upload the standard documents, but not the special ones. (Students do it when asked for by the LEO/NEO.)
The upon arrival documents are hard copies documents that the students are requested to take with them in the host country.

Standard documents	
Passport copy	Choose File no file selected
Photo	Choose File no file selected
Immunisation Record	Choose File no file selected
Language certificate	Choose File no file selected
Student record (Subjects passed)	Choose File no file selected

- If you have more than one application form, you will be able to have more than one card of documents, each one related to each application form.
- You can upload documents to your Card of documents at any time (even after submitting your Application form to Local Exchange officer)



6. Card of Acceptance:

Management

SCOPE
Professional
Exchange

Application Form

Card of Documents

Card of Acceptance

Invitation Letter

Card of Confirmation

Evaluation Form

Certificate

- **Card of acceptance (CA):** the document you receive at least **8 weeks** before the start of your Exchange program with all of your acceptance details (including city, hospital, department, ..etc) as shown below.
- You will get a **notification** when the Card of acceptance is received and approved by your National Exchange officer.
- You can view your card of acceptance, or many card of acceptances if you have more than one as following:

- **The Card of acceptance is divided into the following sections:**

1. Exchange contract information
2. Personal student information
3. Acceptance details
4. Contact person 1 & 2

Card of Acceptance of Application Form #	
Exchange Contract Information	
AF Number	32633
Origin NMO	Russian Federation (HCCM)
Exchange is unilateral	No Cost 0
Contract signed	21/09/2014
Personal Student Information	
Family name (as written in passport)	
First name (as written in passport)	
Sex	
Date of birth(dd/mm/yyyy)	
Email	
Alternative Email	
Acceptance details	
Accepted in city/LC	Egypt (IFMSA - Egypt) - Tanta - Tanta University
Accepted at Department of	Surgery-General
Accepted in hospital	Tanta University Hospital
Accepted start date (dd/mm/yyyy)	01/08/2015
Accepted end date (dd/mm/yyyy)	31/08/2015
Boarding	1 time(s) per day, at 1:Student flat-Hosting association, at the cost of
Lodging	At Student flat-Hosting association, at the cost of
Lodging Address	Social Program
Yes	
Pocket money	No
Pickup	Yes
"Please contact your contact persons as soon as possible"	

Contact Person 1	
First Name	
Last Name	
Street & Number	
City	
Post Code	
Country	
Phone	
Cellular	
E-mail	
Role	
Contact Person 2	
First Name	
Last Name	
Street & Number	
City	
Post Code	
Country	
Phone	
Cellular	
E-mail	
Additional notes	
Notes from NEO	



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7. Invitation Letter:

Management

SCOPE Professional Exchange

Application Form

Card of Documents

Card of Acceptance

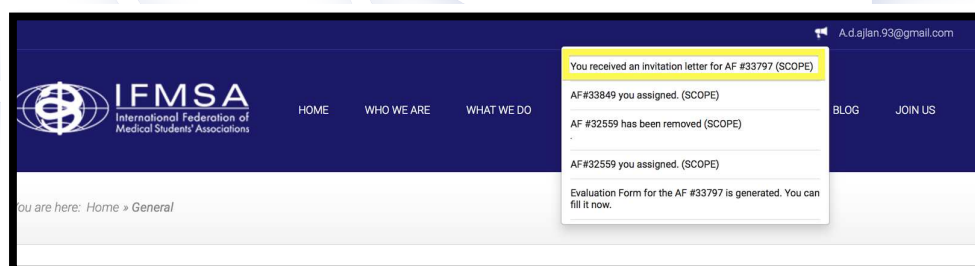
Invitation Letter

Card of Confirmation

Evaluation Form

Certificate

- **Invitation letter (IL):** Official invitation document signed and stamped by the national Exchange officer of your hosting country. It can help you with issuing the visa.
- When the Invitation Letter is received, you will get a notification. You can view and download your invitation letter as following:



Choose invitation letter

Invitation letter for application form #33797 (Hosting NMO: Spain (IFMSA-Spain), Season: 2015-2016)



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Medical Students' Associations

Official Invitation Letter



for a clerkship in medical training arranged by
the Standing Committee on Professional Exchange, International
Federation of Medical Students' Associations

15th June, 2015

To whom it may concern,

This is to confirm that the following student is accepted to participate in our
bilateral exchange program for medical students:

NAME OF STUDENT: _____

DATE OF BIRTH: _____

NATIONALITY: _____

COUNTRY OF ORIGIN: _____

PASSPORT NUMBER: _____

Our organization, which is a member of International Federation of Medical Students' Associations (IFMSA),
will arrange a clerkship at one of our universities or affiliated university hospitals. We will,
during the mentioned period, provide full board and lodging at no charge. The student will be placed
under supervision of the administrating chief doctor at the department and will not get any salary.

DEPARTMENT: Surgery-Orthopedics

HOSPITAL: Hospital Clinico San Carlos

UNIVERSITY, CITY: Spain (IFMSA-Spain) - Madrid-Complutense



8. Card of Confirmation:

Management
SCOPE Professional Exchange
Application Form
Card of Documents
Card of Acceptance
Invitation Letter
Card of Confirmation
Evaluation Form
Certificate

- **Card of confirmation (CC):** The form you send directly to your hosting Local committee to inform them with your arrival details as shown in the screenshot below.

- You can edit your card of confirmation only after you receive the card of acceptance.

- You should fill in the card of confirmation at least **4 weeks** before the **start date of your Exchange program.**

Card of Confirmation of Application Form #7494

[Edit](#) [Send](#)



- **Card of confirmation is divided into the following sections:**

1. Exchange contract information
2. Personal student information (already in AF)
3. Acceptance details (already in CA)
4. Arrival details
5. Other (Diet/allergies)
6. Emergency contact
7. Insurance information
8. Other comments

Card of Confirmation of Application Form #7494 Edit Send

Exchange Contract information	
AF Number	7494
Origin NMO	Egypt (IFMSA - Egypt)
Exchange is unilateral	No Cost: 0
Contract signed	03/11/2012

Personal Student Information	
Family name (as written in passport)	
First name (as written in passport)	
Sex	
Date of birth(dd/mm/yyyy)	
Email	
Alternative Email	

Acceptance details	
Accepted in city/LC	Hungary (HUMSIRC) - Debrecen
Accepted at Department of	Gynaecology/Obstetrics
Accepted in hospital	University of Debrecen Medical and Health Science Center
Accepted start date (dd/mm/yyyy)	01/08/2013
Accepted end date (dd/mm/yyyy)	31/08/2013

Arrival details	
Do you need pick up by the Hosting Committee	Yes
Arrival date and time	09/08/2013 14:55
Arrival Location	Airport
Flight/Bus/Train number	MS 751 Y
Arrival location details	Terminal 2B
Departure date	04/09/2013
Other details	

Other	
Diet	No
Do you have any allergies?	No

In case of emergency, please contact :

Insurance Information	
Insurance Company	AIG EGYPT INSURANCE S.A.E.
Policy Number	WNEG166034
Contact telephone	+41223210204

- After you are done with editing your Card of confirmation, you should send it by clicking on send. (It will be sent directly to your hosting Local committee)

Card of Confirmation of Application Form #7494 Edit [Send](#)

- If the Card of confirmation has any wrong information, your hosting Local Exchange officer/National Exchange officer can send you back the card of confirmation, so you have to fill it again.

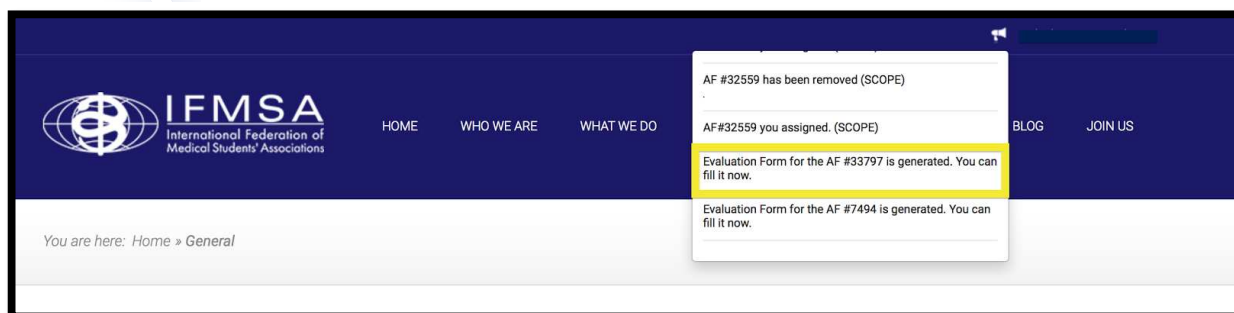


9. Evaluation Form:

Management
SCOPE Professional Exchange
Application Form
Card of Documents
Card of Acceptance
Invitation Letter
Card of Confirmation
Evaluation Form
Certificate

Evaluation form (EF): The form you should fill after you complete your Exchange program in order to evaluate the experience offered by your hosting local committee, so they can improve their program.

- You can only fill in Evaluation form after you complete at least **3 weeks** of your Exchange program, you will get a notification when the Evaluation form is available to fill in as shown in the following in the screenshot.



- *Important note:* Filling the Evaluation form is essential to get your **Certificate**, your certificate will not be available on the database unless you have already filled your Evaluation form.
- **Evaluation form is composed of following sections:**
 1. General information
 2. Outgoing selection
 3. Contact to the hosting country
 4. Medical internship
 5. Lodging & Boarding



6. Social program
7. Overall evaluation
8. Feedback to the local committee
9. After the Exchange
10. Cultural understanding
11. Co-operation amongst medical students and other health professionals
12. Knowledge
13. Accreditation and Recognition of Exchanges

General information

Full name

Age

Gender

Hosting country

Hosting city

Hosting period

Hosting department

*** Current year in clinical studies**

Outgoing Selection

* 1. How did you hear about the SCOPE exchange program the first time?

- ☐ Local Exchange Officer
- ☐ Friend
- ☐ social media
- ☐ website of the sending country
- ☐ IFMSA website
- ☐ University
- ☐ Other

* 2a. Did you participate in a Pre Departure Training?

No

Contact to hosting country

* 3a. Did you receive information from the hosting country before receiving the Card of Acceptance?

No



Medical Internship:

* 4. How many hours did you spend at your clinical placement on an average day (please select the best answer based on a typical day?)
Less than 3 hours

* 5. What tasks and roles did you perform during your placement (select all that apply)?
☐ Observation
☐ History taking & examination (supervised)
☐ History taking & examination (independent)
☐ Simple procedures e.g. taking blood samples, Venflons/Cannulas, Catheters
☐ Surgical observation (not scrubbed in)
☐ Surgical observation (scrubbed)
☐ Surgical assistance (scrubbed and some assistance during operations)
☐ Medical management e.g. clerking own patients and developing management plans for treatment and follow up

* 6. How often did you have email, telephone, or face-to-face contact with your supervisor or responsible doctor?
Daily

* 7. My tutor's/doctor's language skills have been of such level we could work together well:
Strongly Disagree

* 8. I felt well integrated in my team:
Strongly Disagree

* 9a. Did your host Local Committee organized any trainings or workshops during your internship?
No

* 10. How many skills did you acquire during this internship?
No skills acquired

* 11. This internship met my expectations really well
Strongly Disagree

Lodging & Boarding

* 14. How many meals per day were included in your exchange?
None

* 15. Where did you stay?
Host family

* 16. The lodging was good
Strongly Disagree

17. Remarks or advice concerning your lodging or boarding?

Social program

* 18a. The offer of social program was sufficient
There wasn't any social program

* 18b. Did the local committee covered the costs of the social program?
No

* 19a. Did the social program, organized by the local committee include week-end travels?
Never

* 19b. Did the social program, organized by the local committee include Sightseeing in the city?
Never

* 19c. Did the social program, organized by the local committee include Pub, Bars or Nightclubs?
Never

* 19d. Did the social program, organized by the local committee include Outdoor activities?
Never

* 19e. Did the social program, organized by the local committee include Eating out?
Never

Overall evaluation

* 22. Would you recommend the exchange to your friends? (Please rate on a scale from 0 to 10)
0

* 23. Why would you recommend or not your experience in this city?

* 24. Any advice to the students who might go to the same city?

* 25. Any stories or tips regarding the local culture, people and activities?

* 26. Any tips on how to save money in this city?

Feedback to the Local Committee

* 27. I have been well informed for my arrival by the local committee in your host country
Strongly Disagree

* 29. How many weeks in advance of the exchange did you get in contact with your local committee?
I haven't been in touch with the local committee

* 30. How did your local committee took care over you during your arrival?
☐ Pick up from airport / train station?
☐ I was shown my accommodation (and its surroundings)
☐ I was introduced to my tutor on the first day of my internship?
☐ Other



After the exchange

* 33.a Please answer on the following statement regarding your exchange: My medical knowledge improved

Strongly Disagree

* 33.b Please answer on the following statement regarding your exchange: My medical skills improved

Strongly Disagree

* 33.c Please answer on the following statement regarding your exchange: My knowledge of the epidemiology of my host country improved

Strongly Disagree

* 33.d Please answer on the following statement regarding your exchange: My knowledge on global health issues improved

Strongly Disagree

* 33.e Please answer on the following statement regarding your exchange: It was valuable to experience another healthcare system

Strongly Disagree

* 33.f Please answer on the following statement regarding your exchange: I developed myself on a personal level

Strongly Disagree

* 33.g Please answer on the following statement regarding your exchange: I have made valuable international contacts

Strongly Disagree

* 33.h Please answer on the following statement regarding your exchange: The exchange added to my cultural understanding

Strongly Disagree

* 33.i Please answer on the following statement regarding your exchange: I became more tolerant towards differences within health and towards patients.

Strongly Disagree

* 34. In which field was the exchange the most valuable to you?

Medical knowledge

* 35. How will the impact of this exchange change the rest of your medical career?

Co-operation amongst medical students and other health professionals

* 37a. Through the exchange I got new contacts on professional level which I might use in the future?

Disagree

* 37b. Through the exchange I got new contacts which I might use in the future on a personal level?

Disagree

Knowledge

Ethical aspect

By ethical aspects of the exchange we mean for example students performing procedures they are not yet qualified for to conduct which might harm the patient. Another example is communication with patients which does not proceed in the local language or a different approach towards health and healthcare between the exchange student and the patient etc.

* 38a. Before my exchange I have been informed about ethical aspects of an exchange

Strongly Disagree

* 38b. Did you pay attention to these ethical aspects during your exchange?

Strongly Disagree

Accreditation and Recognition of Exchanges

* 40. I get academic credits from my university for my exchange?

No

* 41a. I get financial support from my university for my exchange?

No

* 41c. The exchange is affordable

Strongly Disagree

Thank you very much for filling out this evaluation form. We value your opinion in order to keep improving our exchange program. Any additional information you can leave here.



10. Certificate:

In this panel, You can view and download your certificate as shown in the screenshot. You can only access the certificate after the Evaluation form is filled out as mentioned above.

You are here: Home » General

Management Certificate for application form #33797

SCOPE Professional Exchange

Application Form

Card of Documents

Card of Acceptance

Invitation Letter

Card of Confirmation

Evaluation Form

Certificate

This is to certify that the medical student
from Egypt
has successfully completed his/her professional exchange program.
The student worked in the department of
Surgery-Orthopedics
at the Hospital Clinico San Carlos,
during the period
01/09/2015 to 30/09/2015 under the supervision of

The student has fulfilled the requirements for a professional exchange according to the regulations of the Standing Committee on Professional Exchange of the International Federation of Medical Students Associations (IFMSA). The IFMSA Exchange Programs are endorsed by the World Federation for Medical Education, who agrees that they are very professionally organised, with good academic outcomes.

Tutor/Institution

Hosting National Exchange Officer

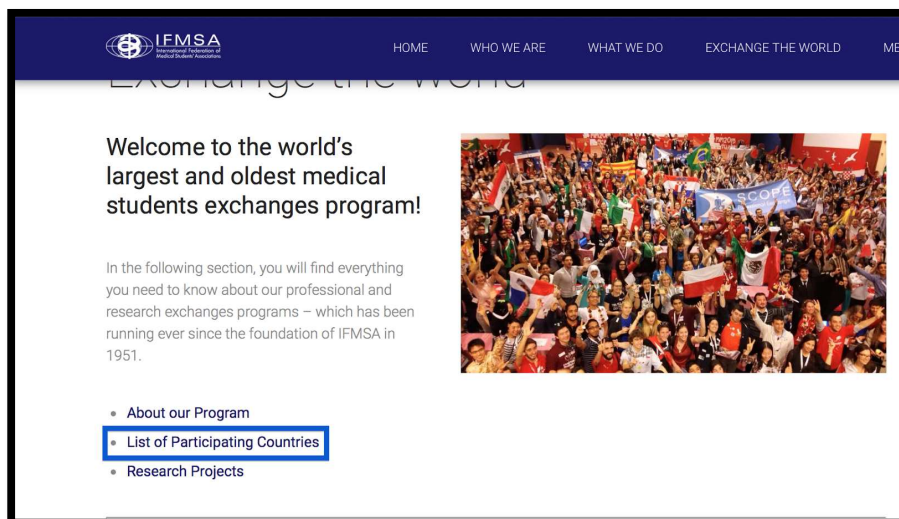
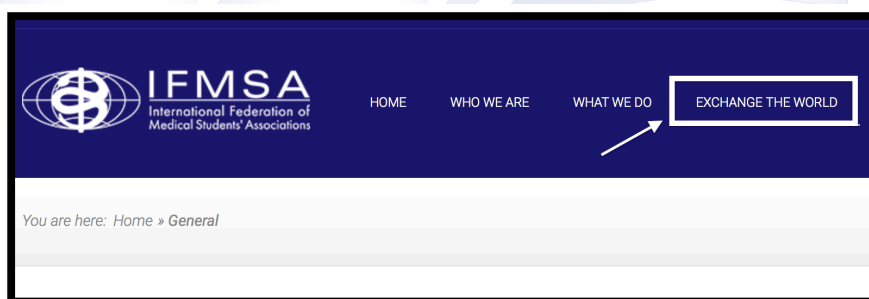
Sending National Exchange Officer

Download icon (PDF)

11. Exchange Conditions

- This is a direct link of the **Exchange Conditions (ECs)** of the National member organisation you are going on exchange to. If you are using more than one application form, a new tab opens, offering you the chance to choose between different links of Exchange Conditions.
- The Exchange conditions if composed of the following sections:
 - ✓ Working conditions
 - ✓ Towns
 - ✓ Disciplines
 - ✓ General
 - ✓ Application form
 - ✓ Card of documents
 - ✓ Card of acceptance
 - ✓ Card of confirmation
 - ✓ Cancellations
 - ✓ Substitutions
 - ✓ Additional information

- When you click on send Application form, you will get redirected to the Exchange Conditions of the hosting NMO. At the end of the page, you get two options: (As shown before)
 - ✓ **"By sending my Application Form, I agree I have read the Exchange Conditions of my hosting organization"**. By clicking here, the Application Form will be submitted.
 - ✓ **"I did not read the Exchange Conditions and I want to edit my Application Form"**. By clicking here, you will be redirected back to your Application Form to edit it again
- You can view all the Exchange conditions of the SCOPE active National member organisations as following:





IFMSA
International Federation of
Medical Students' Associations

12. Explore Pages

Explore pages: A link to the Explore pages of all SCOPE active National member organisation is available. It has detailed information about Exchange program and facilities offered by each National member organisation and its Local committee (*This function is not available yet*).

13. SCOPE NMO Student Documents:

You can access through this folder the documents shared by your LEO/NEO with you (*This function is not available yet*).