



## General Visiting Elective Guidelines As of February 2011

The University of Manitoba, Faculty of Medicine Undergraduate Medical Education Office accepts a limited number of visiting medical students who are enrolled in Medical Schools other than the University of Manitoba for short periods of elective study. The electives program exists to allow visiting students a period of time to undertake an independent study of an area of medicine of their own choice. This period serves students in the development of continuing study habits, in the understanding of the scientific basis of clinical medicine, and in the evaluation of career direction, both occupational and geographic.

Priority will be given in the following order to:

- 1) University of Manitoba medical students,
- 2) Canadian medical school students,
- 3) Canadian citizens studying abroad,
- 4) US medical school students and,
- 5) Students from all other medical schools.

### Part A - Elective Duration

Electives of up to a total maximum of eight (8) weeks duration can be arranged, with no one elective extending longer than a maximum of four (4) weeks duration and no elective shorter than a minimum of two (2) weeks duration.

### Part B - General Information

- Applications must be received three (3) months prior to the requested start date.
- Applications from a visiting student will not be accepted more than nine (9) months prior to the start of the elective.
- For applications received at least three (3) months prior to the elective start date, but not more than nine (9) months, we will endeavour to notify the applicant at least eight (8) weeks prior to the start date of the elective as to whether or not an elective placement has been found.
- Applicants can not request more than two (2) elective choices at one time.
- Applicants must specify the exact time period during which the elective is to be taken. Electives start on a Monday (Tuesday in the case of a holiday) and end on a Friday.
- For departments offering subspecialties, applicants must specify which subspecialty is preferred.
- Applicants must be able to converse in English, both verbal and written. Proof of ability may be requested.
- Applicants must provide their own clinical jacket and stethoscope.
- Applicants are responsible for all costs associated with their visiting elective(s). We cannot guarantee housing; however, a limited list of contact information will be provided if you are confirmed for an elective. The University of Manitoba is not able to provide any financial assistance.
- Applicants must provide their own evaluation form from their home school. The University of Manitoba does not provide evaluation forms.

### Part C - How to Apply

- Partially completed applications will not be processed. Applicants are not to contact the departments directly. Please refer to your specific category of application for detailed instructions. – Canadian Medical School Applicant or Non-Canadian Medical School Applicant.

- Due to the volume of clerkship activities we do not currently keep a central database of available openings and therefore cannot provide you with what elective spaces are available before submitting an application.

#### **Part D – Cancellation Policy and Changes**

- Notification of the need to cancel a confirmed elective must be made in writing/email to the Electives Administrator at least 6 weeks in advance of the start date of the elective.
- Changes to submitted applications must be made in writing/email to the Electives Administrator. Only one change will be permitted, after which applicants will be required to submit a new application. **Changes will not be made over the telephone.**

#### **Part E – Observerships, Shadowing or Internships**

- The U of Manitoba Undergraduate Medical Program does not make arrangements for or support requests for observerships, shadowing or internships.