

# Students Handbook International Electives

- FACULTY OF MEDICINE, UNIVERSITY OF COLOMBO
- 2019



## Introduction

The Faculty of Medicine of the University of Colombo is the second oldest Medical School in South Asia and the forerunner of university education in Sri Lanka. Established in 1870 as the Ceylon Medical College, its status was elevated to the Faculty of Medicine of the University of Ceylon by 1942. Until 1995, the MBBS course was on traditional lines. Subsequently, it widened its horizons to spearhead the new medical curriculum that provides a more student-centered learning environment. One of the key features of this curriculum was an Undergraduate Electives Programme.

The Colombo Medical Faculty was the first medical school in Sri Lanka to have introduced an Electives Programme in its undergraduate curriculum. It was done in recognition of medicine as a highly complex and diverse field leading to varied needs and interests of medical students. With the Global Health initiative and the university objective of developing strategic international links with centres of academic excellence, the Colombo Medical Faculty has extended the Electives Programme to overseas undergraduates in medical and allied health sciences. We invite you to experience the Sri Lankan perspective of health in an atmosphere of academic excellence and international goodwill.

## Eligibility

The elective programme at the Faculty of Medicine, University of Colombo is administered by the International Unit, for students currently registered for a medical or allied health science degree in an overseas university or medical school.

All departments expect that the prospective elective student should possess basic knowledge and prior experience in the discipline in which he/she has applied to do an elective

- Clinical departments offer electives for medical students who are in their 3<sup>rd</sup> year or above.
- Pre and para clinical departments offer electives for all students.
- Physiotherapy department offers electives for physiotherapy students.

## When to apply:

- Minimum Processing time takes 2-3 months. Please ensure you apply 3 months prior to your intended elective date.

**Electives will not be conducted during the vacation period: last week of December first week of January, second and third weeks of April.**

## Duration of elective:

- Maximum duration in one department
  - Clinical Medicine: **4** weeks
  - Surgery: **8** weeks
  - Other departments: **6** weeks
- Minimum duration in one department: **1** or **2** weeks
- Maximum duration for the entire elective attachment: **3** months

## Fees

- The fee would be US \$ 90 per week for all the elective appointments except for the appointments in the departments of Community Medicine, Microbiology and Parasitology.
- Elective appointments in the departments of Community Medicine, Microbiology, and Parasitology which include several field visits, laboratory experiments, etc. would require a fee of US \$ 100 per week.
- In addition to the above fee, a nominal administration fee of US \$ 20 should be paid by all students irrespective of the duration of the elective.
- *For example:*
  - *2 weeks in Parasitology = (100 X 2 ) + 20 = 220 USD*
  - *2 weeks in Microbiology, 3 weeks in Clinical Medicine = (100 X 2) + (90 X 3) + 20 = 490 USD*
- Details about how to pay the money will be sent with the conditional offer later. The fee paid to the Faculty of Medicine **does not include the fee you need to pay to department of Immigration and Emigration if you have to extend the visa.**
- All the charges are subject to change: Please follow what is indicated in your conditional offer letter.

## How to Apply

1. Visit our faculty website and click on the application link
2. You can select up to 03 elective attachments in different disciplines in the order that you would prefer to carry them out. However, the placements will be offered on availability.
3. Please complete the application form available on the web site.
4. Attach a professional photograph and a letter from the Dean of your medical school confirming your student status and email along with your application form to ***internationalunit@med.cmb.ac.lk***

Once the application is successfully submitted, a reference number will be sent to you: **For all future correspondence, please quote this reference number.**

## Process after Application

- All incomplete applications will be rejected at the time of submission or at the time of processing.
- If the application is complete, decision to accept/ reject your elective depends on many factors such as department, elective type, duration, and demand at that time, exams time in our Faculty, vacations, and teaching resources available.
- We regret that we cannot give you an exact processing time. It will vary anything from 3-12 weeks! As the processing time depends on many factors.
- Check the status of your application by logging in to your Student Account. Click "Read Decision".
- If your application has been completely rejected, then make a new application for another elective appointment. Reason for rejection is usually given with the decision. Please note that further queries about the rejected appointment are not allowed.
- If there are any queries regarding the application process or about the elective appointment you prefer, you can e mail to us ***internationalunit@med.cmb.ac.lk***. For all future correspondence, please quote the elective reference number.
- First notification of acceptance will be the conditional acceptance letter which will be uploaded onto your student account.
- In the conditional acceptance letter, you will be requested to pay the fee and to submit some further documents/ information before a deadline.

- Once you pay, you will receive a payment confirmation letter from us.
- 2-3 months before your elective period, you will get the elective confirmation letter and we will ask you to obtain your visa (read the visa section).
- If your stay in Sri Lanka (Arrival to departure) is within 30 days, your visa process will be straightforward. Anything beyond 30 days require additional payments, paper work and visit to Department of Immigration and Emigration after you arrive in Sri Lanka.
- Please note that the deans letter should not use the term '**internship**' when refereeing to the elective programme, the only accepted terminology will be 'electives'.

## Visa: BUSINESS ETA

1. You should forward certified scanned copy of your passport bio page and a security clearance report/police report to us when you pay the elective fee.
2. The Department of Immigration and Emigration has granted approval for International students coming to the Faculty of Medicine, University of Colombo for their electives to obtain a Business ETA (<http://www.eta.gov.lk/slvisa/visainfo/center.jsp>).
3. You may apply the Business ETA by yourselves (<https://eta.gov.lk/etaslvisa/etaNavServ?payType=1>) or by approaching the nearest Sri Lanka Overseas Mission. The fee structure will vary according to your country please refer the section "ETA Processing Fee (US\$)" (<http://www.eta.gov.lk/slvisa/visainfo/fees.jsp>) for further details.
4. The Business ETA will be granted for 30 days, therefore make sure your arrival and departure days to and from Sri Lanka and your elective period fall within this 30-day period.
5. In the event of a longer elective period, you may extend your visa upon arrival to Sri Lanka. Therefore students whose electives appointment exceeds this duration will need to apply for a residence visa prior to the expiry of 30 days.
6. The International Unit of the Faculty of Medicine, University of Colombo will assist you for the extension of visa. You will have to visit the Department of Immigration and Emigration with the required documents. The extension will cost you an additional payment. Please refer the schedule B-VISA fees.

[http://www.immigration.gov.lk/web/index.php?option=com\\_content&view=article&id=159&Itemid=203&lang=en](http://www.immigration.gov.lk/web/index.php?option=com_content&view=article&id=159&Itemid=203&lang=en).

**Note: All the instructions are subject to change at any time.**

You may benefit from the following information

1. Your elective application is only conditionally accepted by the Faculty of Medicine, University of Colombo
2. Confirmation of your elective can be made only after the Ministry of Higher Education and Department of Immigration and Emigration approves your elective
3. After you pay the fee, we will initiate the formal approval of your elective
4. As per the regulations of the Department of Immigration and Emigration of Sri Lanka, foreign students are not permitted to engage in any educational activities if you enter with a **tourist visa**.

## **On Arrival**

- Prior to your arrival you should send us the confirmed arrival date to facilitate your elective appointment in the department.
- Please note that you should bring true copies of payment slip, Dean's letter and two photographs.
- You should report to the International Unit located at the Medical Faculty on your arrival

## **Dress Code**

Dress in smart professional attire, and wear a white hospital coat at all times. Casual wear (i.e. shorts, t-shirts and flip flop) are not permitted.

## **Refund**

If you wish to cancel your elective, please kindly contact us immediately. If you notify at least 2 weeks before the start of the elective, any paid elective fees will be refunded.

The refund process could take up to **3- 4** months. No refund will be given if notification is received less than 2 weeks before the start of an elective or if you withdraw after the elective has begun. There will be no refund of elective fees for students who have to terminate their electives due to any disciplinary action.

## Attendance

- The International Unit will attempt to contact those absent for 2 consecutive days and if there is no response, the unit will inform their university regarding their absence.
- The departments provide students an attendance record to be maintained by them. The departments provide students with documents detailing the schedule during the appointment, details of consultants/registrars they will be attached to, and a record for the student to get signed by the relevant persons on completion of the different activities attended.
- In the case of clinical appointments, students will be directed first to the relevant Department Secretaries instead of the wards. This would enable departments to provide students with relevant documents, including the ward schedule, the attendance records and details regarding the appointment, such as what to expect and available learning opportunities.

## Accommodation

Students are expected to arrange their own accommodation. Housing facilities (i.e Home stay, hostels, apartments) are available in close proximity to the university and hospital. Food is available in the University canteen as well as at eateries around the university.

- Bunkyard hostels: <http://www.bunkyardhostels.com>
- Hector Kobbekaduwa institute (HARTI):  
<http://www.harti.gov.lk/index.php/en/>
- You may also find accommodation through [www.booking.com](http://www.booking.com)

