

Elective Course Requirements for International Visiting Students

Last Update: 11/16/2016

Applies to: Faculty, Staff, Students

I. RATIONALE

The purposes of this policy are to 1) align the education mission of the Baylor College of Medicine (BCM) School of Medicine (SOM) with relevant accreditation standards and best practices for elective courses, 2) describe the application criteria and fee structure for International Visiting Students pursuing elective courses at the BCM SOM, and 3) provide some general admission requirements for International Visiting Students pursuing clinical rotations at BCM.

II. STAKEHOLDERS AFFECTED BY THIS POLICY

Compliance with this policy is mandatory for all SOM departments, administrative offices, and International Visiting Student applicants.

III. DEFINITIONS

- (a) ***International Visiting Student*** refers to any student attending a medical school outside the United States or Canada.
- (b) ***Global Health Learning Opportunities (GHLO)*** refers to the online portal maintained by the Association of American Medical Colleges (AAMC), which is designed to collect application materials from International Visiting Students.

IV. POLICY

- A. **SOM Elective Course Principles.** Each BCM SOM department, whether developing a new elective or maintaining an existing elective, must adhere to the following principles:
 - i. **Online Applications.** All applications for admission to BCM electives will be submitted and processed through the [GHLO Application Service Portal](#).
 - Departments are not permitted to engage with International Visiting Student applicants directly or arrange for these applicants to have any clinical or research experiences, such as an observership or mentorship, as an alternative to the GHLO.
 - BCM will only process application packets that have been completed in full.
 - BCM considers an elective application complete only after the applicant submits the completed GHLO online application, all supporting documentation, and pays all associated application fees.
 - ii. **Appropriate Student Visa.** International Visiting Students are not permitted to attend visiting student rotations without the proper immigration status. Prior to starting their elective courses, International Visiting Students who are not U.S. citizens or lawful U.S. permanent residents must obtain the appropriate visa stamp and status (J-1 or F-1). Canadians will need either F-1 or J-1 documents to present at the border, but do not need to apply for a visa stamp at the U.S. consulate or embassy for entry into the United States of America.
 - iii. **Proof of English Proficiency.** All International Visiting Students must demonstrate English language proficiency regardless of the Student's school or country of origin (even if coming from an English

speaking school/country). English language proficiency may be demonstrated by passing the Test of English as a Foreign Language (TOEFL) examination.

- iv. Renewal of Existing Electives. For each existing elective, the department must submit an Annual Elective Renewal Form to keep the elective active.
 - The form must indicate the number of visiting students the elective can accept in addition to indicating if the elective can accept International Visiting Students.
 - The form must be submitted to: electives@bcm.edu.
- v. Period of Study. International Visiting Students are limited to a total of twelve consecutive weeks of clinical course work.
- vi. Timing of Electives. International Visiting Students may only attend BCM electives January through June each year.
- vii. Elective Capacity and Enrollment. Due to limited capacity in the clinical curriculum, the School of Medicine cannot guarantee enrollment in requested electives. In the event of high elective demand, BCM students must be given priority over visiting students such as non-BCM visiting students and International Visiting Students.
- viii. Supervision. Departments who agree to host International Visiting Students must supervise Students as described under “Responsibilities.”

B. SOM Electives: Application Prerequisites. The Office of the Registrar will forward applications retrieved from the GHLO portal to departments for consideration if and when all of the following requirements are met:

- i. Good Academic Standing. International Visiting Students must be in good academic standing at their schools and must be in the final year of their medical school training.
- ii. Elective Application and Supporting Documentation. Along with the completed application, International Visiting Students must submit the following required documentation through the GHLO portal:
 - Copy of the biographical data page of the Student’s passport,
 - Claims Waiver,
 - Curriculum Vitae,
 - Dean’s Office Certification Form,
 - Enrollment Verification Certification,
 - International Student Certification of Finances & supporting funding documents,
 - Official Transcript(s),
 - Payment of application fees,
 - Photo,
 - Proof of English Proficiency,
 - Visiting Student Standard of Professional Conduct Form, and
 - FedEx PDF Label.
- iii. Application Fee. There is a \$1000 non-refundable elective application fee. This fee must be paid through the GHLO portal, via credit/debit card.
- iv. Proof of English Proficiency. A minimum TOEFL score of 100 on the Internet Based Test is required for admission.

C. SOM Elective Course Admission Requirements.

- i. Appropriate Student Visa. International Visiting Students must apply to the [U.S. Department of State Bureau of Consular Affairs](#) for the appropriate visa stamp at least four to six weeks in advance of the desired clinical elective start date.
- ii. Tuition Fees Are Due and Payable Upon Acceptance to BCM. When a Student is accepted into the program the applicable tuition fees will become due by the applicant. Please consult the GHLO portal for tuition fees specific to each elective offered at BCM. The Office of the Registrar will inform Students about proper payment method(s).

- iii. Attendance. All Students are required to adhere to the BCM academic calendar dates and arrive on the first day of the rotation for visiting Student orientation.

V. RESPONSIBILITIES

- A. The Dean of the BCM SOM will work to provide:
- i. Compliance with GHLO policies and procedures as communicated to BCM via the GHLO handbook;
 - ii. Accurate and transparent transmission of information throughout the GHLO Collaborative;
 - iii. Availability of a minimum of 12 elective course opportunities; and
 - iv. Elective information provided by BCM is reviewed at least annually for accuracy and completeness, and updated as necessary based on changes in the SOM course catalog.
- B. The Office of the Registrar will:
- i. Retrieve and pre-review each GHLO elective application to verify all prerequisites and requirements are met before releasing the application to the department for formal review/decision; and
 - ii. Participate in Student orientation by administering online education modules, including general safety and access to Student support services at BCM.
- C. The International Services Office will work with Students to obtain a visa after they have been accepted into a rotation.
- D. Department Chairs who agree to enroll Students in the department's elective will work to provide adequate departmental supervision of Students through:
- i. Commitment of adequate staff time and expertise to manage active electives;
 - ii. Providing general safety information to all incoming Students with a special emphasis on local conditions and customs through an orientation hosted by the Office of the Registrar on the first day of the rotation;
 - iii. Providing a departmental orientation packet that must include a schedule, goals and objectives for the rotation;
 - iv. Assigning each Student to a "supervisor," who must be a BCM SOM faculty member or a staff member at a BCM-affiliated clinical site with whom the department has a relationship; and
 - v. Requiring that the supervisor meet with each Student regularly or supervise that Student directly to have a sufficient basis for evaluation.
- E. Faculty who are assigned the role of supervisor must work toward ensuring:
- i. That Students are not requested or required to perform duties or tasks that surpass their level of training;
 - ii. The completion of post-Elective evaluations of all Students; and
 - iii. That all Students complete an evaluation of the elective rotation.
- F. Departmental Lead Elective Officers (DLEO), or Course Directors for departments that do not have a DLEOs, will provide:
- i. Active engagement by the BCM faculty member or affiliated provider designated as the Student's supervisor;
 - ii. A full and accurate description of each departmental elective in annual course updates; and
 - iii. Assistance to hosted Students who have been victims of crimes and need to contact police or other authorities.

VI. PROCEDURES FOR IMPLEMENTATION AND REVIEW

- A. Students will apply via the GHLO portal.
- B. The Office of the Registrar will review all application materials for completeness and disburse applications to departments for review/decision.

- C. Departments will use their best efforts to return a decision within one week of receiving the application. After receiving notice of a department's decision, the Office of the Registrar will notify the Student by updating the Student's application status in GHLO.
- D. Within one week of receiving a decision from BCM, Students will be required to work with the International Services Office and submit remaining documents to begin the visa process.

VII. STAKEHOLDER COMPLIANCE

Departments that fail to comply with SOM elective course principles, application prerequisites or admission requirements described above risk losing the opportunity to enroll an individual International Visiting Student (i.e., SOM will rescind the Student's elective course enrollment) and/or enrolling any International Visiting Students in future offerings of the elective course. Any departmental discipline relating to a violation of this policy is at the discretion of the Dean of the SOM.

VIII. TOOLS

- [Annual Elective Renewal Form \(scroll to the bottom of the page\)](#)
- Global Health Learning Opportunities: <https://www.aamc.org/services/ghlo/about/>
- Visiting Medical Student program site: <https://www.bcm.edu/education/schools/medical-school/current-students/course-descriptions/elective-programs/visiting-medical-student>
- BCM academic calendar: <https://www.bcm.edu/education/registrar/academic-calendars>
- International Services Office: <https://www.bcm.edu/education/registrar/services/international-services-office>

IX. RELATED POLICIES

- [02.2.25 – Policy Regarding Harassment, Discrimination and Retaliation](#)
- [02.2.26 – Sexual Misconduct and Other Prohibited Conduct Policy](#)
- [23.1.01 – Code of Conduct](#)
- [23.1.08 – Student Grievances Policy](#)
- [Student Grievance Process](#)
- [32.1.01 – Office of the Ombudsman: Structure, Function, and Resources](#)

X. APPLICABLE LAWS, REGULATIONS & STANDARDS

- **Liaison Committee on Medical Education (LCME) – Functions and Structures of a Medical School**
- o [5.10: Resources Used By Transfer/Visiting Students](#)
- § The resources used by a medical school to accommodate any visiting and transfer medical students in its medical education program do not significantly diminish the resources available to already enrolled medical students.
- o [10.8: Visiting Students](#)
- § A medical school does all of the following:
 - Verifies the credentials of each visiting medical student
 - Ensures that each visiting medical students demonstrates qualifications comparable to those of the medical students he or she would join in educational experiences
 - Maintains a complete roster of visiting medical students

- Approves each visiting medical student's assignments
- Provides a performance assessment for each visiting medical student
- Establishes health-related protocols for such visiting medical students
- Identifies the administrative office that fulfills these responsibilities

o 12.8: Student Exposure Policies/Procedures

§ All registered medical students (including visiting students) are informed of these policies before undertaking any educational activities that would place them at risk