



## Faculty of Medicine Siriraj Hospital Mahidol University

### Instruction for Inbound Activities

#### Definitions

“We,” “Us,” or “Our” mean the Faculty of Medicine Siriraj Hospital, Mahidol University.

“You,” “your,” or “student” means the Overseas student and residence doctor who studies in medicine, health sciences, and public health fields.

#### Elective study

- The elective is an observation, with NO hands-on and NO credit given. Students must follow the rules, regulations, and program schedule assigned by the department and supervisor/attending, respectively.
- Students will receive a certified letter of elective accomplishment at the end of the rotation.
- We reserve the right to terminate the elective program or dismiss to give a certified letter or any confirmation documents if the student’s performance is inappropriate and against Faculty rules and regulations.

**How to apply:** student must follow the procedures via <https://www2.si.mahidol.ac.th/en/international-office/student-exchange/inbound/>

#### English Proficiency Score

- The English language requirement may be waived if the applicant is a native or studied in full-time status for at least one academic year in the U.S., the United Kingdom, Ireland, Australia, New Zealand, or English medium universities in Canada or South Africa. Students who studied in English programs in other countries, for example, India, Pakistan, the Philippines, Hong Kong, Singapore, etc., are NOT exempt from the English language requirement.
- All applicants whose first language is not English will be required to provide satisfactory evidence of their proficiency in English. This could take the form of an acceptable IELTS, TOEFL, and other alternatives. The requirement score must be the equivalent of the IELTS overall 6.0
- Students who are dominated by partner universities (MOU), also IFMS students, should submit a certified letter of English proficiency issued by their home university/institute. An English proficiency score submission can be replaced by a certified letter of English proficiency from the home university.

### **Confirmation and Documentation**

- The Faculty of Medicine Siriraj Hospital will provide a letter of acceptance once the placement(s) is confirmed.
- The clinical placement is confirmed by an acceptance letter which a student is not permitted to request any changes in the details of the schedule.
- Students must accept that we will not endorse any documentation, another particular request form, or an agreement form which is mentioned the information does not agree with the elective study, e.g., “the student has had the same rights, duties, responsibilities as the regular medical student of the University...”, or, “The student gains disease practice, or diagnostic & therapeutic procedure, or nursing skills for various injections, practical in IV fluid, venous blood sampling” or any phrases in similar meaning.
- The student will receive the certified letter issued by us when he/she gets a suitable qualification by the assessment criteria from the relevant department.

### **Visa and passport**

- The permitted period of stay must be valid until the end of the elective program.
- Students must request visa-type Non-immigration for educational purposes (Non-Ed) from Royal Thai Consulate or Royal Thai Embassy before entering the Kingdom of Thailand. For more information, please visit <http://www.mfa.go.th/main/en/services/4908>. Or, during the pandemic, the approach Thailand, please follow by <https://www.facebook.com/ThaiConsular>

### **Vaccination**

- Students must accept to submit the COVID-19 Vaccination and the booster dose.
- Once everything has been confirmed, the student must submit the previous vaccination history by the Immunization Record Form (ST2 Form). Please download this form of the topic "Download Applications: No.6 ST2 Form\_Immunization Record" via <https://www2.si.mahidol.ac.th/en/international-office/inbound/>

### **Insurance**

- Students are responsible for holding the appropriate traveling insurance during their stay in Thailand. The insurance should sufficiently cover student health, loss, delay, traveling, cancellations, damages, accidents, natural disasters, terrorism, etc. Public and private hospitals' medical care and expense should also cover. We shall not be responsible for any cost incurred regarding the information above.
- Proof of coverage must be declared in English. Please submit the information after you are officially accepted by the acceptance letter from us or before the beginning of an elective program.

### Attendance

- Except in extreme circumstances (e.g., illness, health certificate signed by a licensed clinician must be referred). We prefer a 100% attendance must be achieved. Failure to do so may result in disciplinary action, denial of certificate, termination, or dismissal from the elective program.
- The student has to give information about activities during the elective study in the LOG BOOK. And return it to the coordinator.
- To receive the acceptance letter affirming that the students accept to attend with the department arranged. They do not allow a change in any departments during the elective study.

### Uniform and proper attire

- Students must be in polite attire during the elective study. The Male should wear a shirt or T-shirt with pants(slack) /trousers (no shorts) in dark color. The Female should wear a shirt or T-shirt with a skirt (knee level) and o sandals for both. The male and female students should always tuck the shirt into pants or skirts while rotating in the hospital. The scrub dress for doctors or the uniform of medical college or topped with the white gown cloth during the elective is available. We are available for the students who would like to dress like Siriraj students with a white shirt and dark pants/trousers for males and a skirt for females.
- Students are responsible for preparing a white gown when rotating in the patient wards and clinics. No need for a stethoscope.
- Students must be in proper attire when in contact with the hospital's office.

### Processing fee

- The processing fee will waive for the student who applied through the partner universities or the agreement in MOU/MOA and the students from the International Federation of Medical Students Associations (IFMSA).
- The processing fee of THB 4,500 must be paid upon arrival at the Faculty of Medicine Siriraj Hospital on the reporting date at the International Relations Office. The processing fee is non-refundable and will be accepted in cash (THB) or Credit Card.

### Assignment

- Students must respond to record the activities each day in the LOG BOOK, which will provide by the host institute, and return it to the coordinator's office when the elective study finishes. Another assignment will inform by the host department.
- Students must express their views about the elective study in the evaluation form. All information will be kept in confidence and used for evaluation purposes only.

### Others

- The student must conduct according to our Faculty, hospital, and dormitory rules and regulations. We have the right to terminate the elective program of a student who acts against the rules.
- The student must agree not to disclose any personal or confidential information obtained while engaged in educational activities at our institute with anyone. Also, the student will have access to confidential personal data related to patients undergoing treatment which is meant for training and instructional purposes only.
- In any intentional or unintentional breach of this agreement, we shall have the right to be free of liabilities for any loss or damages incurred. And the student shall assume complete personal responsibility for any damages caused directly or indirectly due to every action.

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By signing this document, I, as a result of this information, comply with all policies, conditions, rules, and regulations of the inbound activities at the Faculty of Medicine Siriraj Hospital, Mahidol University.

(Student's signature) .....

(Full Name) .....

(Date).....