

HOW TO APPLY FOR ELECTIVE/SHORT COURSE TRAINING AT THE FACULTY OF MEDICINE RAMATHIBODI HOSPITAL

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Section 1. Overview

The Medical Elective/Short Course Training program is meant to give additional clinical experience and training to qualified applicants who are in the period of Elective/Short Course Training rotation and eligible according to their university syllabus.

Electives and short course training are conducted on individual basis for five days a week. Throughout the week, it is expected for the applicant to take part in daily departmental activities, such as supervised ward rounds, bedside instruction, OPD sessions, seminars, and conferences.

Clinical observation of most professional activities are also included, however, practical hands-on training is prohibited due to the Thai Medical Board's rules and regulations.

Section 2. Qualifications

Undergraduate Applicants	Postgraduate Applicants
<ul style="list-style-type: none">▪ Communicative level of English (for non-native speakers)▪ Is a senior medical student with clinical experience at the time of their elective period	<ul style="list-style-type: none">▪ Communicative level of English (for non-native speakers)▪ Is a resident, fellow, or physician at the time of their Training period.

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Section 3. Application Process

Applicants may fill out the Application Form for Elective/Short Course Training at

<https://forms.gle/qcXahAH8mxWdEYvj8>

- Applicants must complete and submit all required documents at least **3 MONTHS** before the anticipated starting date of a respective program.
- Elective rotations must start on every First or Third Monday of each month, **except APRIL**.

Section 3.a. Application Process Overview

This section serves as an overview of how the Elective/Short Course Training Program Application is processed, and does not completely reflect all applications. Details in processing are subject to change without notice, depending on individual circumstances.

- 1) Submit a completed [Application Form](#) with ALL documents indicated in **Section 4: Required Documents for Applying**
- 2) Ramathibodi IR will inform you whether if you are accepted or not into an elective or short course training program via email, and will process a Letter of Acceptance for your desired program
- 3) Ramathibodi IR will send your Letter of Acceptance to the email you have used for applying
- 4) Once you have received your Letter of Acceptance, please submit ALL documents indicated in **Section 5: Required Documents to Submit Upon Program Acceptance** to the International Relations Officer via email
- 5) Upon receiving your email with the correct documents, complete and properly filled out, the International Relations Officer will inform you of instructions to follow.

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Section 4. Required Documents for Applying

All documents submitted for the application must be issued in the English language. In the case where an English translation is available, please include official documents confirming that the document is translated by a certified professional.

When applying, **please attach ALL of the following documents** to the Online Application Form.

Failure to submit all documents with appropriate details will result in delayed processes.

Checklist for Required Documents for Applying:

- 1) ☐ **Recent passport-sized photo;**
- 2) ☐ **Letter of Recommendation/Endorsement** from your school/university/college/institution;
- 3) ☐ **Curriculum Vitae (CV);**
- 4) ☐ **Cover Letter, indicating a Statement of Purpose or Program Objectives;**
- 5) ☐ **English Proficiency*,**
indicated by scores of either the TOEFL or IELTS tests in English language proficiency;
- 6) ☐ **Clear and Neat Scanned copy of your Passport, or Thai National ID Card.**

*Exemptions are given to applicants who can prove that they are a native English speaker, or those who are native Thai speakers.

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Section 5. Required Documents to Submit Upon Program Acceptance

After receiving an acceptance letter confirming your Elective/Short Course Training Program
from the International Relations Section, Faculty of Medicine Ramathibodi Hospital,
please submit **ALL of the following documents to the IR Officer who is in correspondence with you.**

Failure to submit all documents altogether on time with appropriate details
will result in delayed processes, or program cancellation.

Checklist for Required Documents to Submit Upon Program Acceptance:

- 1) ☐ **Evidence of health/medical insurance;**
- 2) ☐ **Copy of your Thai Non-Immigrant Education Visa (category ED);**
- 3) ☐ **Immunization Record form or document;**
- 4) ☐ **Completed and signed Non-Disclosure Agreement,** emailed to you by the IR Officer;
- 5) ☐ **Covid-19 Antigen Test Kit Home use (ATK)** in the morning of your Elective's first day (result must be sent at least 1 hour before appointment time)

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Section 6. Duration of Elective/Short Course Training Program

- One or more departments/divisions can be chosen from the “Choice of Elective” dropdown list in the Elective Preference Section in the online Application Form.
- Applicants should note that each Elective or Short Course Training program in a respective department or division must have a duration of at least 2 weeks.
 - For example, an applicant may spend 2 weeks for an elective in Obstetrics & Gynecology, then 2 weeks in Anesthesiology, for a total program duration of 4 weeks.

Section 7. Tuition fees

Tuition fees are waived for international students who plan to exchange under an active MOU, the IFMSA, or through ASIA-UNINET

Section 7.a. Tuition fees for Undergraduates

Duration of Program	Program Fee	Academic Fee	Total (for example)
2 weeks	3,000 THB /Per week	900 THB	6,000 THB for 2 weeks + 900 THB = 6,900 THB
4 weeks	3,000 THB/Per week	900 THB	12,000 THB for 4 weeks + 900 THB = 12,900 THB
5+ weeks	3,000 THB/Per week	1,800 THB	15,000 THB for 5 weeks +1,800 THB = 16,800 THB + plus an additional 3,000 THB for each additional week

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Section 7.b. Tuition fees for Postgraduates

Duration of Program	Program Fee	Total (for example)
1 week, fees are calculated per week	5,000 THB	5,000 THB * [amount of weeks spent in program]

Section 7.c. Paying for tuition

Individuals wishing to proceed in any Medical Elective or Short Course Training program at the Faculty of Medicine Ramathibodi Hospital must follow the following steps in making payments due for course participation.

Upon arriving to the Ramathibodi campus on the first day of your rotation or program:

- 1) Prepare and print your acceptance letter.
- 2) Present your acceptance letter at the Division of Finance at the “Receipt” counter. The Division of Finance is located on the 3rd floor, Lecture Hall building (open hours are from Monday to Friday, 08.30 am – 04.15 pm).
- 3) Pay tuition fee and, if applicable, dormitory fees. Payment is accepted via credit card (Visa, Mastercard) and Thai Baht currency in cash.
- 4) After collecting the receipt from the Division of Finance, please come to the International Relations Section Office on the 6th floor, Lecture Hall building (elevator up to 5th floor, and go up the stairs), to get an official confirmation stamp on the receipt.

Please note that without the official stamp mentioned, the elective/short course training process will be considered to be incomplete and your training will not commence until all requirements are met.

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Section 8. Remarks

- *Failure to submit all required documents described in **Section 4. Required Documents for Applying** may lead to delays in processing, and, in some cases, postponement or cancellation of the prospective elective program.*
- *Failure to submit all required documents described in **Section 5. Required Documents to Submit upon Program Acceptance** may lead to cancellation of your acceptance into a program.*
- *International students require a Non-Immigrant Education Visa (category ED) to study in Thailand. Applications and arrangements for the Category ED Visa should be made at any Royal Thai Embassy or Consulate well before departing for Thailand.*

For further questions, please do not hesitate to contact us.

International Relations Section (IR RAMA)

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QR code for online
Application

