|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | | **Nationality** | **Sex [M/F]** | **Academic Year** |
|  |  |  | |  |  |  |
| **Sending Institution** | **Name** | **Department** | **Address** | | **Country** | **Mobility Coordinator** | |
| University of Messina | BIOMORF | Piazza Salvatore Pugliatti, 1 – 98122 Messina | | Italy | Prof. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email : | |
| **Receiving** **Organisation**1 | **Name** | **Country** | **Cities (up to 3 choices)** | | **Projects (up to 3 choices)** | **Application Form Number**2 | |
| Ex. Brasil DENEM |  |  | |  |  | |
| **Traineeship Programme** | | | | | | | |
| **Planned period of the mobility:** Month and Year | | | | | | | |
| **Duration of the mobility:** 4 weeks | | | | | | | |
| **Description:**  The Exchange Programme is a competition reserved to SISM members enrolled in a Master’s Degree in Medicine and Surgery, giving them the possibility to take part in a research project in a foreign country for 4 weeks.  The programmes are organized through the collaboration between SISM and IFMSA3. The contracts are managed by the NEO Out (National Exchange Officer for Outgoings), NEO In (National Exchange Officer for Incomings), NORE Out (National Officer on Research Exchange for Outgoings) and  NORE In (National Officer on Research Exchange for Incomings) following SCOPE and SCORE Regulations.  The campaign is organized annually by the LEO (Local Exchange Officer) and LORE (Local Officer on Research Exchange) in collaboration with the Assistants of the Local Committee.  The competition includes an exam to evaluate the applicant’s proficiency in a foreign language (English and/or other languages).  A ranking will be drawn up summing the mark of the language exam and the academic records of the student. The applicants who will result eligible will be able to choose a destination following ranking order. The candidate will also have the possibility to further indicate a maximum of 3 Cities (Local Committees) and 3 Projects that he/she prefers, although assignment to a specific City and/or Project is subjected to local availability.  The winner of a destination will be informed about the definitive destination (City and Project) by the Receiving Organization after their application will be processed.  SISM local branch will promptly transmit the list of shortlisted students for this outgoing mobility to the Mobility Coordinator of the Master’s Degree in Medicine and Surgery at the University of Messina.  Participation to the programme does not include any remuneration. | | | | | | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship:**  The trainee will actively take part in a research project as well as respectfully and openly interfacing with a different university and health system and culture. During the exchange, students are expected to acquire the following competences: | | | | | | | |
| **Professionalism**  Punctuality and Attendance  Professional Attitude and Behaviour  Respect for Ethical Principles  **Collaboration**  Collaboration with Colleagues  **Management**  Ability to Work Independently | | | | **Communication**  Communicate Research Results in a Written and Spoken Form  Communicate Appropriately in English and/or in the Local Language  **Erudition**  Adequate Preparation for and Theoretical Knowledge in Project Field/Topic  Learning Attitude and Motivation  Acquisition of Skills and Knowledge about Project Field/Topic | | | |
| **Monitoring plan:**  Throughout the clerkship the Trainee must complete the “Student’s Logbook”, which is part of the IFMSA official documentation system.  The document comprises a part dedicated to the student, consisting of a record of the tasks/techniques performed every week and an assessment of personal progress, as well as a section addressed to the Supervisor, who is asked to evaluate and comment on the student performance during the entire extent of the traineeship.  Completing the Logbook is compulsory and it is one of the requirements to receive an official IFMSA Certificate4. | | | | | | | |

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| **Sending Institution** | | | | | |
| The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:   |  |  | | --- | --- | | Award ECTS credits: Yes **☒** No ☐ | If yes, please indicate the number of credits: **4** | | Record the traineeship in the trainee's Transcript of Records: Yes **☒** No ☐ | | | Record the traineeship in the trainee's Diploma Supplement (or equivalent). | | | | | | | |
| **Insurance for the trainee**  Trainees must obtain insurance coverage according to the specific Exchange Conditions5 of the Receiving Organisation.  SISM will not provide/be held responsible for the student’s insurance. | | | | | |
| **Commitment**  By signing this document, the Trainee and the Sending Institution confirm that they approve the Learning Agreement  and that they will comply with all the arrangements agreed by the two parties. | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | Student |  |  |
| Responsible person6[[1]](#endnote-1)at the Sending Institution | Prof. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Mobility Coordinator of Course Degree |  |  |

**The validity of the Learning Agreement is subjected to:**

* **Conformity with the Agreement between the University of Messina and Segretariato Italiano Studenti in Medicina – Sede Locale di Messina (Protocol N. 71814, 04/08/2020)**

*The trainee shall have particular regard not to take part in the Exchange Programme during periods of didactic activities.*

*The months recognized by the University of Messina are from June to September and from December to February, provided that no didactic activity is planned.*

* **Conformity with Art.10 of the Teaching Regulations for the Single Cycle Degree Course in Medicine and Surgery**

*“ECTS allocated for the activities […] are assigned at 25 hours for 1 ECTS”.*

*Accordingly, 4 ECTS correspond to 100 hours of traineeship documented in the Logbook.*

* **Presentation of the IFMSA Certificate and the Students’ Logbook signed by the tutor at the Host Institution, to the university body of competence (email:** [**cooperazione@unime.it**](mailto:cooperazione@unime.it)**) after completion of the traineeship**

1. **Receiving Organization:** national medical student’s association of a foreign country and effective member of the IFMSA that will receive the trainee in one of its local committees.

   **Application Form Number:** code number identifying the trainee on the IFMSA Exchange Portal.

   **IFMSA:** International Federation of Medical Students Associations.

   The LORE of the Sending Organization will sign and validate the IFMSA Certificate only after examining the Student’s Logbook.

   **Exchange Conditions:** admission criteria of the Receiving Organization, can be accessed at [https://exchange.ifmsa.org/exchange-conditions](https://exchange.ifmsa.org/exchange-conditions/score)

   **Responsible Person:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. [↑](#endnote-ref-1)