

Re: Request for Elective Attachment

Please read the below carefully before submitting an enquiry.

Thank you for your interest in requesting an elective at the Clinical School, Austin Health. Please note, that we can only accept students in their final year of Clinical studies.

Electives for visiting students are offered for a minimum period of 4 weeks and a maximum period of 8 weeks, subject to availability. Any offer is made on the understanding that the duration of the elective placement will not exceed eight weeks. We are unable to split elective placements between departments (Unless 2 x 4 weeks). If you are applying with a friend(s) please note it can be difficult to accommodate a large group (two or more) at one time. Please note that all elective placements start on a Monday morning and finish on a Friday.

We can also not accept students applying from an online correspondence University.

Elective Application Requirements

Students that do not meet the criteria or submit an incomplete application will not be considered for a place.

There are 4 stages to apply for an elective at the Austin Clinical School.

STAGE 1 – APPLYING:

Forms needed to apply:

- Completed application form (this MUST include your exact start & end dates, min 4 weeks max 8 weeks) (see attached)
- A signed & stamped copy of the 'Certificate of understanding' form (see attached)
- Current CV
- A letter of reference from the Dean of your University or Medical School, providing proof of enrolment, confirming you are a final year student & of good standing.
- Students applying from a country where English is not the first language are required to provide proof of their ability to read and speak English competently (this can be included in your Dean's reference letter if your course is taught in English)

PLEASE NOTE you must submit ALL relevant paper work from above for your application to be started. If there is anything missing your application will not be started until you have submitted all your forms.

STAGE 2A – OFFER LETTER READY

Once all your paperwork from Step 1 has been received, and we have received a confirmation from a department of your preference, an offer letter will be ready to be sent to you.

Before we can send your offer letter, we require the following paper work. This needs to be submitted in within 3 weeks of you being notified, otherwise your application and dates may be released.

(Please note if you have the below forms & information available at the time of the initial application you may submit them all together)

- Completed Immunization requirements form (attached)
- Completed Emergency Information form (attached)
- Up to date police check from your Country
- Proof of Insurance:
 - All international students must have personal travel & health insurance

- All domestic students should ensure they have adequate health cover
- All students must have professional indemnity insurance organized prior to and for the duration of the placement, to the equivalent of 10 million Australian dollars

STAGE 2B – OFFER LETTER SENT

Once the above paper work has been received an offer letter will be sent, you will then have 28 days to make payment (Via internet bank transfer).

If payment is not received by your due date your whole application may be cancelled.

STAGE 3 – PAYMENT & CONFIRMATION

Once payment is made, a confirmation letter with the details of your elective will be emailed to you.

All elective offers are provisional until confirmation of payment has been received, as per below.

If you are accepted for an elective you will not be an enrolled student of this University.

You will not be covered by the University's insurance. You must therefore arrange your own personal accident insurance, health insurance, professional indemnity insurance, and public liability insurance.

Students are only permitted to attend an elective once via the Austin Clinical School – once you are confirmed or completed you are not permitted to reapply to attend again in the future.

We are unable to sign off on any skills or training as being taught.

The only documentation that will be filled in and signed is a form that your supervisor will complete on the completion of your elective placement. The form will only be stamped by the Clinical School. All forms required to be signed by your supervisor must be approved by the Clinical School prior to commencing your elective.

International students should contact the nearest Australian Diplomatic Post to confirm details of visa requirements, appropriate health examinations and permissible length of stay etc. Any elective is subject to a visa being granted.

Please find additional information at:

<http://www.dfat.gov.au/visas/>

http://www.medibankhealth.com.au/government_content.asp?id=36&t=Student+Visa&cid=35

Please note that we are not able to offer you any remuneration or employment.

If you wish to proceed with an elective at Austin Health please contact ah-clinsch@unimelb.edu.au

When your exact dates and discipline requests are known, we will see if we are able to place you. If placed, you will be required to accept the offer and pay an administration fee of **AUD\$110.00 per week of elective undertaken (10% GST included)** within 28 days. **(Please note that this fee is non-refundable under any circumstances, but may be used as credit towards another date or passed onto another student as a once off).**