

MB ChB European Studies HANDBOOK

2017-18

[https://www.bmh.manchester.ac.uk/medicine/
study/undergraduate/manchester/europe/](https://www.bmh.manchester.ac.uk/medicine/study/undergraduate/manchester/europe/)

Please note:

The information in this handbook is correct at the time of going to press, but there may be updates issued in the future. An updated handbook for each Year will be published on [1Med](#).

Progression from year to year and assessment pass criteria related to the MB ChB programme elements are as per the [MB ChB programme Handbook](#) and should be read in conjunction with this handbook.

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Introduction

The MB ChB European Studies Programme was introduced to the Manchester MB ChB Programme to give students the chance to develop their foreign language skills and their knowledge of European Medicine. The MB ChB European Studies Programme was the first of its kind of any UK medical school, and has been successfully running for over fifteen Years.

MB ChB European Studies students receive up to four Years of language training alongside the main MB ChB Programme, and in Year 5 are required to spend four blocks at one of our approved partner institutions in Europe (see table below for details of student placements¹):

Partner Universities	
French Option	
The University of Lausanne	Lausanne, Switzerland
The University of Rennes	Rennes, France
The Pierre and Marie Curie University	Paris, France
The University Paris Descartes	Paris, France
The University Claude Bernard 1	Lyon, France
The University of Nantes	Nantes, France
German Option	
The University of Saarland	Homburg, Germany
The Medical University of Hannover	Hannover, Germany
The Charité Universitätsmedizin Berlin	Berlin, Germany
Spanish Option	
The Complutense University of Madrid	Madrid, Spain
The Autónoma University of Madrid	Madrid, Spain
The Rey Juan Carlos University of Madrid	Madrid, Spain
The University of Granada	Granada, Spain

Students also have the opportunity to spend time in Europe during the MB ChB Programme as part of the Student Selected Components of the Programme (see page [15](#)). Successful students will graduate with the degree of MB ChB (with MB ChB European Studies) to signify their achievement.

¹ More information about these can be found on page 17 and previous placement reports are available on [My Placement](#).

MB ChB European Studies Supplement²

All students who join the MB ChB European Studies Programme are required to pay an additional MB ChB European Studies tuition fee supplement (currently £99 per semester, subject to small increments of 5% or less/year) to contribute to costs of language tuition, equipment, and the expenses involved in arranging and quality assuring the placements abroad. It also covers translations of documents, specialised medical masterclasses, courier services etc. Please note that this small fee only covers a minor part of the considerable costs the School incurs for the MB ChB European Studies Programme for language teaching and placements abroad.

Year 1 students are required to pay for the second semester only, once they have been admitted onto the MB ChB European Studies Programme. Students in Years 2 - 5 are required to pay the MB ChB European Studies tuition fee supplement in Semesters 1 and 2 each year. The supplement is a flat fee across the five years course; therefore students do not pay directly for what he/she receives in any particular year or part thereof.

Please note that payment is due BEFORE the semester begins. Students who fail to make payment on time will not be permitted to start the MB ChB European Studies Programme and will not be admitted into language classes. Students not admitted into classes will be marked as absent and this will go on his/her attendance record. Failure to pay will result in not being able to graduate with the MB ChB European Studies award.

Tuition Fee Supplement deadlines: 5 September 2017 and 19 January 2018.

If a student experiences financial difficulties in paying the tuition fee supplement, it is vital they contact the [Student Welfare and Professionalism Support \(SWAPS\) Team](#) and inform the [MB ChB European Studies team](#) **before** the deadlines for payments so that advice can be offered and any potential support explored.

Attendance, Conduct and Discipline

Students on the MB ChB European Studies Programme are expected to attend two hours of language tuition per week (2.5 hours in Year 1). Attendance, conduct and discipline are as important for the MB ChB European Studies as for the MB ChB Programme (see separate [MB ChB Handbook](#) for more details), and problems in any of these areas will be treated accordingly. Attendance is monitored and any absences and/or failure to complete set work will be treated very seriously. Students with poor attendance, conduct or discipline will receive formal written warnings. Further problems will be referred to the MB ChB Health and Conduct Committee and in extreme cases students will be asked to leave the MB ChB European Studies Programme. Where an absence is unavoidable but foreseen, teaching staff must be informed of this well in advance but will still be counted as an absence. Please note that attending non-compulsory medical classes, such as OSCE revision classes, is not a valid reason for failing to attend language classes.

² Please refer to the MB ChB European Studies FAQ document In Appendix (page [28](#))

Progression from one year to the next is dependent upon a student attending no less than 80% of the language classes in any year. We expect you to attempt to attend 100% of classes. The 20% of allowable absence is designed to accommodate placement commitments, which may make travel to class impractical in some cases. Placements are not acceptable mitigation for missing an assessment. If you have any concerns around the location of a clinical placement and your ability to get to language classes on time, please contact the European Studies Administrators as early as possible.

Students are reminded that teaching staff must be informed of planned absences well in advance and that a medical note is required if a class or tutorial has been missed due to illness (see Mitigating Circumstances, page 13). If no evidence of justified absence is received, a mark of 0 will be recorded; if evidence is produced, the item of School of Medical Sciences is discounted in the final mark.

If, on more than one occasion, students find that they are late for a language class as a result of a medical class overrunning, they should inform the [MB ChB European Studies Administrator](#).

Application procedures

First Year Entry

Application for the MB ChB European Studies Programme takes place during Semester 1 of Year 1. Acceptance onto the Programme is competitive and dependent on either an A/AS Level in the language students wish to study, or equivalent experience of that language. Places are limited, so a high standard is required. (Please note, new IB Standard is not equivalent to a B2 level certificate and therefore is below the required language level to apply for European Studies and will have to be complemented by an intensive course in order to obtain a B2 certificate).

To apply, students must complete the online application form (details will be announced to students when this is live) and submit it by no later than **Tuesday 7 November 2017**. In addition to this, students are asked to sit a diagnostic language test in November. Students will be invited to attend an interview, which will be conducted by members of the University Language Centre for the purpose of assessing language proficiency and suitability for the Programme. Sitting the diagnostic language test and interview are requirements for applications to be considered. Successful students will be offered a place on the MB ChB European Studies Programme.

Students who wish to join the MB ChB European Studies Programme but who are proficient speakers of French or Spanish may be advised to join the MB ChB European Studies Programme in Year 3, with Years 1 and 2 exempted due to the level of language ability. It is expected that those students remain engaged with aspects of the MB ChB European Studies Programme. They will be exempt from paying the MB ChB European Studies tuition fee supplement for Years 1 and 2. This will be decided on an individual case by case basis and is at the discretion of the language tutors.

Students who wish to join the MB ChB European Studies Programme and are proficient speakers of German are expected to attend the language classes from Year 1. This slightly different arrangement is due to the structure of the class content for German, where special medical terminology is taught in an integrated fashion from Year 1, and therefore Years 1-2 classes are a mandatory part of the MB ChB European Studies Programme. Latin medical terminology is not used in conversational German language, and it is therefore necessary for all German students to attend from Year 1.

Important: Regardless of the level of proficiency in the target language, students wishing to join the MB ChB European Studies Programme must apply in Semester 1 of Year 1 (except for St Andrews students who follow a different application process – see below). Late applications will not be considered.

St Andrews Students

St Andrews students will be admitted to the Programme in Year 3 if they are able to produce evidence of serious commitment to and achievement in language learning, e.g. in the form of an internationally validated certificate at B2 level or an advanced level language certificate issued by a Language School or Centre. Applicants are interviewed by a member of the University Language Centre teaching staff.

St Andrews students are able to apply during their second Year of study (University of Manchester equivalent of Year 1). To apply, St Andrews students must complete and submit an online application form by **Friday, 2nd March 2018**. Interviews will take place in March, when students will be asked to sit a diagnostic language test and have informal talks with members of the University Language Centre to discuss their own experience and the MB ChB European Studies Programme. All students (including native-speakers) are asked to bring to interview a portfolio of work in the target language, which would serve as a testament to their commitment to joining the MB ChB European Studies Programme.

The portfolio of work can include:

- a series of summaries of medical articles written in the prospective target language
- certificates obtained as a result of attending the Evening Languages Programme at St Andrews
- written accounts of recent experiences in the target language (ideally with a medical/human care aspect)

Please note that sitting the diagnostic language test and attending the language specific presentation session are requirements in order for applications to be considered.

Timetables

Timetables for language classes (including room information) are available on the [University Language Centre website](#) and [1Med](#).

Students are reminded to check this website as well as [1Med](#) at regular intervals for any updates. Please note that the language classes follow the University calendar, which may be different from the calendar for the MB ChB Programme.

For the academic Year 2017-18, language class teaching will start in the week commencing Monday 25th September for Years 2 to 3 and in the week commencing Monday 11th September for Year 4. Year 1 language classes will start in the week commencing 29th January.

Blackboard

All language courses are supported by additional material on Blackboard. Students can log in at [My Manchester](#) where there is a link to 'Blackboard' under the 'Teaching' heading. Students will see an overview of the language courses they are attached to (students are advised to contact their language tutor or the [University Language Centre Programme Director](#) if unable to access the online component). The virtual learning environment contains general information (course outlines, teachers' details), general resources (links to grammar pages, dictionaries, etc.) as well as specific material (homework material, link and information about external examinations, links to partner hospital websites, etc.). Students are also invited to contribute to the discussion forum.

Years 1 – 4 MB ChB European Studies Programme Structure

Students undertake language classes from Years 1 - 4. In Years 1 and 2, language classes are integrated into the daytime timetable; for Years 3 and 4, classes take place in the evenings (6 – 8pm). Students are also expected to spend at least four hours of their home study time per week on their language work and make use of the [Open Learning Facilities in the ULC](#).

Aims and Objectives of Years 1-4

During the first four Years of the MB ChB European Studies Programme, students are given the opportunity to:

- consolidate their existing language skills
- increase their knowledge of foreign cultures and health care systems
- learn medical terms and communicative know-how with patients and professionals in their target language
- learn to study medicine in their chosen language
- apply for a placement in a European Institution
- prepare for their external language examinations

During lessons, students will consolidate their existing language skills and receive a good grounding in Medical French, German or Spanish as well as gaining an understanding of the cultural and social aspects of life and medicine in their chosen country. Classes focus on preparation for the specified examinations and the skills required for working effectively

and efficiently in a hospital environment abroad. The use of medical terminology increases as students' progress through Years 2, 3 and 4.

There are no language classes during Year 5 as students will spend 16 weeks (blocks 5 to 8) on placement in Europe. Any re-sits for external examinations can be taken at the earliest possible opportunity.

Open Learning Facilities

[The Open Learning Facilities](#) also offers a language exchange partner Programme where students are able to converse face-to-face to improve their spoken language. If you would like to take part in the scheme you can contact the [ULC reception staff](#) to register interest. Alternatively there is a notice board on the ground floor of the [International Society](#) where people looking for language partners can advertise.

In addition to language classes, the Language Centre has [e-Tandem](#) partnerships with Medical Schools abroad so that students can meet on a weekly basis with their counterparts using video-conferencing to discuss medical topics in both languages. Depending on the availability of partners, students are strongly encouraged to take part in the Programme.

Masterclasses

During the year, teaching staff invite a range of senior healthcare professionals to give Masterclasses and workshops in their specialised area in their native language. These events are usually very popular and compulsory for Year 3 and 4 students; however we strongly recommend that Year 1 and 2 students also attend if numbers permit.

Buddy Scheme

Erasmus students visiting Manchester can participate in the Buddy Scheme, where incoming students are put in contact with home students on the MB ChB European Studies Programme. This provides a good opportunity for all students to meet and converse with native speakers from their host country. Many of our partner institutions run similar schemes for visiting MB ChB European Studies students from Manchester. We strongly encourage participation as we had very positive feedback from students coming to Manchester and MB ChB European Studies students abroad. Students will be invited to participate and contacted in late summer each year prior to the start of term, so that Buddy Partnerships can be assigned.

Language Examinations

In order to successfully complete the MB ChB European Studies Programme, students are required to pass a range of class tests and external examinations, as specified in the schedule below:

Year	French	German	Spanish
1	Internal assessments in semester 2	Internal assessments in semester 2	Internal assessments in semester 2
2	Internal assessments in semesters 1 and 2	Internal assessments in semester 1 and assessed project in semester 2 <i>Goethe Zertifikat Level B2</i>	Internal assessments in semesters 1 and 2 <i>Certificado Básico de Español de las Ciencias de la Salud Level B2</i>
3	Internal assessments in semesters 1 and 2 <i>Diplôme de Français Professionnel - Médical B2</i>	Internal assessments in semesters 1 and 2	Internal assessments in semesters 1 and 2
4	Internal assessments in semesters 1 and 2 <i>Diplôme Approfondi de Langue Française (DALF) Level C1</i>	Internal assessments in semesters 1 and 2 <i>Goethe Zertifikat Level C1</i>	Internal assessments in semesters 1 and 2 <i>Certificado Superior de Español de las Ciencias de la Salud Level C1</i>

External examinations are designed by:

French - *Chambre de Commerce et d'Industrie de Paris* (CCIP) and the *Centre International d'Études Pédagogiques* (CIEP)

Spanish - the *Cámara de Comercio de Madrid* and the *University of Alcalá*

German - the *Goethe Institute*

Apart from the DALF, all external examinations will be organised by the University Language Centre and candidates will sit examinations on the University campus in May/June. All examinations are based on the [Common European Framework](#), thus ensuring that skills are assessed at the same level across languages.

Students are expected to sit examinations at the end of each year. **Please note that scheduled internal and external examinations are a compulsory part of the course.**

DALF examinations are organised by the [Alliance Française de Manchester](#) and usually take place at the end of June. Students are reminded that MB ChB European Studies participants

are expected to sit these examinations at the end of the academic session in Manchester. It is imperative that PEPs/SSCPs and/or other relevant activities are planned accordingly.

Please note that from 2017-18 onwards, due to the revised MB ChB Programme structure, students will be away on their elective placement in June and therefore alternative DALF arrangements for students in Year 4 MB ChB European Studies French in 2017-18 will be put in place to allow students to sit the assessment in March.

Teaching staff and the [LEAP Support Officer](#) will handle the registration procedure for external examinations taken in Manchester. Students will be notified of deadlines for registration and examination dates in class, and this information can also be found on the [ULC](#) website.

For the external language qualifications taken during the MB ChB European Studies Programme, students will be expected to provide evidence (i.e. certificate) of passing the exams, unless the University has already been directly notified of results by the organisation. University Language Tutors will provide further details at the time of assessment.

Re-sits

Students who fail the internal assessment are entitled to take an internal re-sit examination provided that they attended at least 80% of classes and have completed all internal, applicable external tests, and all set coursework. Internal re-sits will take place during the University August Examination period, regardless of the fact that students may be intercalating the following academic Year. All re-sit examinations will be organised through the examination office. Only one internal re-sit attempt is permitted for each Year of study. There is a £75 charge for taking a re-sit. Please also note that should a student fail a resit they will be withdrawn from the MB ChB European Studies Programme and will become an MB ChB student without MB ChB European Studies.

Students failing the external B2 examination are required to re-sit this examination at the next available session in Manchester. They may be allowed to provisionally progress to the following Year of study provided that they have completed all internal assessments and all set coursework, and they have attended at least 80% of classes. It is the personal responsibility of individual students to organise their registration for this external B2 re-sit in Manchester and they must also cover the fees (no refunds will be given).

Passing the C1 examination is a requirement to obtain the MB ChB European Studies award.

Students failing the external C1 examination are required to re-sit this examination, either in Manchester or in the country where they are based for their placement, before the end of Year 5 in order to graduate with the MB ChB European Studies award. They may be allowed to progress to Year 5, provided that they have completed all internal assessments and all set coursework, and they have attended at least 80% of classes. It is the personal

responsibility of individual students to organise their registration for this external C1 re-sit in Manchester and they must also cover the fees (no refund will be given).

If external C1 examination results are not known by the time of your graduation, the student will graduate without the MB ChB European Studies award, but his/her record and diploma will be updated, provided that he/she passed the examination before the official graduation date. The student will be required to submit proof of passing the examination to the MB ChB European Studies Team by 31st October of the same Year.

Progression, internal assessments and pass marks

In every term of study during the MB ChB European Studies Programme, there are internal assessments for listening, reading, writing and speaking skills. In order to progress to the following Year in the Programme, a student must i) complete all the internal assessments, and ii) obtain an overall pass mark of 40% in the internal assessments.

Students who miss more than one element of the internal assessment may be required to take a re-sit examination regardless of whether they had valid Mitigating Circumstances for missing these tests or received an overall 'Pass' mark.

Students who fail the external examination may be granted progression to the following year without having to pass a re-sit examination provided their overall mark in the internal assessment is equal or higher than 60%.

Students will only be permitted to take a re-sit and/or progress to the following Year of study if their attendance on the course is recorded as being 80% or above.

Please note that should a student fail a resit they will not be permitted to continue on the MB ChB European Studies Programme and will become an MB ChB student without MB ChB European Studies.

Language Training whilst on distant placements

Students are expected to attend language lessons throughout clinical training. Please note that missing more than 20% (i.e. 4 weeks out of 23) of the language Programme will result in exclusion from the MB ChB European Studies Programme. **Students should not choose placements which could result in missing more than four language classes wherever possible.**

All students are required to inform their language tutor of any absences prior to the missed session.

When students are allocated to or request an out-of-region placement, they must inform their language tutor and [MB ChB European Studies Administrators](#) beforehand. During such placements, it will be necessary to come back to Manchester to complete assessments. Students will also be requested to complete non-assessed coursework and to forward it to language tutors when requested.

Language classes during intercalation

The Language Centre does not provide language classes as part of the MB ChB European Studies Programme to intercalating students or to students wishing to continue studying their chosen language beyond Year 4 as a preparation for their Semester 2 Year 5 placement. However, it is important that students continue to study their chosen language and practise this on a regular basis in preparation for their return to the MB ChB Programme or their Year 5 placement. Students are encouraged to do this through self-study. It is also strongly recommended that students take a language course either with the University Language Centre or at an external institution in an independent capacity.

In order to maintain their language skills intercalating MB ChB European Studies Programme students are encouraged to join the higher level language [classes run by the University Language Centre](#). The actual level of study is to be decided in consultation with the Senior Language Tutor.

The MB ChB European Studies students can potentially claim a refund of up to £250 for the language Programme (outside of the MB ChB European Studies Programme) from the University's International Office. For more information please contact the [Erasmus Team](#) or the [MB ChB European Studies Administrator](#).

Mitigating Circumstances

If, due to **unforeseeable** or **unpreventable** circumstances, more than 20% of classes are missed or if coursework or an exam is not completed, students will have to apply for their case to be considered by the MB ChB European Studies Mitigating Circumstances Committee at the end of the academic Year. Possible mitigating circumstances include:

- significant illness or injury;
- the death or critical illness of a close family member;
- family crises or major financial problems leading to acute stress;
- absence for jury service or maternity, paternity or adoption leave.

Mitigating circumstances for any of the above will only be granted where documented evidence can be provided. Where an exam or coursework has not been completed, and where no justifiable evidence is received, a mark of '0' will be recorded. However, if mitigating circumstances for a missed piece of work are granted, this mark will be discounted in the final mark.

Circumstances that will not normally be regarded as grounds for mitigation include:

- holidays and events that were planned or could reasonably have been expected
- assessments that are scheduled close together
- misreading the timetable or misunderstanding the requirements for assessments
- inadequate planning and poor time management
- failure, loss or theft of a computer, USB or printer that prevents submission of work on time - students should back up work regularly and allow sufficient time for submission
- consequences of paid employment

Mitigating circumstances forms can be downloaded from the [MB ChB European Studies page](#) of the University Language Centre's website.

Forms must be submitted to [Andres Lozoya](#) in the Samuel Alexander Building (Room LG8.2) before the end of the exam period.

Opportunities to Study Medicine Abroad

Year 3 - Student Selected Clinical Placement (SSCP) – optional in Europe

As part of the Year 3 Programme all students on the MB ChB or MB ChB European Studies Programme will be required to take a four week Student Selected Clinical Placement (SSCP) which takes place at the end of the academic Year (in 2017/18 the dates for this will be 18 June – 13 July 2018).

This must take place in the Manchester area with the exception of MB ChB European Studies students who may apply to self-arrange a placement in a European country in which their language of study is spoken.

Eligibility to undertake SSCP of choice

Students will be required to apply for permission to undertake their SSCP in Europe. As with all Year 3 students, only if you have met the progression requirements for clinical placements (including completion of mandatory UPSAs) will you be able to choose your Year 3 SSCP placement. Students who have not met these requirements will have to remediate during their SSCP and will be allocated a placement in Manchester.

Therefore confirmation that you could take the SSCP would only be known at the end of all five clinical placement blocks in Year 3 and after the summative OSCE results are published (see below).

Year 3 OSCE Re-sit

You should also note that the re-sit OSCE, for any student who fails the summative OSCE, is in the last week of the SSCP. In this situation we would strongly recommend that students stay in Manchester during the SSCP where they can be provided with additional support and teaching in preparation for the re-sit. Mitigation cannot be submitted if students choose not to do this.

Students who are planning to take an SSCP in Europe should consider this carefully and at the time of application, discuss this with their teaching hospital sector team and the [MB ChB European Studies Administrators](#)/ University Language Tutor to ensure that they understand the various factors involved.

On completion of the SSCP, students will be required to complete the same assessment to those undertaking a Manchester-based placement. Further details will be provided during Year 3.

Locations used by previous MB ChB European Studies students for self-arranged placements may be suitable for SSCPs. A list of many previous placements is available [here](#).

Subject to Endorsement Placement (StEP/Elective)

PLEASE NOTE: Due to the MB ChB Programme revisions, the elective arrangements are different for different Year groups - Please read the relevant information to your cohort below:

Students in Year 5 in 2017/18 only

As per the current arrangements, MB ChB European Studies students will be offered the opportunity to take a 4 week elective during the first four weeks of Year 5 in 2017/18.

However, due to the evolution of the revised MB ChB Programme, the CC&C Block will no longer exist and there will be different placement arrangements in Year 5.

Students who opt to take an elective during this period would miss some clinical placement experience which would not be repeated, so should consider this carefully and discuss with their teaching hospital sector.

Students in Year 4 in 2017/18, and onwards

All students on the MB ChB or MB ChB with MB ChB European Studies will have the same opportunity to complete a 6 week elective at the end of Year 4. We encourage electives in a country where the language of study is spoken, but this is not obligatory. Application information and further details will be made available to students at the time.

Year 5 Compulsory Placement

In Year five, the MB ChB European Studies students undertake a compulsory four month placement in one of our partner institutions in Europe. This provides the opportunity to work alongside doctors, and other medical staff and with patients in your chosen second language. The following section is designed to assist in successfully applying to the European Partner Institutions and to help settle into the attachment in good time.

In January of Year 4, MB ChB European Studies students will be asked to rank their location preferences for their Year 5 placement. The European institutions we have exchange Programmes with are listed from page [23](#). The MB ChB European Studies section in [My Placement](#) contains information and useful links relating to all of our partner institutions.

Students should note that it is not possible to allocate every student to their preferred institution. Students must therefore be prepared to attend one of their other choices. (See Appendix 1 for details of the process).

The placement is for a period of 16 weeks, which is undertaken over blocks 5-8 in Year 5 (**29 January 2018 to 18 May 2018**).

Once the [My Placement](#) system has allocated students to partner institutions, students will be provided with details of how to apply to the individual partner Universities for their placements. Some Universities require the students to apply online. The documents required are set by the host university and may include:

- your completed application and Erasmus+ (learning agreement) forms
- a covering letter to introduce you to your first firm's 'chef' or Professor. This should include your dates of study and details of any experience you have of studying in your host country or in the language you will be working in
- an outline of your aims and objectives for the attachments or particular areas you would like to cover, if possible
- a transcript
- proof of insurance (MDU/MPS)
- a curriculum vitae
- a letter to the relevant accommodation office, giving the dates for which you will require accommodation
- a scanned copy of the ID page of your passport

Please remember that all the above must be written in your target language. You should also include your preferred email and postal addresses as the institution will contact you with information on your placement.

Please note that the costs associated with Year 5 placements **are not** funded by the MB ChB Programme therefore students should plan their finances in advance to cover placement costs (accommodation, travel etc.). Please read the information on page [19](#) or contact the [MB ChB European Studies Administrators](#) regarding the possible funding opportunities.

Fitness to Undertake a Placement Abroad

Students who have any health/medical conditions must ensure that they are certified by the University of Manchester Occupational Health Department that they are fit to undertake their placement abroad. Further information can be made available on request.

Travel Insurance

Students are automatically covered by the [University's Study Abroad Travel Insurance](#). Students are not required to contact anyone to register for this. In the event of any incident, whether or not it may lead to a claim, students should use the emergency contact details listed on the Travel Insurance Leaflet.

Before you go:

Ensure that your contact details (postal, email, telephone) are up to date on [My Manchester](#), and remember to add local contact details when you get there. You should ensure that you check emails regularly whilst abroad, in case of important communications sent by the MB ChB Programme, University Graduation Office and Foundation Schools.

Remember to take:

- Passport
- Passport photos
- Student ID
- Copies of MDU/MPS registration
- Copy of Health Insurance certificate
- [European Health Insurance Card](#) (EHIC)³.

If applicable:

- Driving Licence
- Car insurance (green card)
- European breakdown cover

If you experience any problems on your placement, you should, in the first instance contact the [MB ChB European Studies Administrator](#).

³ The European Economic Area (EEA) consists of the 27 member states of the European Community plus Iceland, Liechtenstein and Norway. If you or any of your dependants are suddenly taken ill or have an accident during a visit to any of these countries, free or reduced-cost emergency treatment is available – in most cases on production of a valid EHIC. Only state-provided emergency treatment is covered, and you will receive treatment on the same terms as nationals of the country you are visiting. Private treatment is generally not covered, and state-provided treatment may not cover all of the things that you would expect to receive free of charge from the NHS.

Erasmus Funding

During study placements in Europe, students are eligible to receive Erasmus+ funding for the duration of their placement dates which must be a minimum of 3 months (between €280 - €330 per month) which is provided by The European Commission through the Erasmus+ scheme and distributed by the University's International Programmes Office. Full details relating to the Erasmus+ grant can be found on the *Scholarships and Grants* webpage under 'Finance and Funding' on the [Go Abroad website](#). Details of how to apply for funding and the Erasmus+ paperwork deadlines will be detailed further at a 'Erasmus Explained Pre-Departure' meeting which usually takes place in May/June and November. Attendance at the 'Erasmus Explained Pre-Departure' meeting is compulsory for all students studying through Erasmus+ Exchange Programme who wish to apply for Erasmus+ funding. For more information please contact the [International Programme Office](#).

Travel Grant

Students from lower income households may be eligible to apply for an additional [Travel Grant](#) from Student Finance in order to claim back the necessary travel expenses incurred through studying on the MB ChB European Studies Programme. For more information please contact [Student Finance](#).

Students Wearing Headscarves

Some European countries (such as France) have implemented strict rules about religious clothing in public buildings. The headscarf and clothing policies in our Partner Institutions comply with the general local rules, which cannot be changed by Manchester University. However, in some institutions, for students who decide to work with a headscarf, theatre head cover has been accepted as a compromise. In Switzerland, whilst wearing religious head covering is not illegal, it is not common practise and local hospital policy in Lausanne is not to do so. The local rules about these issues can change, and more up to date details can be obtained from the [MB ChB European Studies Administrators](#) on request. Students to whom this is relevant should be prepared for this prior to undertaking their placement.

Students on a Tier 4 Visa Sponsored by the University of Manchester

If you are an international student studying on a Tier 4 visa which is sponsored by the University of Manchester, please note two important facts in relation to all your placements abroad (e.g. Erasmus placement, SSCPs and Elective):

- 1) Your Tier 4 visa issued by the UK Visa and Immigration Service for your MB ChB European Studies Programme will not automatically cover you for placements abroad. It is **your** responsibility to research any visa requirements for the country you are visiting specific to your citizenship, and apply for any additional visas well in advance.
- 2) Whilst you are still on the MB ChB European Studies Programme, even when abroad you will be subject to the Tier 4 reporting requirements that the University has to adhere to, namely the attendance monitoring and census checks. If these

checks fall whilst you are overseas on a placement, the University will contact both you and your supervisor to check that you are attending your placement and to remind you of your responsibilities as a Tier 4 student, and a response will be expected from both parties. The most important thing therefore is that you keep your contact details up to date and ensure you check emails regularly.

Sickness Absence Whilst on Placement Abroad

If for any reason a student becomes ill whilst on their placement abroad, it is the student's responsibility to inform the partner university and hospital of their absence. The student must also inform the MB ChB European Studies Administrator in Manchester. It is the student's responsibility to check their partner universities sickness absence policy. Some partner universities require a GP sickness certificate to be produced after 3 days absence.

Accidents and Incidents Abroad

Students should be aware that accidents and incidents of any nature can occur anywhere in the world. We advise students to be vigilant and use common sense. In the unfortunate event that an incident does occur, the student must when practicable, contact the partner university/hospital and the MB ChB European Studies Administrator. Appropriate steps will then be taken and the student will be advised further. Students should also complete the relevant Accident/Incident form for the MB ChB Programme. See: [Health & Safety in Year 5 Placements](#) and [Policies, Guidance and Forms](#).

University of Manchester Wellbeing Monitoring - Completion of Mandatory Questionnaires

All students on overseas placements are required by the University of Manchester to complete a number of simple questionnaires to confirm their attendance and wellbeing whilst abroad. This applies to all students at the University of Manchester and is conducted via [My Placement](#). You will be asked to click to confirm:

- 1) Confirmation of Arrival – to let us know you've arrived safely and are on your placement
- 2) Progress and Wellbeing Check – mid-way point to check all is still ok
- 3) Confirmation of Completion – to confirm the end of the placement

You will receive automatic prompts by email to do this by certain dates, please ensure that you do so.

Completion of Year 5 MB ChB mandatory activities whilst on Erasmus Placement - Completion of Clinical Placement Forms

Students will be issued with completion forms for clinical placements. These forms can be accessed via [eForms](#) and a form must be completed at the end of each of the student's

clinical placements abroad. Supervisor details for each placement must be contained on the forms as well as in the end of placement report. The forms have been translated to assist the student's supervisor with completion.

These forms are evidence of the student being satisfactorily signed off for their placements and it is mandatory that 16 weeks' worth of placements are accounted for in order to complete the requirements of both the MB ChB European Studies placement and of MB ChB Year 5. If there are any difficulties in submitting the forms students should alert the MB ChB [European Studies Administrators](#) at the earliest opportunity. We encourage students to submit the forms as they go along, i.e. on the conclusion of each placement, rather than all at the end. All forms must be submitted by the final date of the placement (**Friday 18 May 2018**).

As the forms will contain feedback from supervisors and notes on what a student has done during the placement, we recommend that it may be relevant to add these to the PPD Portfolio. On submission, students will automatically be emailed a pdf copy of the form, and can upload to their portfolio as they wish.

Please also refer to the detailed guidance points below:

1. You should have the correct language version of this form (e.g. English/French) and multiple copies. If you do not, please let us know before you depart. Not all students will undertake 4 placements, so you may delete any that are not needed at a later date/ leave these as unsubmitted. Please note that these forms are mandatory for gaining the MB ChB European Studies degree award, as confirmation that you completed your Erasmus placement, and are in addition to the Erasmus paperwork and any UPSAs you complete whilst there.
2. You should complete one form for each separate placement during your 16 week Erasmus period. This may mean you will complete 2/3/4 forms depending on the number of placements assigned to you. We would ask that you get your form signed off on the last date of each placement, and submit them to the School of Medical Sciences as per instructions (see point 6) immediately, rather than submitting all at the end.
3. Please ensure at the start of your placement that you are clear who will be supervising you, and let your supervisors know that they will need to complete this form electronically at the end, setting a time in advance to do this if appropriate. You may ask them to sign this on your iPad, or alternatively it can be completed on a PC, you will just need to log in to [eForms](#) and open up the form for them. They will need to sign in the box either on your iPad or using the mouse.
4. 'Description of Placement' should provide enough detail for the MB ChB Programme to know what clinical area you have attended and briefly what your duties were.
5. 'Student's reflection on placement' should include a short summary (this may be in bullet points format) of what you feel you have achieved/developed/learned through your placement. For instance 'I gained confidence in taking a patient's history in Spanish'. We ask

you to write in both languages here so that your supervisor may read through this, and it can help to start the discussion and give you feedback for how your placement has gone.

6. Once all sections are complete and your supervisor has signed the form, press the 'Submit' button. The MB ChB European Studies Administrators will pick this up and log each of your placements to ensure that by the end, the full 16 weeks are covered and have been completed satisfactorily.

7. Please note that, since the non-MB ChB European Studies students in Year 5 will be undertaking either placements in their teaching sector or be on their elective during blocks 5-8, all students will automatically have MedLea placement forms (Educational Supervisor Assessment Forms) assigned to them on their MedLea to-do list. Your E-forms are instead of the Supervisor Assessment forms, so you can ignore any forms listed for blocks 5-8. Your teaching hospital Year 5 Coordinators will be aware of this.

8. Finally, once you begin your Erasmus placement if you have any concerns at all about your clinical placement, supervision, or how to complete the forms, please contact the [MB ChB European Studies Administrator](#) straight away, do not wait until the end of the placement.

UPSAs

Students will also be required to complete UPSAs whilst on placement however it is advisable to complete as many of these in the UK before you go on your placement. For more info see the guidance on [1MedInfo](#).

Partner Institutions

All partner institutions will endeavour to provide placements which are suitable for the needs of Manchester students. However, remember the placement start date usually means that you start at 08:00 hours that day! Please find some useful contact details and general information below.

Partner (Erasmus Code)	University (website)	Erasmus Departmental Coordinator	Erasmus Officer	Address
BERLIN (D BERLIN13)	Charité - Universitätsmedizin Berlin	Dipl.-Päd. Ulrike Arnold Tel.: +49-30-450 576 031	Mr Lutz Steiner Tel.: +49 (30) 450576002 Fax: +49 (30) 450576900 Enquiries	Charité International Cooperation Universitätsmedizin Berlin Charité - Campus Mitte Charitéplatz 1 D-10117 Berlin
GRANADA (E GRANADA01)	Universidad de Granada	Vicemed.movyri@ugr.es	Mr Raul Lugo Tel./Fax: +34 958 246 126	Responsable de Negociado Oficina de Relaciones Internacionales Facultad de Medicina Avda. de Madrid s/n 18071 Granada
HANNOVER (D HANNOVE02)	Medizinische Hochschule Hannover	Professor Sigurd Lenzen	Ms Angela Steinhuse Tel.: + 49 511 532 6026 Fax: + 49 511 532 6027	Medizinische Hochschule Hannover Akademisches Auslandsamt - International Office Carl-Neuberg-Str. 1 D - 30623 Hannover
HOMBURG (D SAARBRU01)	Medizinische Fakultät der Universität des Saarlandes	Mr Florian S. Schmitz Tel.: +49 6841 16 26001 Fax: +49 6841 16 26324	Mr Tobias Knopflen Ms Jasmin Cirillo Tel.: +49 6841 16 26001 Fax: +49 6841 16 26324	Studiendekanat Medizinische Fakultät der Universität des Saarlandes Gebäude 15 D - 66421 Homburg
LAUSANNE** (CH LAUSANN01)	Université de Lausanne	Professor Laurent Schild	Rachele Montefinese (maternity cover)/Laurence Reber Tel.: +41 21 692 50 18 Fax: +41 21 692 50 35	Secrétariat d'unité Ecole de Médecine Université de Lausanne Rue du Bugnon 21 CH - 1011 Lausanne
LYON (Est & Sud) (F LYON01)	Université Claude Bernard Lyon 1	Est – Dr Michele Germain Tel.: +33 478 777 502 Fax: +33 478 777 252 Sud – Dr Anne Charrie	Est – Solange Brandolese Tel.: +33 478 777 090 Sud – Ms Marion Combe Tel.: +33 4 78 77 71 39 Fax: +33 4 78 77 72 52	Université Claude Bernard Lyon 1 Direction des Relations Internationales A l'attention de Caroline GREMY 8 Avenue Rockefeller 69373 Lyon Cedex 08
MADRID (E MADRID04)	Universidad Autónoma de Madrid	Dr Silvia Arribas	Ms Irene González-Cid Tel.: +34 914975401 Fax: +34 914972757	Oficina de Relaciones Internacionales Universidad Autónoma de Madrid Facultad de Medicina Avda. Arzobispo Morcillo 4 28029 Madrid
MADRID (E MADRID03)	Universidad Complutense de Madrid	Prof. Jose Manuel Martin Villa Tel.: +34 91 394 7264	Ms Julia Riesco Tel.: +34 91 394 1306 Fax: +34 91 394 7155	Oficina Erasmus Facultad de Medicina Universidad Complutense de Madrid 28040 Madrid
MADRID (E MADRID26)	Universidad Rey Juan Carlos	Dr Jose A. Uranga	Custodia Garcia Tel.: +34 91 488 8273 Fax: +34 91 488 7173	Universidad Rey Juan Carlos International Relations Office Edificio Rectorado Despacho 414 Calle Tulipán s/n. 28933 Móstoles. Madrid
NANTES (F NANTES01)	Université de Nantes	Dr Tamara Matysiak- Budnik	Ms Hélène Lamy-Billaud Mr Anthony Grouard Tel.: + 33 2 40 41 11 24 Fax: + 33 2 40 41 28 27	Rez-de-chaussée haut - Bureau A Faculté de Médecine 1, rue Gaston Veil BP 53508 44035 Nantes Cedex 1

Partner (Erasmus Code)	University (website)	Erasmus Departmental Coordinator	Erasmus Officer	Address
PARIS (F PARIS05)	Université Paris Descartes	Professor Bernard Cholley	Ms Mathilde Freger Tel.: + 33 (0)1 53 10 46 34 Fax : + 33 (0)1 53 10 46 36	Bureau des Relations Internationales Faculté de Médecine Bureau des Relations Internationales 15, rue de l'Ecole de Médecine 75270 PARIS Cedex 06
PARIS (F PARIS06)	Université Pierre et Marie Curie Paris 6	Dr Danielle Seilhean	Ms Alexandrie Saligot Tel. : +33 144 27 26 81 Fax : +33 144 27 26 80	Université Pierre et Marie Curie Relations Internationales Tour 34, 3ème Etage Case Courrier 604 4, Place Jussieu 75006 Paris Cedex 05
RENNES (F RENNES01)	Université de Rennes 1	Prof Marc Antoine Belaud Rotureau Tel.: +33(0)299 284 389 Fax: +33(0)299 284 390	Mrs Carole Pegeault Tel.: +33 (0)2 23 23 46 22 Fax: +33 (0)2 99 38 22 92	Faculté de Médecine 2 Avenue du Professeur Léon Bernard 35043 RENNES Cedex

**** A placement with the University of Lausanne is dependent on the following conditions:**

- The clinical clerkship starts on the first day of the month (even if that day is a Friday) and finishes the final day of the month
- No vacation should be taken during the period of clinical clerkship
- Students should introduce themselves to the department before the first day of the placement to obtain the information about the internal organisation of the department
- Students would be expected to be on call and work shifts during the night and at the weekend

Placement Reports

Once students return to Manchester, they are required to complete a report about their experiences in Europe, which will be anonymised and uploaded to My Placement so that future students can read and benefit from it. The report should be written in English, be 3500 words in length and be submitted electronically to the [MB ChB European Studies Administrator](#) no later than **25th May 2018**.

It should cover the following areas:

- Why you chose to study on the MB ChB European Studies Programme.
- Contact details of the student's supervisors during the placement abroad
- An overview of your experience of living and working in the placement hospital and its surrounding area.
- What you have learnt on the placement with regard to any differences to UK hospitals and practice, the medical training programme, the contrasting medical cultures.
- How you have gained from this experience in terms of i) linguistic development, ii) inter-cultural understanding, and iii) in terms of your ideas and future plans.

- Any practical issues that future students on this placement should know about.
- Any addresses, phone numbers and contacts that might be useful for future students.

Please note that the report is a compulsory component of the programme. Students who do not submit a placement report will not be permitted to graduate with the MB ChB European Studies award. These reports can be included in the Student's PPDP - Portfolio.

Exempting Examination in Year 5

Final Exempting Examinations take place in January of Year 5, passing this exam means you do not need to sit the Finals exams in May. Any student who fails these exams is not exempt from Finals examinations. Students are permitted to attend the MB ChB European Studies placement abroad but it is strongly recommended that students in this position discuss possible options with their Hospital Dean and SWAPS team, who will be able to advise about revision plans and whether going abroad and completing the placement, or staying in Manchester to complete a local placement is the best option to prepare them for finals examinations. If a non-exempt student decides to go on their Erasmus placement, they would be given the option to either:

- Attend for 3 full blocks (12 weeks), then return for the final block. This is the minimum length of time required to still be eligible to receive the European Studies award, however students choosing this option should be aware that they will not receive any Erasmus funding.
- Attend for a maximum of 14 weeks, and return for the revision week and exam week. Completion of 14 weeks is the minimum in order to receive Erasmus funding.

The final decision is entirely at the student's own risk; if a student fails their Finals exam, the fact that they have studied abroad will not count as mitigation. Should the student opt not to go on their European placement she/he will not be able to graduate on the MB ChB European Studies Programme, but will be transferred onto the MB ChB Programme if all other elements of the MB ChB Programme are satisfactorily completed. Once a decision has been made about whether to attend the Year 5 placement abroad students must inform the [MB ChB European Studies Administrator](#) as soon as possible.

Please note, that the above regulations apply only to non-exempt students. All other students must attain a minimum of the 80% attendance requirement of their placement abroad in order to graduate with the MB ChB European Studies award.

PPD Portfolio Final Review & Communications Teaching

The PPD Portfolio Final Review and additional Year 5 communications teaching for which MB ChB European Studies students will have to return in order to graduate will be delivered

shortly before the end of the academic Year. Therefore, you will need to return to the University after your 16 week placement to complete the Programme.

Withdrawal

Students wishing to withdraw from the MB ChB European Studies Programme must contact the [MB ChB European Studies Administrator](#) immediately. Students should make an appointment to meet with their language tutor and [MB ChB European Studies Lead](#) to discuss their reasons to withdraw. It may be that they are experiencing difficulties that are not directly related to studying for the MB ChB European Studies, and withdrawing from the Programme may not be the solution. It is strongly advised that students in Years 1-2 speak to a Tutor/SWAPS Team, and it is compulsory that students in Years 3-5 speak to their Hospital Dean for advice before making a decision. For students in Year 5, it is important to liaise with [the MB ChB European Studies Administrator](#), the [Year 5 Administrator](#) and the teaching hospital to discuss the implications of withdrawal in terms of Erasmus and Manchester placement arrangements.

Please note that your Base Teaching Hospital allocation will be reviewed and may change if you decide to withdraw from MB ChB European Studies at any point during Years 1 and 2 of the MB ChB Programme, as you would no longer qualify automatically for allocation to a base teaching hospital in Greater Manchester.

Once a student has withdrawn from the MB ChB European Studies Programme, readmission is not permitted. Students must confirm in writing reasons for no longer wishing to continue on the Programme and complete the withdrawal form, which can be obtained from the [MB ChB European Studies Administrator](#). Such students, if they have progressed in accordance with the MB ChB Programme, will then transfer to the MB ChB Programme, and if successful, graduate solely with MB ChB.

MB ChB European Studies Representatives/Feedback

Feedback regarding the teaching and content of the Programme is welcomed from students. A representative from each year and language will be invited to attend MB ChB European Studies Committee meetings which are held three or four times per Year. The meetings are a chance for students to gain an insight into the structure and management of the Programme and to raise any concerns they may have, and voicing the views of their fellow students. Student representatives on the MB ChB European Studies Programme who have demonstrated a regular commitment throughout the year will be able to receive a certificate for their portfolio.

Student representative for the MB ChB European Studies are elected as part of the Medical student representative team. The rep will be invited to the MB ChB European Studies Committee meetings and attend the MB ChB Programme representative meetings such as the staff-student meetings. If you would like to get in touch with your representative please [email](#) them directly or contact the [MB ChB European Studies Administrator](#) who will put you in touch.

Appendix 1: Year 5 Allocation Process for 16 Week Placement

How are places allocated?

- Students are requested to research the placements they are interested in, and are encouraged to discuss preferences with their language tutors. Placement reports are available in the brochure section of the [My Placement](#) system.
- Students are then asked to rank placements in order of preference using the [My Placement](#) system.
- A randomised allocation process will then allocate students to placements based on their preferences.
- Students can view their placement allocation on [My Placement](#) and are requested to secure their placement by selecting “commit” on the [My Placement](#) system.

For students who have applied to Intercalate:

Students who plan to intercalate must inform the [MB ChB European Studies Administrator](#). In this case students will not be required to rank placements in [My Placement](#). Students who are unsure about intercalation or do not proceed to intercalate, are required to ensure that they inform the [MB ChB European Studies Administrator](#) as soon as possible so that the compulsory Year 5 placement can be arranged. Where a student’s decision not to proceed with intercalation falls after the random allocation process has taken place, preferences will be considered but allocation will be based on remaining available placements.

Please Note!

If the majority of students express a similar pattern of preference for placements we cannot guarantee that students will be allocated their first or second preference as there are a finite number of places at each Erasmus Partner University. Students must be prepared to attend any of the locations associated with their language of study.

Appendix 2: MB ChB European Studies Tuition Fee Supplement – FAQs

1. What is the MB ChB European Studies tuition fee supplement?

It is an additional charge applied to MB ChB European Studies students to contribute to the costs of teaching, equipment and the expenses involved in arranging and quality assuring the placements abroad. It also contributes to translations of documents, specialised medical masterclasses, courier services, etc. Please note that this only accounts for a small proportion of the considerable costs incurred by the MB ChB European Studies Programme in order to provide language teaching and long placements abroad.

2. How much is the MB ChB European Studies tuition fee supplement?

For the academic Year 2017-18 the supplement is £99.00 per semester. This amount will be reviewed on a Yearly basis and is likely to increase by 5% per annum with inflation.

3. Who has to pay the MB ChB European Studies tuition fee supplement?

All students who are enrolled on the MB ChB European Studies Programme are required to pay the tuition fee supplement.

4. When do I have to pay the MB ChB European Studies tuition fee supplement?

Further information about the payment dates and procedure will be forwarded to the students before the beginning of the academic Year. In the academic Year 2017-18 the deadline for payment of the first semester is no later than 5 September 2017 and payment for second semester must be made by no later than 19 January 2018.

5. I'm a Year 1 student. Do I have to pay the MB ChB European Studies tuition fee supplement for the first semester?

No. Students on their first Year will only pay for the second semester once they have started the Programme.

6. I'm a Year 5 student. Do I have to pay the MB ChB European Studies tuition fee supplement for both semesters?

Yes. The tuition fee supplement is a flat fee across the five Years therefore the student does not pay directly for what he/she receives in any particular Year.

7. I didn't pay the tuition fee supplement within the deadline. What is going to happen?

It is essential that the payment is made on time. Students who fail to pay the tuition fee supplement before the specified deadline will not be permitted to attend the language classes. If you are refused entry to a class for failure to make payment, an absence will be recorded. If students are experiencing financial difficulty it is vital they contact the [SWAPS](#)

[team](#) for advice and inform the [MB ChB European Studies Administrators](#) *before* the deadlines for payments.

8. I'm a Year 5 student and didn't pay the tuition fee supplement within the deadline. What is going to happen?

Failure to pay will result in the student not being able to graduate with MB ChB European Studies.

9. I can't pay within the period stated. What should I do?

Students who experience difficulties and are able to prove evidence of exceptional circumstances may be able to negotiate a longer period in which to pay. Mitigating circumstances need to be presented to the [MB ChB European Studies Administrators](#) as soon as they arise and *before* the deadline for payments. Each case will be considered individually based on its merits alone.

10. Why can't I pay the MB ChB European Studies tuition fee supplement with my University tuition fees?

The MB ChB European Studies tuition fee supplement is not a University tuition fee. It is an additional charge set by the MB ChB European Studies Programme. Therefore its associated procedures are defined by the Programme separately from any other University credit control issues.

11. I want to withdraw from the MB ChB European Studies Programme. Do I have to pay the tuition fee supplement?

If a student made payments for both semesters at the beginning of Year and decides to withdraw from the MB ChB European Studies during Semester 1 we will refund the fee for Semester 2 upon proof of payment when the withdrawal takes place.

Once a student has been enrolled on the MB ChB European Studies Programme for any time period during that semester, the full semester fees are payable. Part-refunds for a semester fee are not provided, as once the semester is underway, the administrative staff and Language Tutors will already have invested time and resources into the preparation for that student's place on the MB ChB European Studies Programme.

If a student decides to withdraw from the MB ChB European Studies Programme, they must follow the processes as outlined on page [24](#) of the MB ChB European Studies Handbook and complete the relevant form.

(Reviewed October 2017)

