

MB ChB
EUROPEAN STUDIES
HANDBOOK

2014-2015



Please note:

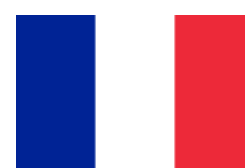
The information in this handbook is correct at **the time of going to press**, but there may be updates issued in the future. An updated handbook for each year will be published on Medlea. Please check this page regularly for announcements and changes at:
<http://www.medlea.manchester.ac.uk>

Contents

Contacts	4
Introduction	5
Supplement	6
Attendance, Conduct and Discipline	6
Timetables	7
Application Procedure for First Year Entry	7
Application Process for St Andrews Students	7
Years 1-4	8
Course Structure	8
Aims and Objectives of Year 1-4	8
Blackboard	9
Examinations	9
Re-sits	10
Progression, internal assessments and pass marks	11
Language training while at DGHs	11
Mitigating circumstances	11
Personal Excellence Pathway (PEP)	12
Intercalation	13
Year 5	13
Year 5 Compulsory Placement	13
Erasmus Funding	15
Partner Institutions	16
Students wearing headscarves	20
Students on a Tier 4 visa	20
Report	20
Pre-placement presentations for Year 4 students	21
Subject to Endorsement Placement (StEP)	21
Exempting Exam in Year 5	21
Portfolio Exit Review & Communications Teaching	21
Withdrawal	22
European Studies Representatives/Feedback	22
Appendix 1: Year 5: Allocation process for 16 week placement	23
Year 1 European Studies Application Form (A)	24
Year 3 European Studies Application Form (B)	25

Contacts

Name	Title	Phone	Email
Ms Mirosława Tandyrak/ Ms Emma Hamilton	European Studies Co-ordinator	0161 306 0464	Medicine.Europeanstudies@manchester.ac.uk
Dr Stefan Meyer	Chair, European Studies Committee	0161 446 3090	Stefan.Meyer@manchester.ac.uk
Dr Mamas Mamas	Deputy Chair, European Studies Committee		Mamas.Mamas@manchester.ac.uk
Dr John Morley	Director, University-wide Language Programmes	0161 275 3428	John.Morley@manchester.ac.uk
Mr Benoît Guilbaud	French Senior Language Tutor	0161 275 3479	Benoit.Guilbaud@manchester.ac.uk
Ms Nathalie Caillaud	French Language Tutor	0161 275 8312	Nathalie.Caillaud@manchester.ac.uk
Mr Benjamin Leroux	French Language Tutor	0161 275 8312	Benjamin.Leroux@manchester.ac.uk
Ms Dorit Fellner	German Senior Language Tutor	0161 275 8308	Dorit.Fellner@manchester.ac.uk
Ms Sabrina Wagner	German Language Tutor	0161 275 8308	Sabrina.Wagner@manchester.ac.uk
Ms Birgitta Claus	German Language Tutor	0161 275 8308	Birgitta.Claus@manchester.ac.uk
Ms Marina Micke	German Language Tutor	0161 275 8308	Marina.Micke@manchester.ac.uk
Dr Ana Niño	Spanish Senior Language Tutor	0161 275 3305	Ana.M.Nino@manchester.ac.uk
Dr Sandra Torres	Spanish Language Tutor	0161 275 3305	Sandra.Torres@manchester.ac.uk
Ms Mayte Alvarez	Spanish Language Tutor	0161 275 3305	Maytealvarez@manchester.ac.uk
Ms Mariana Casale	Spanish Language Tutor		
Mercé Enjuanes	Spanish Language Tutor		
Mr Andrés Lozoya	LEAP Programme Support Officer	0161 275 8306	Andres.Lozoya@manchester.ac.uk
Ms Miriam Cadney	International Officer, Study Abroad Unit	0161 275 4973	Erasmus@manchester.ac.uk
The Anglo-French Medical Society			www.anglofrenchmedical.org/
The Anglo-German Medical Society			www.agms.net



Introduction

The European Studies programme was introduced to the Manchester Medical course to give students the chance to develop their foreign language skills and their knowledge of European Medicine. It was the first course of its kind and the first successful cohort of MB ChB (with European Studies) students graduated in July 2001.

Students receive up to four years of language training alongside the Medical course, and in Year 5 are required to spend four blocks at one of our partner institutions in Europe.

Please see table below for details of student placements:

French Option	
The University of Lausanne	Lausanne, Switzerland
The University of Rennes	Rennes, France
The Faculty of Medicine Xavier Bichat	Paris, 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 medical programme as part of the Personal Excellence Pathway (PEP). Successful students will graduate with the degree of MBChB (with European Studies) to signify their achievement in this area.

European Studies Supplement

All students who join the European Studies are required to pay the ES supplement (currently £85 per semester, subject to review on the yearly basis) to cover costs of teaching, equipment and the expenses involved in arranging and quality assuring the placements abroad. It also covers translations of documents, Masterclasses, courier services, etc. Students in Year 1 will only pay for the second semester once they have started the programme. All other students (including Year 5) are required to pay for semesters 1 and 2. Further information about the payment procedure will be forwarded to the students at the beginning of Semester.

Overseas opportunities such as the PEP abroad and Year 5 placements **are not** funded by the Medical School.

Attendance, Conduct and Discipline

Students on the European Studies programme are expected to attend two hours of language tuition per week (2.5 hours in Semester 2 Year 1). Attendance, conduct and discipline are as important for the European Studies as for the MB ChB, 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 Health and Conduct Committee and in extreme cases students will be asked to leave the European Studies programme. Where an absence is unavoidable but foreseen, teaching staff must be informed of this well in advance. Please note that attending non-compulsory medical classes, such as OSCE revision classes, is not a valid reason for failing to attend language classes.

Progression from one year to the next is dependent upon a student attending no less than 80% of the classes in any year. We expect you to attempt to make 100% of the classes and the 20% of allowable absence is designed to accommodate placement commitments, including those abroad, (max 4 weeks) which make travel to class impractical. Students who repeatedly arrive more than five minutes late in class will be marked as absent and may eventually be refused access to the class if their lateness is deemed disruptive. When an assessed piece of coursework is scheduled, students must attend regardless of their placement commitments; it is your responsibility to ensure you can attend these sessions when planning your placement. Placements are not acceptable mitigation for missing an assessment.

Students are reminded that teaching staff must be informed of planned absences well in advance and that a medical note is required if coursework has been missed due to illness (see Mitigating Circumstances, page 11). If no evidence of justified absence is received, a mark of 0 will be recorded; if evidence is produced, the item of coursework 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 European Studies Coordinator (medicine.europeanstudies@manchester.ac.uk).

Timetables

The timetables for language classes (including room information) are available on the University Language Centre web pages at the following address:

<http://www.ulc.manchester.ac.uk/foreign/european/>

They will appear on Medlea as well. Students are reminded to check this website as well as Medlea at regular intervals for any updates. Please note that the language classes follow the University calendar, which may be different from the Medical School calendar.

For the academic year 2014-15, teaching will commence in the week beginning Monday 22nd September for Years 2 to 4 and in the week beginning Monday 26th January for Year 1.

Application Procedure for First Year Entry

Application for the European Studies programme takes place during Semester 1 of Year 1. Acceptance onto the course 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.

To apply, please complete Application Form A inside the back cover of this handbook and return it to the email address and by the deadline provided on the form. In addition to this, you will be asked to sit a diagnostic language test in December. You will then be invited to a presentation and an informal discussion with members of the University Language Centre to discuss your own experience and the course. Sitting the diagnostic language test and attending the language specific presentation session are requirements in order for your application to be considered. Successful students will then be offered a place on the European Studies programme.

Students who wish to join the European Studies programme but who are very proficient speakers of the target language (French, German, and Spanish) may be advised to join the European Studies' classes in Year 2 or possibly, depending on level of proficiency, Year 3. It is expected that those students remain engaged with aspects of the European Studies Programme. They will be exempted from paying the European Studies supplement for these years.

Important: Regardless of the level of proficiency in the target language, students wishing to join the European Studies programme must apply in Semester 1 of Year 1 – Except for St Andrews students, later applications will not be considered.

Application process for St Andrews students

Currently St. Andrews students will only 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. The application process is under revision. Applicants will be interviewed by a member of the language teaching staff. To apply, please complete the Application Form B inside the back cover of this handbook and return it to the address and by the deadline provided on the form. In early September of Year 3, you

will be asked to sit a diagnostic language test and invited to a presentation and an informal discussion with members of the University Language Centre to discuss your own experience and the course. Please note that sitting the diagnostic language test and attending the language specific presentation session are requirements in order for your application to be considered.

Years 1 – 4 Course structure

Students undertake language classes from Years 1-4. Language training begins in Semester 2 of Year 1, and consists of two hours of language lessons per week in addition to the normal medical timetable for Years 2, 3 and 4; Year 1 students have 2.5 hours of language teaching per week. 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 University Language Centre (<http://www.ulc.manchester.ac.uk/resources/library/>). The ULC is situated on the lower ground floor in the Samuel Alexander building (please see the University campus map for more details).

In addition to language classes, the Language Centre is setting up e-Tandem partnerships with Medical Schools abroad so that students can meet on a weekly basis with their counterparts abroad using Internet-based video-conferencing software and discuss medical topics in both languages. Depending on the availability of partners, students are strongly encouraged to take part in the programme.

During the year, where this can be arranged, teaching staff invite a range of healthcare professionals to give Masterclasses and workshops in the target language. These events are compulsory for all Year 3 and 4 students; however we strongly recommend that Year 1 and 2 students also attend if numbers permit it.

Where possible Erasmus students visiting Manchester are put in contact with those on the European Studies programme, providing a good opportunity for all students to meet and converse with native speakers from their host country.

Aims and Objectives of Years 1-4

During the first four years of the 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 second 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 to be able to work effectively and efficiently in a hospital environment abroad. The use of medical terminology increases as students progress through Years 2, 3 and 4.

Blackboard

All language courses/levels are supported by additional material on Blackboard. Students can log in at [http:// my.manchester.ac.uk/](http://my.manchester.ac.uk/). There is a link to 'Blackboard' under Teaching on the landing page of MyManchester. This will take you to the overview of courses you are currently attached to, of which your language course should be one (please get in touch with your tutor or the Programme Director if you cannot 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, links to and information on external examinations, student reports on placements abroad, links to partner hospital websites, etc.). Students are also invited to contribute to the discussion forum.

Examinations

In order to successfully complete the MBChB with 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 semesters 1 and 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 la 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 the *Chambre de Commerce et d'Industrie de Paris* (CCIP) and the *Centre International d'Études Pédagogiques* (CIEP) for French, the *Cámara de Comercio de Madrid* and the *University of Alcalá* for Spanish and the *Goethe Institute* for German. 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 of Reference for Languages See:

http://en.wikipedia.org/wiki/Common_European_Framework_of_Reference_for_Languages) 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 internal and external examinations take priority over PEPs, i.e. Placements do not qualify as a reason to defer any examinations.**

DALF examinations are organised by the *Alliance Française de Manchester* and usually take place at the end of June, often after the end of the official University examination period. Students are reminded that European Studies participants are expected to sit these examinations at the end of the academic session in Manchester. It is imperative that PEPs and/or other relevant activities are planned accordingly.

Teaching staff and the LEAP Support Officer (Andrés Lozoya, please see page 4 for contact details) 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 following website:

<http://www.ulc.manchester.ac.uk/undergraduate/information/international-exams/>

Re-sits

Students who fail either the internal and/or the external assessment are entitled to take an internal re-sit examination provided they attended at least 80% of classes and have completed all internal and, when applicable, external tests, and all set coursework. For Years 1 to 3, internal re-sits will take place during the University August Examination period and will be organized through the examination office. For Year 4, internal re-sits will take place during the Reading week of the following year (week 6 in the University of Manchester Academic Calendar). Only one internal re-sit attempt is permitted for each year of study. Also note that there is a £75 charge for taking a re-sit.

The purpose of the internal re-sit for Year 4 is not only to guarantee that students have reached the minimum level to go abroad (and no students will be granted permission to do their Year 5 placement without passing it), but also to confirm their progression to the following year. As such, the C1 internal re-sit must be taken during the first re-sit session following Year 4, regardless of the fact that students may be intercalating between Years 4 and 5.

Passing the external C1 examination is a requirement to obtain the European Studies award. Students who progress to Year 5 on the basis of the internal re-sit must still pass the external C1 examination before the end of Year 5 in order to graduate with the European Studies award.

IMPORTANT: Please note that it is the personal responsibility of individual students to organise their registration for this external C1 re-sit, either in Manchester or in the country where they are based for their placement, and that they must also cover the fees (no refund).

If external C1 examination results are not known by the time of your graduation, you will graduate without the European Studies award but your record and diploma will be updated later on provided that you passed the examination before the official graduation date. You will be required to submit proof of passing the examination to the Medical School by 31st October the same year.

Progression, internal assessments and pass marks

In every term of study during the European Studies programme, there are internal assessments which test 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 superior to 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.

Language Training whilst at DGHs

You are expected to attend language lessons throughout your clinical training. Please note that missing more than 20% (i.e. 4 weeks out of 23) of your language courses results in withdrawal from the European Studies programme. **You should not choose placements which result in you missing more than four language classes.**

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

If you are allocated to or request an out-of-region placement, you must inform your language tutor and the European Studies Coordinator at the Medical School beforehand. During such placements, you will still need to come back to Manchester to complete assessed coursework. You will also be requested to complete non-assessed coursework and to forward it to your language tutor as they request.

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 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 time management;
- failure, loss or theft of a computer or printer that prevents submission of work on time: students should back up work regularly and not leave completion so late that they cannot find another computer or printer;
- consequences of paid employment

Mitigating circumstances forms can be downloaded from the European Studies page of the University Language Centre's website:

<http://www.ulc.manchester.ac.uk/foreign/european/>

They must be submitted to Andres Lozoya in the Samuel Alexander Building, Room LG8.2, **by the end of the exam period.**

Personal Excellence Pathway (PEP)

Year 3 PEP

If you are on the European Studies programme you may undertake one of the two PEP modules in a European country where the language that you are studying is spoken (subject to authorisation by your Hospital Dean and Language Tutor). You must satisfy all of the intended learning outcomes of a PEP module undertaken in the Manchester Region and confirm that the module will be undertaken wholly in the language being studied as part of your European Studies programme. The PEP assessment must be a Lay Document and must be completed in the language that you are studying. This will be marked by the local supervisor and be in the language of that country. You may need to translate the document into English if it needs to be second or externally marked. As with self-arranged PEP modules in the UK, students must make all arrangements themselves.

The overseas PEP would be self-arranged, however lists of previous placements undertaken by European Studies will be posted on MedLea @ <https://www.medlea.manchester.ac.uk/files/EuropeanOption/PEPs/>

Year 4 PEP

The PEP in year 4 (Applied PEP) consists of an 11-week module at the end of the year. The Applied PEP cannot currently be carried out in Europe but this is under review and will be reconsidered for students entering Year 4 from 2015-16.

Students intercalating after Year 2, 3 or 4

All medical students are eligible to apply to intercalate after years 2, 3 and 4 of the programme. A wide variety of courses are offered within the University. However students may also apply to intercalate externally in the UK if their course is not offered at Manchester. The intercalation is for the duration of one year only and the submission date for all work must be earlier than the date of return to the MBChB programme for the next year of study. For full details please refer to the Intercalation Guidelines, available on MedLea:

<https://www.medlea.manchester.ac.uk/files/intercalateddegree/>

The Language Centre does not provide language classes as part of the 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 these students continue to study their chosen language and practise this on a regular basis in preparation for their return to the medical course 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.

Intercalating 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.

<http://www.ulc.manchester.ac.uk/foreign/leap/>

The ES students can potentially claim a refund of up to £250 for the language course (outside of the European Studies course) from the University's International Office. For more information please contact Miriam Cadney on Erasmus@manchester.ac.uk.

Year 5

In year five, the ES students undertake a four month compulsory placement in Europe. This provides the opportunity to work alongside doctors, patients and other medical staff 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.

Year 5 Compulsory Placement

In January of Year 4, ES students will be asked to choose their preferred base for their Year 5 placement. The overseas institutions we have exchange programmes with are listed on pages 16-19. The European Studies section on MedLea contains information and useful links relating to all of our partner institutions.

Students should note that it is not always possible to allocate every student to their preferred institution. In such cases, students may be re-allocated to their second or third choice. (See Appendix 1)

The attachment is for a period of 16 weeks, which is undertaken over blocks 5-8 in Year 5. In Year 3 the Medical School will inform all Teaching Hospitals which of their students are undertaking the European Studies programme. However, it is your responsibility to make sure that they are aware of your plans throughout your course, as this will help them in their allocation processes when you undertake your relevant attachments.

Once the Medical School has allocated students to partner institutions, students will be contacted with details of how to apply for their placements. Some universities require the students to apply online first. 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

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.

Travel Insurance

You are automatically covered by the University's study abroad travel insurance. You 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, you should use the emergency contact details listed on the Travel Insurance Leaflet. If you have any queries relating to the University's study abroad travel insurance, contact the Insurance Office on: insurance@manchester.ac.uk or by calling: +44 (0)161 275 2243.

Before you go:

- Ensure your current postal address and a contact email address is up-to-date with the Medical School, and also with your Teaching Hospital Undergraduate Office. The Postgraduate Deanery will also need to contact you on a regular basis for the Foundation post application scheme.

Remember To Take:

- Passport
- Passport photos
- Student ID
- Copies of MDU/MPS registration
- Copy of Health Insurance certificate

- European Health Insurance Card (EHIC). 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.

John Rylands University Library operates a delivery system which allows students on placements in foreign countries to have photocopies or loans of medical books sent out to them. For more information on how to have books sent to you during your placement please see the following website:

<http://www.library.manchester.ac.uk/ourservices/servicesweprovide/documentsupply/postalservicedeliver/>

Increasingly both books and journals are available in electronic form through the web version of the Library catalogue (<http://www.manchester.ac.uk/library>). You can access these using your University of Manchester username and password even if you are working outside of the University's computer network (remote access). You can find more information about e-resources at: <http://www.library.manchester.ac.uk/searchresources/>

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 European Studies Coordinator at the medical school (see the contacts information page at the front of the handbook).

Erasmus Funding

During placements in Europe, students are eligible for an Erasmus grant (around €200 per month) provided by the European Commission through the Erasmus scheme which is distributed by the University's International Office. Full details and documentation relating to the Erasmus grant will be distributed at a Pre-Departure 'Erasmus Explained' meeting which usually takes place in May/June and November. Attendance at the 'Erasmus Explained' meeting is compulsory for all students studying through Erasmus Exchange Programme. For more information please contact the International office (email: Erasmus@manchester.ac.uk)

Travel Grant

Furthermore, 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 'European Studies' programme. For more information please contact Student Finance.

Partner Institutions

All partner institutions will endeavour to provide placements which are suitable for the needs of Manchester students. However, remember the attachment 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 (Contact details)	Erasmus Officer (Contact details)	Address
BERLIN (D BERLIN13)	Charité - Universitätsmedizin Berlin (www.charite.de/chic)	Dipl.-Päd. Ulrike Arnold (Email: ulrike.arnold@charite.de Tel.: +49-30-450 576 031)	Mrs Angelika Cernitori (Email: Angelika.Cernitori@charite.de Tel.: +49 (30) 450576002 Fax: +49 (30) 450576900)	Charité - Universitätsmedizin Berlin Charité International Cooperation Campus Charité Mitte Charitéplatz 1 - Virchowweg 24 10117 Berlin
GRANADA (E GRANADA01)	Universidad de Granada (http://www.ugr.es/~facmed / (http://internacional.ugr.es/)	Dr María Dolores Carretero Alférez (Email: medori@ugr.es)	Ms Sonia-Chantal Gil González (email: soniagil@ugr.es Tel./Fax: +34 958 246 126)	Responsable de Negociado Oficina de Relaciones InternacionalesFacultad de Medicina Avda. de Madrid s/n18071 Granada
HANNOVER (D HANNOVE02)	Medizinische Hochschule Hannover (http://www.mh-hannover.de/ http://www.uni-hannover.de/)	Professor Sigurd Lenzen (Email: auslandsamt@mh-hannover.de)	Ms Ritva Bargsten (Email: Bargsten.Ritva@mh-hannover.de Tel.: + 49 511 532 6026 Fax: + 49 511 532 6027)	Medizinische Hochschule Hannover Hannover Medical School Akademisches Auslandsamt - International Office Carl-Neuberg-Str. 1 D - 30623 Hannover
HOMBURG (D SAARBRU01)	Medizinische Fakultät der Universität des Saarlandes	Mr Florian S. Schmitz (Email: ects@uks.eu	Mr Tobias Knopflen Ms Jasmin Cirillo	Studiendekanat Medizinische Fakultät der

	www.uks.eu/erasmus	Tel.: +49 6841 16 26001 Fax: +49 6841 16 26324)	(Email: ects@uks.eu) Tel.: +49 6841 16 26001 Fax: +49 6841 16 26324)	Universität des Saarlandes Campus Homburg Gebäude 15 66421 Homburg
LAUSANNE (CH LAUSANN01)	Université de Lausanne** http://www.unil.ch/fbm Practical information for exchange students: http://www.unil.ch/ri	Professor Laurent Schild	Ms Cynthia Oliveira (Email: mobilite_med@unil.ch Tel.: +41 21 692 50 18 Fax: +41 21 692 50 35)	Secrétariat de l'Ecole de Médecine Université de Lausanne Rue du Bugnon 21 CH - 1011 Lausanne
LYON (F LYON01)	Université Claude Bernard Lyon 1 http://www.univ-lyon1.fr/	Prof Stéphane Picot (Email: stephane.picot@univ-lyon1.fr Tel.: +33 478 777 502 Fax: +33 478 777 252)	Mr Yves Langlois (Email : yves.langlois@univ-lyon1.fr) Tel. : 04 78 77 71 39 Fax : 04 78 77 72 52) Ms Marion Combe (email : marion.combe@univ-lyon1.fr)	Université Claude BERNARD Lyon 1 -Direction des Relations Internationales Bâtiment principal - Domaine de Rockefeller - 8 avenue Rockefeller 69 373 - LYON cedex 08
MADRID (E MADRID04)	Universidad Autónoma de Madrid (www.uam.es/centros/medicina www.uam.es)	Dr Silvia Arribas (Email: silvia.arribas@uam.es)	Ms Irene González-Cid (Email: ori.medicina@uam.es Tel.: +34 914975401 Fax: +34 914972757)	Oficina de Relaciones Internacionales Universidad Autónoma de Madrid Facultad de Medicina Avda. Arzobispo Morcillo 2 28029 Madrid
MADRID (E MADRID03)	Universidad Complutense de Madrid (http://www.ucm.es/ http://www.ucm.es/centros/webs/fmed/)	Prof. Esther O'Shea (Email: estheros@med.ucm.es estheros@farm.ucm.es Tel.: +34 91 394 7264)	Email: reinmed@med.ucm.es 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 (www.urjc.es)	Dr Jose A. Uranga (Email: alcorcon.rrii@urjc.es)	Ms Victoria Martínez Vallarín (Email: victoria.martinez@urjc.es 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 http://www.medecine.univ-nantes.fr/ http://www.univ-nantes.fr	Dr Tamara Matysiak-Budnik (Email: tamara.matysiakbudnik@chu-nantes.fr)	Ms Hélène Lamy-Billaud (Email : helene.lamy-billaud@univ-nantes.fr Tel.: + 33 2 40 41 11 24 Fax: + 33 2 40 41 28 09)	Bureau des Relations Internationales Université de Nantes Faculté de Médecine 1 rue Gaston Veil 44035 Nantes
PARIS (F PARIS05)	Université Paris Descartes http://www.medecine.parisd escartes.fr http://www.univ-paris5.fr	Professor Bernard Cholley (Email: <a href="mailto:bernard.cholley@egp.ap
hp.fr">bernard.cholley@egp.ap hp.fr)	Tel.: + 33 (0) 1 53 10 46 34 Fax: + 33 (0) 1 53 10 46 36)	Bureau des Relations Internationales Faculté de Médecine Paris Descartes 15, rue de l'Ecole de Médecine 75006 PARIS FRANCE
PARIS (F PARIS06)	Université Pierre et Marie Curie Paris 6 (http://www.upmc.fr/FR/info /00)	Dr Danielle Seilhean (Email: <a href="mailto:Danielle.seilhean@psl.ap
-hop-paris.fr">Danielle.seilhean@psl.ap -hop-paris.fr)	Ms Anne-Sophie DELTELL (Email: anne- sophie.deltell@upmc.fr Tel. : +33 144 27 26 81 Fax : +33 144 27 26 80)	Bureau Erasmus (biologie/médecine) Université Pierre et Marie Curie Paris 6 Relations Internationales Tour 34, 3ème Etage Case Courrier 604 4, Place Jussieu

			Ms Alexandrie Saligot (E-mail : alexandrie.saligot@upmc.fr Tel.:+33 140 01 14 75)	75006 Paris Scolarité, Faculté de médecine Pierre & Marie Curie - site « Pitié-Salpêtrière » 91, boulevard de l'Hôpital 75634 PARIS Cedex 13
PARIS (F PARIS07)	Université Paris Diderot (http://www.univ-paris-diderot.fr)	Prof Elisabeth Dion (Email: elisabeth.dion@lmr.aphp.fr Tel.: +33 (0)147 60 61 44 Fax: + 33 (0)140 25 88 65)	Ms Aurore Mikaelis (Email : aurore.mikaelis@univ-paris-diderot.fr Tel.: +33 (0)1 57 27 55 05 Fax: +33 (0)1 57 27 55 07)	Université Paris Diderot- Paris 7 Bâtiment des Grands Moulins- Aile A- 2ème étage 5 rue Thomas Mann 75013 Paris
RENNES (F RENNES01)	Université de Rennes 1 (http://www.univ-rennes1.fr/)	Prof Marc Antoine Belaud Rotureau (Email: Marc-antoine.BELAUD-ROTUREAU@chu-rennes.fr Tel.: +33(0)299 284 389 Fax: +33(0)299 284 390)	Mrs Carole Pegeault (Email : carole.pegeault@univ-rennes1.fr) Tel.: +33 (0)2 23 23 46 22 Fax: +33 (0) 299541396)	Université de Rennes 1 Bureau Relations Internationales Faculté de Médecine 2 av du Pr 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
- Once the contract is signed, students cannot modify their programme

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.

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 rules however in some institutions, for students who decide to work with a headscarf, theatre head cover has been accepted as a compromise. More details can be obtained from the European Studies Coordinator.

Students on a Tier 4 Visa

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 your placements abroad, both PEPs and the Erasmus placement:

- 1) Your Tier 4 visa issued by the UK Border Agency for your medical course 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 medical course, even when abroad you will be subject to the Tier 4 reporting requirements that the University has to adhere to, namely the monthly 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.

Report

Upon your return to Manchester, you are required to complete a report about your experiences in Europe, which will be filed 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 European Studies Coordinator no later than on **29th May 2015**.

It should cover the following areas:

- Why you chose to study on the European Studies programme.
- 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 European Studies award.

Post-placement presentations for Year 4 students

We hold a meeting to receive feedback from Year 5 placements, which usually takes place during Portfolio week. This is compulsory for Year 4 students and we expect at least one Year 5 representative from each overseas University to attend and present. This is a very informal and enjoyable event, where students have the opportunity to share a summary of their experience in Europe to the ES students who will be going abroad in the following years. More information about the event can be obtained from European Studies Coordinator.

Subject to Endorsement Placement (StEP/Elective)

European Studies students will be allocated to Block 1 for their Oncology Skills and Simulation Block (OSS) and they may, if they wish, spend four weeks on StEP in place of the organised OSS to accommodate a potential Year 4 language exam re sit. We encourage StEPs in a country where the European language chosen by the student is spoken, but this is not obligatory. Please refer to the MB ChB Programme Handbook>Placements>StEPs Phase 3 handbook for more information relevant to StEPs.

Exempting exam in Year 5

In January of Year 5, there is a Finals Exempting Exam; passing this exam means that you do not need to sit the Finals exams in May. Any student who is not exempt from the Finals exams in May is still allowed to go abroad to one of our European partners. You should discuss this and a revision plan with your Hospital Dean who will be able to advise you before you make your decision. This decision is entirely at the student's own risk; if a student fails their finals exam, the fact that they had studied abroad does not constitute as a mitigating circumstance. Should they opt not to go on their 16 week European placement they will not be able to graduate as 'MB ChB with European Studies'.

Advice from the Hospital Dean and, if necessary, from a Senior Member of the Manchester Medical School or the Head of the European Studies should be sought.

Portfolio Exit Review & Communications Teaching

The Portfolio Exit Review and additional Year 5 communications teaching for which ES 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 European Studies programme must contact the European Studies Coordinator immediately.

Students should make an appointment to meet with their language tutor and 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 European Studies, and withdrawing from the programme may not be the solution. It is strongly advised that students in Phase 1 speak to a Senior Tutor and students in Phase 2 or 3 speak to their Hospital Dean for advice before making a decision. For students in Year 5, it is important to liaise with the European Studies Coordinator, the Phase 3 Coordinator and the teaching hospital to discuss the implications of withdrawal in terms of Erasmus and Manchester placement arrangements.

Once you have withdrawn from the European Studies programme you cannot be readmitted. Students must then also confirm in writing that they no longer wish to continue on the programme and complete the withdrawal form which can be obtained from the European Studies Coordinator (email: Medicine.EuropeanStudies@manchester.ac.uk). Such students will then go on to graduate with MB ChB alone, without the European Studies award.

European Studies Representatives/Feedback

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

From September 2014 there will be an elected student representative for European Studies as part of the MMS student rep team. They will be invited to the ES Committee meetings and will also attend the MMS rep meetings such as the Staff- Student meetings.

Appendix 1

YEAR 5: ALLOCATION PROCESS FOR 16 WEEK PLACEMENT.

How are places allocated?

- Students with mitigation will be allocated first.
- Students will then be allocated randomly based on first choice.
- If any hospital is over-subscribed, a randomised re-selection process will be operated, to remove the surplus students and allocate them to their second preference
- If the second preference is oversubscribed, this process will be repeated for third and subsequently fourth preferences until all the hospital places have been filled
- There will be an appeal process – please note, a student would need to submit a very strong case with supporting evidence for an appeal to be successful; we may be able to reallocate you, but if you are asking to be reallocated to a hospital which has been fully subscribed this may not be possible.

For students who have applied to Intercalate:

You will be asked to submit your preferences and we will endeavour to place you according to your first choice. However, if your first choice of hospital is oversubscribed by students who are definitely not intercalating you will be allocated to a hospital which has available places. If you do not proceed to intercalate, your allocation will remain as allocated. If you do proceed with intercalation, you will resubmit your preferences the following year and the above procedure will apply.

Please note!

If the vast majority of students express a similar pattern of preference for placements we cannot guarantee that you will get your first or second preference as we have a finite number of places at each teaching hospital.

What is mitigation?

- Special circumstances or events beyond a student's control which may be adversely affected by the location of their teaching hospital.

It can include:

- Financial hardship

Anyone submitting mitigation **must be prepared to provide evidence** at the time of submitting their preference. If you are unsure whether your mitigation is acceptable make sure you send in the details and let us decide!

It is easier for us to accommodate your requests during the allocation process and avoids the need for you to appeal.

EUROPEAN STUDIES- APPLICATION FORM A

SESSION 2014/15

Please indicate your language choice by selecting ONE of the options below:

FRENCH

☐

GERMAN

☐

SPANISH

☐

Student Card No:

Surname:

First Name(s):

Address for Correspondence:

Postcode:

Telephone:

Email:

Qualification or equivalent qualification in the language (tick as appropriate):

☐ AS LEVEL ☐ A LEVEL

☐ OTHER (Please specify)

If any, additional experience of, study of, or contact with the language
(Please specify):

The application should be submitted via email to

*medicine.europeanstudies@manchester.ac.uk no later than: **Tuesday 11th November 2014***

Please note that all European Studies students are required to pay the European Studies Supplement: £85 per semester for 2014/15

EUROPEAN STUDIES- APPLICATION FORM B for 3rd YEAR ENTRY**SESSION 2014/15**

Please indicate your language choice by selecting ONE of the options below:

FRENCH

☐

GERMAN

☐

SPANISH

☐

Student Card No:

Surname:

First Name(s):

Address for Correspondence:

Postcode:

Telephone:

Email:

Common European Framework Level B2 qualification or equivalent language course certificate
(Please specify):

If any, additional experience of, study of, or contact with the language
(Please specify):

*The application should be submitted via email to**medicine.europeanstudies@manchester.ac.uk no later than: **Friday 5th September 2014****Please note that all European Studies students are required to pay the European Studies Supplement: £85 per semester for 2013/14*