

Visiting Students Elective Handbook

May 2026



Table of Contents

QMUL Malta Visiting Student's Elective Programme	3
Elective Specialties	4
Student Eligibility	5
Application Process, Requirements & Fees	6
Step 1 - Initial Application	6
Step 2 –Provisional Allocation & Offer of Elective Placement	9
Step 3 – Elective Confirmation & Payment of Placement Fees	10
Step 4 – Elective Placement Attendance & Completion	12
Summary of Fees and Refund Policy	13
Placement Information, Attendance Policy & Dress Code	13
Further information and contact email	15

QMUL Malta Visiting Student's Elective Programme

The **Visiting Student Elective Programme** offers short term observational clinical placements and academic attachments for international medical students in their final years of study, either at our partner teaching hospital in Malta or at the QMUL Medical School Campus in Gozo.

- For **clinical placements**, students are assigned to a consultant/clinical team working within partner teaching institutes and hospitals (see below) and spend their time shadowing and experiencing typical days in a specific medical specialty.
- For **academic attachments**, students undertake observational attachments in academic, medical educational fields such as public health research, clinical and communication skills teaching, as well as anatomy teaching, delivered respectively at the QMUL Medical School building and Anatomy Centre in Gozo.

The duration of any single elective attachment can range from **2 to 6 weeks** at any time within the period of **1st May to 31st July**. Visiting students who successfully complete an elective attachment with QMUL Malta during this period are awarded a **completion certificate** as a record for their career portfolio. Requests for electives attachments that fall outside of the above time window will not be considered. No split elective attachments will be permitted.

Please read the following guidelines in this handbook before applying to undertake an Elective Placement with us.

Elective Specialties

The medical specialties on offer for the Visiting Students' Electives Programme, as well as the locations of their delivery in Malta or Gozo are shown below.

Specialty or Field of Study	Teaching Location
• Ophthalmology • Accident and Emergency Medicine • Internal Medicine • Anaesthesia • Paediatric Surgery • Orthopaedic Medicine • Neurology • Renal Medicine • Obstetrics and Gynaecology • Plastic Surgery	Mater Dei Hospital (MDH), San Gwann, Malta
• General Practice in Migrant Health • Migrant Medicine	Safi Open Migrant Centre (SOMC)*, Safi, Malta
• Medical Education: Clinical and Communication Skills Teaching • Anatomy Teaching	QMUL Malta Medical School, Victoria, Gozo QMUL Malta Anatomy Centre Victoria, Gozo
• Geriatric Medicine	Karen Grech Hospital (KGH), Pieta' Malta St Vincent de Paul Hospital (SVP), Marsa, Malta

*Students are strongly advised to read description in Appendix 1 before applying.

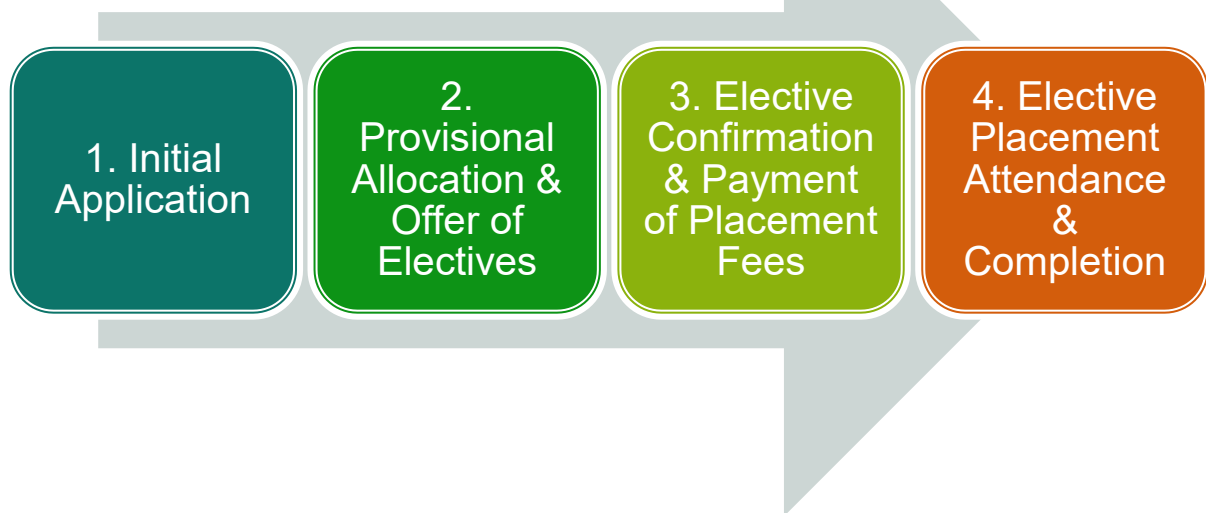
Student Eligibility

- Students must be in the final year of medical school. Exceptions are given to students in who have satisfactorily completed their penultimate year of study or whose university requires them to complete an Elective Placement in the break between their penultimate and final year.
- Students must be studying at a Medical School listed on the World Directory of Medical Schools.
- Students must meet the minimum English language proficiency requirements (further details below).
- Students must be in good standing with their Medical School and be able to provide a letter of recommendation.
- Students must meet Occupational Health, Medical Indemnity and DBS/Police Check Requirements.
- Students must have appropriate VISA permission to undertake an Elective Placement

Any submitted applications which do not meet these requirements will not be considered.

Application Process, Requirements & Fees

Visiting Students Electives Process – A Basic Summary



Step 1 - Initial Application

Applications for Elective placements must be submitted *via* the online application portal within the advertised time window on the [Visiting Electives Programme website](#). Application attempts made outside of the designated time window or arranged with a consultant without making an application or paying fees will not be considered. Applicants should only indicate their preferred clinical specialties and, if successful, will be allocated a specialty and tutor by the university.

All questions on the online application form, including your five preferred specialties listed in order of preference, must be answered. Applicants are also required to include all the following supporting documents **upon submission of their initial application**. Failure to do so will result in your application being automatically rejected.

The required supporting documents for your initial application are as follows:

1. **Copy of Passport of Identification Document** – This must be a high-quality photocopy of the identification page of the passport or identification document (for Schengen residents) with which you will arrive in Malta.
2. **Academic Transcript** – The transcript must be from your university/institution listing the course and examinations you have taken to date in the current academic year prior to commencing your Elective.
3. **Evidence of English Language Proficiency** – Where English is not your first language, you must provide evidence of an acceptable English Language qualification as listed on our website – **English Language Requirements**. This must be within the required validity period before undertaking your Elective Placement and meet the minimum IELTS equivalency of 7.0 overall, including 6.5 in Writing, and 5.5 in Reading, Listening and Speaking.

Students are exempt from providing evidence of English Language proficiency if they fall under the following categories:

- you are from a majority English-speaking country (MESC as defined by UKVI),
- you are currently studying for a degree in a majority English-speaking country,
- you have recently been awarded a degree or postgraduate diploma taught in English in a majority English-speaking country,
- If you are an international student currently studying at a UK Medical School, we will accept a certified letter from your university confirming that you achieved the required English Language criteria for entry into their institution, as well as confirmation of what those requirements were.

We also accept [alternative qualifications](#) for proof of English language proficiency. Approved English language tests must have been taken within the validity date stated, which are measured against the proposed Elective placement start date. If you have taken the test but are yet to receive your results, we will accept evidence of your test booking confirmation in the interim. You will still be required to submit the test certificate as soon as you receive it and meet the requirements before an offer can be made to you.

We are unable to accept applications from students who do not meet the above English requirements, nor accept letters from institutions, except in the cases listed above, as evidence of proof of English language proficiency.

4. **Academic Reference/Confirmation of Studies Letter/Letter of Good Standing –**
This reference must be from a member of staff from your home university/institution who can confirm that you are a student in the required clinical years of study. The letter **MUST** include the following details:
- the university/institution's official stamp or letterhead, with contact details including the email and post address;
 - the status, role or position of the person providing the reference (e.g. senior academic, professor or administrator);
 - confirmation that you are a *bona fide* Medical Student currently undertaking a course of study at your home university/institution;
 - confirmation that your home university/institution agrees for you to undertake an elective placement;
 - confirmation that the Electives placement will count towards your medical degree.
5. **Enhanced DBS (UK Only) or Police Check from Home Country and/or Country of Residence –** UK applicants are required to provide an Enhanced DBS certificate that is listed on the Update Service. You will need to obtain a new Enhanced DBS certificate if the one you currently have is not dated within 6 months of your Elective placement. International applicants can provide a Police Check/Certificate of Good Conduct from the country you reside in dated within 6 months of your elective placement.
6. **Personal Statement –** A brief introduction of yourself and description of why you wish to undertake an Elective Placement at QMUL Malta (max. 250 words).

Upon submission of the application form and supporting documents, applicants will be required to pay a non-refundable application fee of €250 through a dedicated payment portal to complete their initial application submission. Applicants will then receive an email acknowledgement that their application has been received. Applicants should allow approximately 6 to 8 weeks after receipt of the acknowledgement email to be informed whether they've been successfully placed or offered an alternative elective. Applicants are advised to refrain from enquiring on the status of their application before this time.

If you encounter any difficulties with the online submission portal within the application round, please email VSE-Malta@qmul.ac.uk in the first instance.

Step 2 –Provisional Allocation & Conditional Offer of Elective Placement

Successfully submitted applications are reviewed in the order received, on a first come, first served basis. Applicants whose submissions meet the minimum requirements are then provisionally allocated to an elective placement based on the applicant's indicated preferences and available elective specialty.

Once the allocation process is completed, applicants will receive an application outcomes notification email either communicating a successful application and provisional offer of an elective placement OR a declined application due to lack of availability.

Please note that every effort will be made to accept as many applicants as possible. However, as placements are limited, not all applicants will receive offers or be placed in their first choice of specialty. Availability of placements will depend on the popularity of a particular specialty, as well as clinical capacity and consultant availability.

Students may be offered an alternative specialty if placement in their chosen specialties cannot be found; this may also include being placed in a different hospital to that originally specified on the application form.

Finally, QMUL Malta reserves the right to change a student's elective placement if circumstances change and the consultant/specialty can no longer accept students. If it is not possible to offer an alternative specialty, the placement fee may be refunded in line with our [refund policy](#).

Regardless, applicants who receive a provisional offer of an elective placement have **10 working days to either accept or decline the offer**. If the electives team has not heard from the applicant after 10 working days of the offer, then it will be automatically withdrawn.

Please note that once an offer of an elective placement is made, it is non-negotiable. Likewise, in the unfortunate event that an application is declined, the decision is final and non-negotiable

Step 3 – Payment of Placement Fees & Submission of remaining documentation to confirm elective

Successful applicants who accept an elective placement offer within 10 working days of it being made will be directed to an online portal to first pay the placement fees (€100 per week of elective placement) as well as an optional scrubs procurement fee of €40, if they require a new set of scrubs. <https://epay.qmul.ac.uk/euroelectives>

Applicants are then also required to submit, the following additional supporting documents no later than 2 months prior to the commencement date of the elective, to complete their application. **Kindly note, until these documents are received, your offer remains conditional.**

- 1. Evidence of Medical Indemnity Insurance** - All visiting electives students offered a placement would be required to present evidence of Medical Indemnity/Malpractice Insurance. Your home institution may be able to provide you with this cover or advise you on insurance providers. If your university policy does not cover you, you would be required to take out a private Medical Malpractice Policy which would cover you for the duration and purpose of your elective placement.
- 2. Evidence of Travel Insurance** – Visiting elective students offered an elective placement are required to present evidence of a comprehensive travel insurance policy including coverage for personal accidents, for the duration of their stay in Malta. Students are responsible for their own safety and for securing the necessary travel insurance. The University cannot be held liable for students who do not obtain the necessary insurance coverage.
- 3. Occupational Health Clearance** – Visiting elective students offered an elective placement, be it clinical or academic, must submit a filled out occupational health (OH) clearance form ([link here](#)) signed off by a certified clinician. The form is required to certify that students have met all required vaccination and OH requirements for them to undertake an elective placement in Malta. Late OH clearance forms or forms with insufficient information will delay the application process and may result in withdrawal of the elective offer. **Students who do not have OH clearance will not be allowed to undertake any medical elective placements.**

- 4. Scanned copy of Schengen VISA (for non-EU nationals)** – International, non-EU students should review the following link to check if they require a VISA for their short stay in Malta <https://identita.gov.mt/central-visa-unit-visa-application-requirements-for-a-visa/> . Visiting international students can seek information on obtaining Schengen VISAs (if required) from Malta's IDENTITA Central Visa Unit (CVU) or from our website. **Students who require a VISA must apply directly themselves and due to long processing times, are strongly advised to start preparing their Schengen VISA application as soon as they accept their elective offer. Do not leave things to the last minute.**

Prior to submission, VISA applications and supporting documents are sent, three to four months before commencement of placements, to the university to allow enough time for visa support/screening and provision of an enrolment letter. This supportive measure helps ensure all that the requirements are met for your VISA application. Students then submit their VISA application directly to a submission point against a fee, as advised by IDENTITA, and should allow between 8 to 12 weeks for processing and an outcome before the elective placement begins.

Upon successfully obtaining a VISA, applicants are to submit evidence of this to our dedicated online submissions portal for their elective placement to be confirmed.

It is the responsibility of applicants to ensure that the requirements and cost of any VISA are properly met on time. Electives cannot be rearranged if VISAs are not obtained in time to start on the agreed date, nor can the administration fee be refunded.

N.B.: Applicants who are VISA exempt or hold a Schengen residence permit or Schengen Passport (such as EU nationals) have no VISA requirements. However, they will still need to have evidence of purpose of stay (school enrolment letter), accommodation, sufficient funds, travel/health insurance.

If you encounter any difficulties with the online submission portal within the, please email VSE-Malta@qmul.ac.uk in the first instance.

Step 4 – Elective Placement Attendance & Completion

Applicants who have successfully completed their payments and supporting document submissions will receive acknowledgement from the university. Closer to the date of commencement, successful applicants will receive further communications regarding elective reporting instructions and Malta.

Applicants who then successfully undertake and complete their elective will be awarded an elective completion certificate for their records.

Summary of Fees and Refund Policy

Fees to be paid upon submission of initial application for elective placement:

- Application Fee (Non-Refundable) - €250

Fees to be paid after receiving an offer of an elective placement:

- Placement Fee (Refundable) - €100 per week of elective placement
- Scrubs Fee (Optional & Refundable) - € 40

Fee Type	Amount
Application fee	€250 (non-refundable)
Scrubs (optional)	€40 per set
QMUL (Malta) 2-week elective placement fee:	€200 per student
QMUL (Malta) 3-week elective placement fee:	€300 per student
QMUL (Malta) 4-week elective placement fee:	€400 per student
QMUL (Malta) 5-week elective placement fee:	€500 per student
QMUL (Malta) 6-week elective placement fee:	€600 per student

Placement and scrubs fees may be refunded to applicants under extenuating circumstances, in line with our [Refund Policy](#).

Payments are not accepted outside of the application rounds, or *via* incorrect channels.

Placement Information, Attendance, Dress Code & MDH policies

Prior to the elective placement start date, confirmed visiting students are expected to have received and responded to communications from their allocated placement supervisor, confirming the start date and reporting instructions.

Students are expected to attend their elective placement as agreed with tutors, to dress appropriately and behave professionally in line with host institution and partner hospital policies. Any instances of poor attendance or unprofessional behaviour, particularly that

which puts patients at risk, will result in relevant parties being informed, with possible investigation, formal warning and discontinuation of the placement at short notice. QMUL Malta reserves the right to withhold awardship of elective completion certificates if it is found that the attendance and behaviour of visiting students on elective placement is poor.

Students attending patient-facing elective placements at MDH, SOMC, SVP and KGH must also adhere to the specific dress code delineated in the MDH dress code policy, which can be found on the website [here](#). Please ensure that you have read this document carefully and abide by these instructions. If you are unsure, please contact the SSC team.

Students visiting MDH must also review the following:

- Declaration by visiting students,
- Social media policy,
- Needle stick injury and blood exposure policy.

Relevant policies have been included on the website, please review them before you commence an elective in MDH.

Students will be provided with the following information and guidelines for placement:

1. Reporting Instructions: Students will all be sent their reporting instructions two weeks prior to the placement commencement date. These instructions will include i) the expected arrival time, ii) tutor name, iii) tutor contact information and the reporting venue for that day. Students will then liaise with the tutor to arrange the schedule for the remainder of the elective.
2. FAQ's: Students will be provided with an FAQ's document once you have accepted your elective. This will include information about the different relevant sites and locations, as well as information regarding Malta and travel.
3. Students will be contacted regarding access cards and lockers should they be assigned an elective in MDH/SVP/KGH.
4. Students assigned to an elective in Gozo, will have full access to the university building located opposite GGH.

Students are encouraged to read through all documents and emails carefully, and if unsure reach out the SSC team via VSE-Malta@qmul.ac.uk

Further information and contact email

If you have any queries relating to QMUL Malta's Visiting Students' Electives please visit our website or reach out to the electives team *via* the following email address: VSE-Malta@qmul.ac.uk