



KASTURBA MEDICAL COLLEGE

MANIPAL

A constituent unit of MAHE, Manipal

APPLICATION PROCEDURE FOR VISITING MEDICAL STUDENTS FOR PLACEMENT

Placements are offered throughout the year. The Supervisor who is the overall in-charge of the foreign medical students are the Dean. The contact details are as follows:

dean.kmc@manipal.edu

sk.rao@manipal.edu

Phone number: 0820-29222367

Student Mobility Center, KMC, Manipal facilitates the placements and course implementation in close coordination with Office of International Affairs and Collaborations.

The coordinators for Student Mobility Center are:

1. Dr Sindhura Lakshmi K.L, Associate Professor of Pathology
(Sindhura.lakshmi@manipal.edu)
2. Dr Freston Marc Sirur, Assistant Professor of Emergency Medicine
(freston.sirur@manipal.edu)
3. Mrs. Nandini Prashanth Bhat, Tutor in Anatomy (nandini.bhat@manipal.edu)

Period of Study: The elective/observership period shall not normally exceed 12 weeks. In special circumstances, permission from Dean may be obtained with justification for an extended stay.

Availability of Placements: There is an upper limit on the number of placements offered at any given time. This is at the discretion of the head of the department where the elective placement is desired.



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Eligibility criteria for application:

Be in their final year of medical studies (applicable for undergraduate electives only and not for observerships)

Be in good academic and professional standing

Meet requirements and prerequisites of the requested elective(s)

Application deadline –

At least 5 months prior to the beginning of the elective

Apply through the Office of International Affairs and Collaborations (OIAC) with a copy of the email sent to The Dean, KMC, Manipal (dean.kmc@manipal.edu).

No visiting students applications are accepted outside of OIAC.

Contact details:

Ms. Joyce

intl.incoming@manipal.edu

Phone number: 0820-2923443

Application process:

1. Please write to Office of International Affairs and Collaborations (intl.incoming@manipal.edu) for application form and list of required documents. (Annexure 1, 2 and 3)
2. UPON BEING EXTENDED AN OFFER, students have one week from the date of notification to accept or decline the offer. If no response is received by 8pm IST on the expiration date, the offer will expire.



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3. The following fee are due upon offer acceptance. Please note that all fee are nonrefundable.

Elective fee of 350.00 USD for 4 weeks elective/observership. Additional 175 USD for every additional 2 weeks duration.

Note: Students from partner universities are required to apply through MovOn platform, instructions for which are given by Ms Joyce of OIAC.

Account details are as below:

Bank name: Standard Chartered Bank

Address: 3rd floor, Vaishnavi Serenity 112, Koramangala Industrial Area, 5th Block, Bengaluru. 560095

IFSC code: SCBL0036073

SWIFT code: SCBLINBBXXX

Beneficiary: Manipal Academy of Higher Education

Account number: 45505037808

Email: sfin.mahe@manipal.edu

4. IF A STUDENT DROPS AN ACCEPTED OFFER, it is to be immediately notified to Office of International Affairs and Dean, KMC Manipal

NOTE: The fee is nonrefundable.

5. Preponement or Postponement of the electives dates is subject to the Head of the institute's discretion.

- 6. Obtain a STUDENT visa**

All Elective Students must obtain a Student Visa from the Indian Embassy in their country. No other visa category is accepted for an elective posting.

This is as per Government of India regulation and no exceptions will be made in any circumstance. The student is responsible for obtaining the visa.



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You will require a Letter of acceptance from Kasturba Medical College and a Letter of Approval from the Medical Council of India, in order to apply for a Student Visa. These will be sent to you within 3 months of receiving your Elective Fee. Once you obtain your student visa, please scan the visa page and email it to the email ids given: dean.kmc@manipal.edu and intl.incoming@manipal.edu

7. Arrive at least 2 days prior to commencement of your elective dates as mentioned in letter of invitation. Make Your Travels arrangements accordingly.
8. Upon arrival at Manipal, the student will have to undergo Registration at Foreigner Regional Registration Offices (FRRO) (Annexure 3)
9. Airport pickup and drop off facility:
Arrangements for pick up and drop from Mangalore airport to the campus shall be made based on prior request.

Accommodation:

MAHE makes housing arrangements for visiting students depending on availability, if requested. University international hostel provides single AC rooms (15 USD per person, per day+ applicable bank charges for wire transfer). Food expenses will be charged separately. If the student chooses to stay outside the campus, MAHE is not responsible for the student's whereabouts beyond working hours. (See annexure 3 for S and C forms)

Dress code:

While we respect the dressing norms of different societies and culture, we also expect the students to adhere to a befitting dress code while visiting the University offices, attending the college for lectures/practical's/library/labs/examinations and



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at the University's formal functions. The dress code is applicable to all students on campus and hence we seek your cooperation in abiding by these regulations. While on the campus premises, formal/semi-formal wear with shoes/formal footwear is recommended.

Library:

MAHE Health Sciences Library is one of the largest in Asia and provides the latest and best collection of books, journals, online sources and dissertations to the students for course work and research. Access to library may be provided upon request.

Internet:

On campus WiFi is provided by IoN. The access may be provided on request and is charged separately.

Student Clinics:

Student Health Clinics are made available to students for Non-Accident and Non-emergency cases. With prior appointment (+91 820 2922057) students can avail medical aid at this clinic located at the first floor of New Out-Patient block, Kasturba Hospital.

Evaluation of Elective Students:

Elective students will be evaluated by the departments where they are posted during the elective. We also request you to send us by e-mail, a copy of the report that you submit to your university.

Rules to be followed

1. ROTATING OFF-BLOCK IS NOT PERMITTED. Student must rotate according to the periods (blocks) indicated in the letter of acceptance. Student must make sure whether an approved vacation or leave can be obtained if home school's calendar does not align with ours. Additionally, our office is not responsible for approving time off during rotation.



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2. You may have up to three (3) excused work days during the month. If you miss more than three days you will receive an Incomplete for the course. This is subject to the Dean's discretion.
3. AN OFFER IS VALID ONLY IF IT IS MADE through OIAC. If a visiting student wishes to receive credit for an elective, then the offer of a visiting rotation needs to be generated by our office. Arrangements made outside of our office will result in a student not being enrolled and not being provided with a final evaluation.
4. During the stay at MAHE, all students will be under purview of MAHE rules and regulations for students.

