

**POLICY: International Study and Experiences**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
July 2025	July 2025	Curriculum Committee Office of Student Affairs

**POLICY STATEMENT**

In the interest of student and patient safety and in keeping with the medical school's commitment to providing its students a quality educational experience, the following policies have been established for HWCOC medical students who pursue international study:

1. The proposed experience must be reviewed and approved by HWCOC.
2. A performance evaluation and a student evaluation of the learning experience by the student must be submitted at the end of the experience.
3. Prior to approving an experience, HWCOC will assess the potential risks to health and safety. HWCOC reserves the right to deny the experience if it is felt that the risk to health or safety outweighs the benefit of the experience.
4. The student in the clinical learning setting must be appropriately supervised at all times.
5. The level of responsibility delegated to the student must be appropriate to the student's level of training.
6. The activities undertaken by the student must be within the scope of practice of the supervising health professional.

**Types of Experience**

Students may pursue several types of international experiences:

1. **For-credit experience (academic, clinical, research) with FIU or an FIU-affiliated organization.** FIU HWCOC has developed affiliations with academic, clinical and research partners all over the world. Students who are interested in pursuing study abroad experiences are encouraged to consult with the Office of Student Affairs (OSA) Program Manager for International Experiences for guidance and to review available opportunities.
2. **For-credit experience (academic, clinical, research) not affiliated with FIU.** Students should understand that crafting a study abroad experience that meets HWCOC and LCME standards is difficult and time-consuming. At the present time, consideration will only be given for international programs offered by other LCME-accredited medical

schools or programs sponsored by trusted U.S. or international organizations (e.g., International Red Cross).

3. **Non-credit experience (academic, clinical, research, medical mission, etc.).** Students are encouraged to participate in non-credit opportunities developed by FIU or its affiliate partners. Students do not need FIU approval for non-credit experiences undertaken during a student's free time. If a student is requesting financial support from the university or time off from classes/rotations, HWCOM approval will be required, regardless of whether the student is seeking credit. Students are encouraged to follow the health and safety guidelines put forth by the University, US Department of State, or Centers for Disease Control and Prevention.

Experiences will be approved based on the process set forth in Procedure: International Study and Experiences.

#### SCOPE

This policy applies to all HWCOM medical students.

#### REASON FOR POLICY

The purpose of this policy is to outline the specific requirements that must be met in order for a student to receive approval for an international clinical experience.

This policy relates to LCME standard 11.3, which states that "If a medical student at a medical school is permitted to take an elective under the auspices of another medical school, institution, or organization, a centralized system exists in the dean's office at the home school to review the proposed extramural elective prior to approval and to ensure the return of a performance assessment of the student and an evaluation of the elective by the student."

#### DEFINITIONS

N/A

N/A

#### RESPONSIBLE PARTIES

Associate Dean for Student Affairs

#### RELATED RESOURCES

N/A

### CONTACTS

Questions about this policy should be directed towards the Associate Dean for Student Affairs.

### HISTORY

List initial effective date, revision dates, and/or review date.

**Initial Effective Date:** July 2025

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): July 2025

**PROCEDURE: International Study and Experiences**

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**PROCEDURE STATEMENT**

All actively enrolled HWCOM medical students planning experiences abroad (including for-credit and non-credit clinical, academic, and research experiences, as well as medical mission trips) must notify the Office of Student Affairs (OSA) and comply with the following approval process.

1. **Application.** Complete the FIU HWCOM International Study Application Form and submit it to the OSA Program Manager for International Experiences. The form must include the following information:
  - a. Inclusive dates of experience.
  - b. Name and contact information of the host agency or institution.
  - c. Name(s) of the individual(s) who will be supervising the student.
  - d. Description of the experience, including its educational objectives and the responsibilities to be assumed by the student during the experience.
  - e. Emergency contact information.
  - f. **For-credit experiences only:** Name of the individual who will be submitting an HWCOM Grade and Evaluation Form, including a grade of Pass or Fail and a narrative evaluation of the student's performance.
  - g. Please note that the application must be submitted a minimum of 6 months in advance for a non-credit experience and 9 months in advance for a for-credit experience. Contact the Office of Student Affairs for further guidelines regarding time restrictions and timelines.
  
2. **Supporting Documents.** The following supporting documents must be submitted to OSA with the application:
  - a. Letter from the host institution or agency stating a formal commitment to supervise and be responsible for the student while in the region. The letter must be written on the official stationery of the host institution or agency and signed by an official institutional representative. It may be submitted to OSA electronically. The letter must include the following information:
    - i. Student's name
    - ii. Title of experience/clerkship
    - iii. Name of host institution/agency

- iv. Location(s) of the experience (address, city, state, country)
  - v. Inclusive dates of experience (start and end dates)
  - vi. Name of supervisor
  - vii. Affirmation of the following:
    - 1. The institution agrees to be responsible for the student during the course of his or her clinical training.
    - 2. The student's clinical activities will be appropriately supervised at all times.
    - 3. The level of responsibility delegated to the student will be appropriate for a fourth-year medical student.
    - 4. The activities undertaken by the student will be within the scope of practice of those supervising his or her training.
    - 5. **For-credit experiences only:** At the conclusion of the experience, the institution agrees to submit a completed and signed FIU evaluation form of the student's performance, including a grade of pass or fail.
  - b. Documentation of recognized health and political hazards in the foreign country from the following information sources:
    - i. U.S. State Department – <http://travel.state.gov/>
      - 1. FIU does not allow students to travel to Level 4 countries. Students seeking to travel to Level 3 countries will have their request evaluated by the International Travel Committee.
    - ii. Centers for Disease Control – <http://www.cdc.gov/travel/index.htm>
    - iii. World Health Organization – <http://www.who.int>
3. **Preliminary Review.** The application and supportive documents will be reviewed by the OSA Program Manager for International Experiences and others (as deemed appropriate) to ensure that the experience complies with standards established by HWCME and the LCME (benefit of experience outweighs risk to health and safety, appropriate supervision, appropriate level of responsibility delegated to the student, and activities within the scope of practice of the supervising health professional). Students will be notified in writing if their application meets preliminary approval.
4. **For-Credit Experiences.** If credit is sought, the application will be reviewed by the Associate Dean for Curriculum and Medical Education (or designee). Students will be informed in writing if the experience meets criteria to be awarded credits.
5. **If preliminary approval is granted, the student must submit additional documents to the Office of Student Affairs and register with the FIU Study Abroad Office.**
- a. Submit the following to the Office of Student Affairs:
    - i. Proof of immunizations consistent with CDC recommendations for a healthcare worker traveling to the area of study.
    - ii. A signed *Release and Assumption of Risk Agreement*.
    - iii. Description of cultural preparation activity. Preferably, this should be provided by the host institution or agency. Students can also consult with

the Office of Academic Affairs, the Office of International Student Programs, and/or the FIU Study Abroad Office for such opportunities. This requirement may be waived by the Associate Dean for Student Affairs if deemed appropriate.

- b. Submit the following to the FIU Study Abroad Office:
  - i. Online application at:  
[https://abroad.fiu.edu/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=10123](https://abroad.fiu.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10123)
  - ii. Copy of passport
  - iii. Payment for FIU negotiated health insurance plan with evacuation and repatriation coverage. The Study Abroad Office will register the student upon receipt of payment and provide an insurance card before the student departs.

- 6. **Final Approval.** Once all documents have been submitted, final approval must be provided as follows:
  - a. **For-credit experiences:** To qualify for credits, final approval must be provided by the Associate Dean for Curriculum and Medical Education and the Associate Dean for Student Affairs or their designees.
  - b. **Non-credit experiences:** For all non-credit experiences, final approval must be provided by the Associate Dean for Student Affairs or designee.

Students will receive written notification of final approval or denial of the experience.

- 7. **Post-experience.** To be awarded credit, students are required to submit to the Office of Medical Education a post-experience evaluation at the conclusion of their experience abroad. The Office of Medical Education must also receive a completed and signed grade and evaluation form from the supervisor of the experience. It is the responsibility of the student to ensure that the evaluation is submitted within 6 weeks of the end of the rotation.