

ELECTIVES PROGRAM

FREQUENTLY ASKED QUESTIONS

When are elective placements available?

Elective placements are available throughout the year, between mid- January and mid-December. Placements cannot commence any earlier than the second week of January; nor can they finish any later than the end of the second week of December. Applications are not accepted over the Christmas and New Year period due reduced staffing levels for both University clinical site staff and Eastern Health staff.

How long is an elective placement?

Placements are usually offered for periods of either 4-weeks or 6-weeks. Placements longer than 6-weeks will only be considered under exceptional circumstances and will require provision of supporting evidence of the requirements of a student's home university.

Can I undertake an elective placement in two specialties?

Applicants applying for a 6-week rotation may request a split rotation for elective placement in two specialities or disciplines for a period of 3-weeks each, however allocation is subject to departmental approval and availability. Split rotations will not be considered for placements less than 6-weeks in duration. Requests for a split rotation must be outlined in the letter of application.

Do you have placements available in a particular department at a particular Eastern Health site/hospital between dates X & Y?

Placements are determined by the availability of a suitable supervisor and local student numbers. Medical Student Programs at Eastern Health cannot offer elective places until all Monash and Deakin University medical student placements have been confirmed, which is usually in December or January. Applicants should clearly state their desired dates and preferences for area/unit of the hospital when submitting their application. If applicants have a preference for a particular Eastern Health site, this should be made clear in the letter of application and selected on the application form.

Is it possible to do an elective placement in a group of 2 or more if we are travelling together?

We will attempt to place students travelling together during the same dates, but this cannot be guaranteed. Places are subject to availability and each student must meet the eligibility criteria and submit an individual application.

Can I start my elective on a Friday?

No, elective placements commence on a Monday and finish on a Friday. Should the first day of your elective placement fall on a public holiday, you will commence on the next business day. Similarly, if the final Friday of your placement is a public holiday, you will finish on the Thursday.

What fees apply and how do I pay for them?

A non-refundable application administration fee of AUD\$150.00 applies to all applications. Evidence of payment must be submitted with other required supporting documentation or the application will not be processed. It is the candidate's responsibility to ensure that they meet the eligibility criteria prior to making payment and submitting an application.

Placement fees are AUD\$225.00 per week and full payment is required by the date specified in the letter of offer sent to successful applicants. Payment should only be made once confirmation of an approved placement and specific instructions for payment have been sent. Instructions for making payment can be found via a link in the online application form.

What type of Visa will I need to do my elective in Australia?

If you are travelling from overseas, you are required to hold a valid visa to enter Australia for the duration of your elective period. We do not sponsor visa applications and we cannot provide advice or information on this. Please refer to the [Australian Department of Home Affairs](#).

What is MIPS? Why do I need it and where do I get it from?

The [Medical Indemnity Protection Society](#) (MIPS) provide free indemnity insurance to medical students. You are required to arrange your own personal accident insurance, health insurance, professional indemnity insurance and public liability insurance.

I cannot get a criminal record and police check from my home country without a letter from your organisation confirming my placement. What do I do?

We can provide you with a letter substantiating your application submission with us. This letter is not a confirmation nor an offer of placement. However, it will confirm that you intend to apply for a placement our program. Please email the Electives Administrator at ehcs.mspelectives@monash.edu to request this letter.

What is the best way for me to send you my required documentation?

Our online application form will accept pdf, jpg, png and doc files. Preferably your documentation should be merged into one pdf file. The exception to this is any security protected pdf files such as Australian National Police Checks, which must be submitted as a separate pdf file. We will not accept photographs of official documentation. You must scan certified copies and merge all files into one file. When commencing your placement, you may be asked to produce these documents and must have these documents easily accessible (electronic or hard copy) at all times.

What if I haven't received my police check before the due date?

We understand that some documents can take time to receive. If you are waiting on your criminal record check, vaccination status or other documents and the deadline is approaching, please include a page in your application detailing what is missing and when you expect to be able to supply it. You must endeavour to supply as much of the required documentation in your initial application and provide a reason and timeline for omitted documents.

How do I know that my application has been received?

After the application deadline has passed you will receive an email confirming receipt of your application. You can also select 'Send me a copy of my responses' for your own records before you submit the application form. Once evidence of the application fee has been sighted, other provided documents will be checked and reviewed, and we will notify you to request any omissions or corrections. Please allow up to 8 weeks for your application to be processed and outcome notified.

Can the school complete a form required by my university once I complete my elective?

We cannot provide formal tuition or graded assessments. We will not complete detailed assessment issued by your university or higher educational provider. However, supervising clinical staff may agree to complete checklists, global ratings or formative assessment forms to indicate a student's level of skill and professionalism. If your university requires an official stamp and/or a signature from the Dean of Medicine, you will be required to travel to the Monash University Clayton Campus to obtain this.

A *Declaration of Attendance* certificate is provided at the end of your placement. This will outline the details of your placement and can be provided as evidence for your home university.

What should I wear during my elective?

Please refer to the relevant section of the *Electives Program Guidelines* or the orientation information that will be provided prior to commencement of your elective placement, should your application be successful.

Is accommodation provided?

No, Eastern Health does not have accommodation facilities and elective students must arrange their own accommodation. Please visit the Victorian Government's [Study Melbourne](#) website for useful information. Eastern Health's Box Hill Hospital is approximately 20km from the Melbourne CBD. All of our major hospital sites are on the Belgrave-Lilydale suburban metro train line and just a short walk from the nearest train station.

Can I get discounted public transport as in international student?

Student concession tickets are not available to international students. Please refer to [Transport Victoria](#) for information, timetable and fares.