

IFMSA Research Exchange Program Logbook for Academic Quality

Table of Contents

| | |
|--|----|
| General Information..... | 3 |
| Introduction to the IFMSA Research Exchange Program..... | 4 |
| Letter to the Student..... | 5 |
| Letter to the Tutor..... | 6 |
| Project Description..... | 7 |
| Student's Expectations..... | 8 |
| Regular Assessment..... | 9 |
| First two weeks of the exchange period..... | 9 |
| Mid-Exchange Appraisal..... | 10 |
| Last two weeks of the exchange period..... | 12 |
| End of Exchange Appraisal..... | 13 |
| General Evaluation of the Student's Performance..... | 14 |
| Student's Feedback..... | 16 |

General Information

About the Incoming Student:

Name of the student: _____

Level of medical studies: _____

University of origin: _____

NMO / Country of origin: _____

Hosting NMO / Country: _____

Hosting LC / University: _____

Exchange period: from ___/___/_____ to ___/___/_____

About the Hosting Local Committee:

Name of the LORE*: _____

E-mail: _____

Phone number: _____

* Local Officer on Research Exchange

Introduction to the IFMSA Research Exchange Program

The International Federation of Medical Students' Associations (IFMSA) is the world's oldest and largest independent organization representing associations of medical students internationally. It currently maintains 123 National Member Organizations from more than 110 countries across six continents with over 1.5 million students represented worldwide. IFMSA is recognized as a non-governmental organization within the United Nations' system and the World Health Organization and as well, it works with the World Medical Association. IFMSA unites medical students worldwide to lead initiatives that impact positively the communities we serve.

The Standing Committee on Research Exchange (SCORE) is one of the six Standing Committees of the International Federation of Medical Students Association (IFMSA), founded in 1991. Presently, it offers more than 3300 research projects in approximately 65 countries, providing more than 2500 medical students worldwide the opportunity to participate in the IFMSA Research Exchange program.

SCORE's mission is "to offer future physicians an opportunity to experience research and diversity in countries all over the world. This is achieved by providing a network of locally and internationally active students that globally facilitate access to research exchange projects. Through our programming and opportunities, we aim to develop both culturally sensitive students and skilled researchers intent on shaping the world of science in the upcoming future."

The IFMSA Research Exchange program is designed to deepen medical students' knowledge in the various fields of medical and clinical research. The possibility of partaking in research abroad is intended to broaden medical students' body of knowledge, and introduce them to different approaches in clinical investigation, medical education, healthcare and ethical research standards.



SCORE Members at the IFMSA March Meeting 2015, Antalya - Turkey

Letter to the Student

Dear Exchange Student,

Welcome to the IFMSA Research Exchange program and congratulations on taking part in the world's largest medical student-run exchange program.

Thanks to the work done by your colleagues, you will not only experience great hospitality and meet new friends from all around the world, but also discover a new healthcare system and get inside in its ongoing research activities. Through this logbook, we would like to draw your attention on the academic aspect of this exchange and urge you to use it accordingly.

The logbook created to ensure the Academic Quality of the IFMSA Research Exchange Program, both for you to have the best educational experience possible, under the supervision of your tutor, and for us to improve the quality of our program. This logbook will help evaluate your overall performance throughout the exchange period, based on the project's requirements and your own expectations.

Therefore, we kindly ask you to:

- (1) Meet your supervising tutor on your first day to discuss the requirements and goals of your research project and fill in the "Project Description" section accordingly;
- (2) Fill in the "Student's Expectations" section on your first day after meeting with your supervisor;
- (3) Fill in the weekly "Regular Assessment" section and get the signature of your supervisor as proof of your attendance during working days;
- (4) Arrange a meeting with your supervising tutor both in the middle and at the end of your exchange to fill in the "Exchange Appraisal" section;
- (5) Ask your supervisor to fill in the "General Evaluation" section at the end of your exchange;
- (6) Fill in the "Student's Feedback" section, as well as the electronic Evaluation Form (EF) available in the IFMSA database at the end of your exchange.

In order for you to get your Exchange Certificate, please note that you will need to actively attend 80% of your project's required work hours and present your signed Logbook to your hosting Local Officer on Research Exchange (LORE) at the end of your exchange period.

We hope that this research exchange will benefit you in the best way possible and that this Logbook will help you reach the academic expectations you and your supervisor have set at the beginning of your exchange period.

If you have any questions, don't hesitate to contact your Local Officer on Research Exchange (LORE).

Enjoy your exchange!

Letter to the Tutor

Dear Prof. _____,

First of all, we would like to thank you for collaborating with the International Federation of Medical Students' Associations (IFMSA), represented by _____
(NMO Name)

to provide medical students from across the world with this unmatched opportunity to expand and strengthen their research-based skills in medicine and deepen their knowledge on specific medical topics.

This logbook has been created to help evaluate the student's overall performance, as well as regular learning progress throughout his/her exchange period, with the ultimate aim of improving the Academic Quality of our Exchange Program.

Therefore, we kindly ask you to:

- (1) Meet with the student on the first day of the exchange period to discuss the requirements and goals of the research project and his/her expected involvement in it;
- (2) Supervise the student throughout his/her working days and guide him/her in filling in the weekly "Regular Assessment" section and sign as a proof of his/her attendance;
- (3) Meet with the student both in the middle and at the end of the exchange period to assess and fill in the "Exchange Appraisal" section and give feedback to the student;
- (4) Evaluate the overall performance of the student at the end of the exchange period by filling in the "General Evaluation" section and giving feedback to the student;
- (5) To sign the Logbook and the Exchange Certificate to attest that the student has met the academic

expectations of this research exchange.

Once again, we would like to thank you for your time and interest in our organization. Your collaboration is crucial for our program functioning, as without your kind efforts, this exchange would not be possible.

If you would like any further information, please feel free to contact us at any time.

Best regards,

Local Officer on Research Exchange (LORE)

Project Description

This section is to be filled in during the meeting with the supervising tutor, on the first day of the exchange, while referring to the related Project Form that would be provided by the hosting LORE.

The aim of this section is for the student and his tutor to agree on the research project's requirements and goals that should be referred to during the exchange.

Name of the Research Project:

Name of the Department/Institute:

Supervising Tutor (Name, E-mail, Phone):

Specific goal of the Research Project (Research Question):

What is the exact role of the student in the research project?

Special remarks (any point you would like to highlight can be mentioned here):

Student's Expectations

This section is to be filled in by the student, after meeting with his/her supervising tutor on the first day of the exchange, in order to set his/her expectations regarding the academic side of this exchange.

Do you have previous research experience? If yes, briefly describe your previous experience(s)?

Have you studied the topic of your assigned research project before in class?

YES () NO ()

Have you done any preliminary reading/research about the topic?

YES () NO ()

What are your expectations about your involvement in this research project? What do you expect from your supervising tutor?

What do you think you will gain by taking part in this research project (personally, culturally, scientifically etc.) ?

Have you considered working in the field of medical research in your future career?

Regular Assessment

First two weeks of the exchange period:

This section has to be filled weekly by the student during the first two weeks of the exchange, in order to note the progress of his/her involvement in the research project as well as the respective frequency of attendance.

| Week date | Number of days and hours a day attended | Summary of the tasks, techniques, and learning experience |
|-----------|---|---|
| Week 1: | | |
| Week 2: | | |

Signature of the Supervising Tutor: _____

Regular Assessment

Mid-Exchange Appraisal:

This section is to be filled in during a meeting between the student and his/her supervising tutor at the end of the first two weeks of the exchange, in order to assess the student's progress and involvement in the research project so far.

Instructions to the supervising tutor:

- (1) Please go through the previously filled in log entries form to assess what the student has achieved so far;
- (2) Discuss with the student specific points or learning experiences that you find particularly interesting or important;
- (3) If the student failed to meet certain expectations/requirements, please write them down and try to clarify these aspects with him/her personally;
- (4) Give guidance on what you would like to see the student achieve over the remaining two weeks. If necessary, suggest scientific literature or additional activities that could be helpful to the student.

| Supervisor's comments |
|--|
| |

| Student's comments |
|---|
| What did I achieve/learn during the first two weeks? How was my overall learning progress? |
| |
| What steps need to be taken to make better progress? How could I improve my approach? |
| |

Regular Assessment

Last two weeks of the exchange period

This section is to be filled weekly by the student during the last two weeks of his/her exchange, in order to note the progress of his/her involvement in the research project as well as the respective frequency of attendance.

| Week date | Number of days and hours a day attended | Summary of the tasks, techniques, and learning experience |
|-----------|---|---|
| Week 3: | | |
| Week 4: | | |

Signature of the Supervising Tutor: _____

Regular Assessment

End of Exchange Appraisal:

This section is to be filled in during a meeting between the student and his/her supervising tutor at the end of the end of the exchange, in order to assess the student's progress and involvement in the research project so far.

Instructions to the supervising tutor:

- (1) Please go through the previously filled in log entries form to assess what the student has achieved during the last two weeks and evaluate his progress comparing to the first two weeks;
- (2) Discuss with the student specific points or learning experiences that you find particularly interesting or important;
- (3) If the student failed to meet certain expectations/requirements, please write them down and give him/her constructive feedback/guidance about what he could have done better.

| Supervisor's comments |
|--|
| |

| Student's comments |
|---|
| What did I achieve/learn during the first two weeks? How was my overall learning progress? |
| |
| What steps need to be taken to make better progress? How could I improve my approach? |
| |

General Evaluation of the Student's Performance

This section has to be filled in by the supervising tutor at the end of the research exchange in order to evaluate the overall student's performance in his/her assigned research project.

Please note that in order for the student to receive their Exchange Certificate, he/she must have at least scored a mark of 3 ("met expectations" using the scale below from 1 to 5 points) in at least half of the boxes in the following checklist. If the student has succeeded in doing so, please sign his/her certificate.

| Professionalism | Score 1 (poor) - 5 (excellent) |
|---|---------------------------------------|
| Punctuality and attendance | |
| Professional attitude and behavior; respect for ethical principles | |
| Collaboration | |
| Collaboration with colleagues | |
| Management | |
| Ability to work independently | |
| Communication | |
| Communicate research results in a written or spoken form | |
| Communicate appropriately in English and/or in the local language | |
| Erudition | |
| Adequate preparation for and theoretical knowledge in project field/topic | |
| Learning attitude and motivation | |
| Acquisition of skills and knowledge about project field/topic | |

General Evaluation of the Student's Performance

Has the student attended 80% of the required working hours?

YES () NO ()

Are you otherwise satisfied with the student's performance?

What is your general evaluation of the student? Do you have recommendations and areas to improve for the student?

I, _____ have read through this Logbook and testify that the
(Name of the Supervising Tutor)
student _____ has successfully used this document to meet the academic
(Name of the Student)
standards required by _____.
(Name of the Department/Institute, Country)

Signature & Stamp:

Student's Feedback

This section is to be filled by the student after meeting with his/her supervising tutor at the end of the exchange, in order to evaluate his overall experience compared to his/her previously set expectations. Please note that this feedback is in particular about the scientific part of the exchange.

EXPECTATIONS:

Did the research project meet your expectations? If not, what could have been improved?

INTER-CULTURAL LEARNING:

What are the cultural differences you encountered during your research project compared to your country (different standards in professionalism, research practices or hygiene, language barrier, etc.)?

PRACTICAL SKILLS & THEORETICAL KNOWLEDGE:

Did you achieve hands-on experience and/or practical understanding? Please describe the evolution of your skills and the new techniques and skills you have acquired.

Did you gain theoretical knowledge in this scientific field?

SCIENTIFIC OUTCOMES:

Was there a scientific outcome of your research project (poster, scientific report, presentation, etc.)?

Student's Feedback

Do you think you will use these outcomes in your future career? Why?

PERSONAL EMPOWERMENT:

What have you personally gained from this experience?

What is your opinion about medical research after this research experience?

After completing this exchange do you feel more motivated to do medical research in the future? Why?

EVALUATION OF THE LAB:

How would you describe your cooperation with your tutor? What could have been better? Do you advise future exchange students to choose this project?

LOGBOOK:

Did you find this logbook helpful in your research exchange? Why or why not?

Any additional comments?
