



# SCOPE SCORE

Professional Exchange

Research Exchange

## IFMSA's Professional and Research Exchange Programs The Exchange Manual

First Edition 2021-2022

[www.lemsic.org](http://www.lemsic.org)

Lebanese Medical Students' International Committee



# About LeMSIC

## Exchange Team

### SCORE:

Charbel Saad | NORE  
Nasser El-Amine | Assistant NORE  
Danah Al-Atari | PDA  
Mohammad Ali Moussawi | LORE LAU  
Christopher Sarkis | Assistant LORE LAU  
Sarah Nour Dabbousi | LORE UoB  
Chakib Houry | Assistant LORE UoB  
Antoine Mouawad | LORE USJ  
Christele Asmar | Assistant LORE USJ  
Mustafa Saleh | LORE LU  
Paul Bassil | Assistant LORE LU  
Walid Moety | LORE BAU  
Mohamad Tarhini | Assistant LORE BAU  
Wael Barakeh | LORE AUB  
Malak Ghezzawi | Assistant LORE AUB  
Anthony Hassoun | LORE USEK  
Léa Abou Nader | Assistant LORE USEK

### SCOPE:

Myriam Boueri | NEOout  
Joe Haydamous | NEOin  
Leah Nasr | Assistant NEO  
Mia Maria Abou Younes | LEO LAU  
Zeinab Nahle | Assistant LEO LAU  
Mariline Mouawad | LEO UoB  
Mira Bechelany | Assistant LEO UoB  
Tarek Nahle | LEO USJ  
Bendy Salameh | Assistant LEO USJ  
Mohamad Srour | LEO LU  
Yara Fajloun | Assistant LEO LU  
Lynn Saifeddine | LEO BAU  
Hala Thaalibi | Assistant LEO BAU  
Karen Jabbour | LEO AUB  
Mohamad Wehbe | Assistant LEO AUB  
Yves Nasrallah | LEO USEK  
Jonathan El kamar | Assistant LEO USEK

## Publisher

Lebanese Medical Students'  
International Committee (LeMSIC)

## Contact us

lemsic.nore@gmail.com  
lemsic.neoin@gmail.com  
lemsic.neoout@gmail.com

LeMSIC is an independent, student-run, non-partisan, non-governmental, and not-for-profit organization. It is a full National Member Organization (NMO) of the International Federation of Medical Students' Associations (IFMSA).

LeMSIC was founded in 1964 by Lebanese medical students. Unfortunately, with the onset of the Lebanese war, all LeMSIC activities were ceased. LeMSIC was reactivated in 1997 with the establishment of the Exchange Program and the 6th international HIV/AIDS summer school. Since then it has grown to embrace hundreds of medical students in its various standing committees and is making its mark internationally.

LeMSIC is run by medical students, and aims to develop empowered healthcare professionals that will provide Lebanon with a sustainable and healthier future through activities, capacity building, international opportunities, and peer-to-peer education on global health issues.

# Table of Contents

**DEPARTURE**



<b>A Message from the Exchange Team</b>	<b>4</b>
<b>Introduction to IFMSA Exchanges</b>	
<b>About SCOPE</b>	<b>5</b>
<b>About SCORE</b>	<b>6</b>
<b>Outgoings Selection Procedure</b>	
<b>List of Countries for this term</b>	<b>7</b>
<b>Points System</b>	<b>10</b>
<b>Contract Distribution</b>	<b>13</b>
<b>Activities of the Term</b>	<b>15</b>
<b>Priority List</b>	<b>16</b>
<b>Contract Giveaway</b>	<b>17</b>
<b>Contract Switching</b>	<b>22</b>
<b>Waiting List</b>	<b>23</b>
<b>Price of Contract</b>	<b>24</b>
<b>Useful Links</b>	
<b>Exchange Database</b>	<b>26</b>
<b>Previous Outgoings Experiences and Contacts</b>	<b>26</b>
<b>Exchange Checklist</b>	<b>26</b>
<b>Communication Guidelines</b>	<b>27</b>
<b>Acknowledgments</b>	<b>28</b>



# A Message from the Exchange Team

Dear LeMSIC Family,

December is finally here and guess what?! You have been really good this year so here's your Christmas gift!

In the midst of all this crisis, each and every one of you made us proud! We have more than 1300 members, 100+ activities...

Your involvement and motivation were definitely not lacking this year. Unfortunately, we can't fit everyone in our spots. So congratulations to all who got their names on the priority list, but also a shout out to everyone who worked and made time for LeMSIC and its different activities.

Some will be happy with the results, some might feel a bit disappointed. And because we want a clear selection process, this document is crucial for you to understand how your points were counted. All the key notions are thoroughly explained, in total transparency. We urge you to go through it!

An exchange is a life-changing experience so make use of this opportunity. I guess your only wish left is a plane ticket! So let's wait for Santa to do his job!

But for now, enjoy this manual and we hope to see you at the Contract Giveaway to celebrate!

Blue hugs,  
The Exchange Team



Charbel Saad  
NORE



Myriam Boueri  
NEO-Out



Joe Haydamous  
NEO-In

# The Professional Exchange Program

The Professional Exchange program is a full educational program offering clerkships to medical students abroad. Since the very beginning, in 1951, it was evident that exchange of medical students would be one of the main fields of action in IFMSA.

As early as 1952, a total of 463 students spent a period of practice abroad, and today, it continues to be the backbone of the Federation and constitutes its longest running project.

Annually, around 13.000 students from more than 90 countries travel around the world to discover new health systems, new cultures and to enhance their global health and intercultural understanding.



**SCOPE**  
Professional Exchange

# The Research Exchange Program

The Standing Committee on Research Exchange was founded in 1991 with the objective of giving students an opportunity of improving their skills in research in other learning settings. Presently, SCORE involves more than 80 active NMOs, offering over 3000 research projects to provide over 2400 medical students worldwide the opportunity to participate in IFMSA research exchange programs and learn the basic principles of medical research.

Our 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.



# SCOPE Contracts



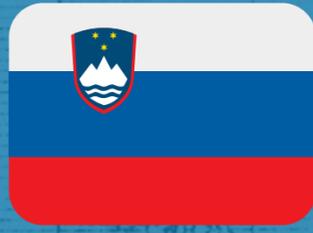
Finland

1



Egypt

2



Slovenia

5



Brazil

2



Hungary

1



Bulgaria

3



Russia

2



Portugal

2



Serbia

6



Northern  
Cyprus

1



Jordan

2



Spain

3



Switzerland

1



Poland

6



Germany

4



Greece

4



Click on the countries' names  
for more info

# SCOPE Contracts



Italy  
2 June  
4 August



Croatia  
1



Latvia  
1 July  
1 August



Belgium  
3



Slovakia  
1



Lithuania  
1



Turkey  
2



France  
7



Czech Republic  
6



Romania  
4



Sweden  
1 August



Click on the countries' names  
for more info

# SCORE Contracts



Germany

1



Brazil

1



Italy

1



Greece

1



Belgium

1



Tunisia

1



Romania

2



Egypt

2



Serbia

3



Czech Republic

2



Poland

1



Finland

1



Bulgaria

1



Russia

2



India

2



Slovenia

2



Click on the countries' names  
for more info

# Points System

Points	Activities
3	Create a poster
15	Head of National OC / SWG
12	Head of Local OC / SWG
10	National OC / SWG
8	Local OC / SWG
4	Participate in an Event/Task (1 shift)
8	Participate in an Event/Task (2 shifts)
12	Participate in an Event/Task (3+ shifts)

Points	Trainers
7	Gave 1 training
14	Gave 2 trainings
21	Gave 3+ trainings

# Points System

<b>Points</b>	<b>Attendances</b>
4	Attending a live Event
2	Attending a Session / Online Event
2	Being ST of a Session / Event
2	Attending a meeting
4	Attending a Training
5 per session 10 per day	Attending live NGA TO Retreat

<b>Points</b>	<b>Positions</b>
35	Vice President or President
20	EB Assistant
30	National Officer
18	Assistant National Officer
20	Local Officer
15	Assistant Local Officer
25	Local Director
20	Project Coordinator

# Points System

Points	International
25	Going to a GA
20	Going to an EMR
15	Going to an SRT/Pre-GA/Pre-EMR

Points	Contacts
20	Being a Contact Person
2	Contacting a Sponsor NGO/Media/Venue (1-2)
5	Contacting a Sponsor NGO/Media/Venue (3+)
5	Securing Sponsor NGO/Media/Venue
8 each	Securing Speakers Schools/Doctors ( $\leq 3$ )
1 each	Securing Speakers Schools/Doctors ( $> 3$ )

# Contract Distribution

## How do we distribute contracts?

→ 67% according to members' participation

– For example, if there are 100 names on the list, the first 67 names depend solely on participation, REGARDLESS of the LC

→ 33% according to the LC, based on the number of incomings that each LC receives

– For example, for the remaining 33 names, there will be 20 from AUB, 10 from UOB...

So, even if, for example, X from UOB has more points than Y from AUB, but the UOB quota was surpassed, Y will be on the list while X will be on the Waiting List.

## This year's contract distribution is as such:

**Note that we are considering SCOPE & SCORE TOGETHER for all the calculations.**

We have a total of 103 contracts: (78 for SCOPE and 24 for SCORE)

→ 33% of 103 = 34, so 34 contracts will be distributed depending on the LC

<b>Local Committee</b>	<b>Number of Incomings hosted in 2020-2021</b>
AUB	35 → 59.3% of incomings
UoB	10 → 16.35% of incomings
LU	7 → 11.86% of incomings
USJ	4 → 6.78% of incomings
LAU	3 → 5% of incomings
BAU	0 → 0% of incomings

# Contract Distribution

According to the previous table, We will take AUB as an example to determine the number of contracts received per LC:

For AUB:  $34 \times 59.31/00 = 20.162 \rightarrow 20$  Contracts Received

Local Committee	Number of Contracts Received
AUB	20
UoB	6
LU	4
USJ	2
LAU	2
BAU	0



# Activities of the Term

In the link below, you will see ALL the activities that we received the points sheets of, from September 1st (beginning of the term) till December 22nd.

- You received points for the activities that you took part in. The more points you have the higher you will be on the priority list.
- Please check the "Points System" section of this Exchange Manual. The elements that are not mentioned in its tables are not counted in the priority list and this is indisputable.
- Every member's points were carefully summed up as we received the points sheets from each activity that they were part of.
- No member and no point sheet were forgotten.
- We considered that all the Point Sheets that we received were complete and exhaustive. If a point sheet was not received or if your name was not on the point sheet, it is NOT our responsibility.
- 30% of your points from the last term were added.



**[Click here for access](#)**

# Priority List

**[Click here for access](#)**

N.B. It is the same list for SCOPE and SCORE: anyone from the list can choose either a SCOPE or a SCORE contract, regardless of their ranking

The Waiting List is not shared at the same time as the Priority List, but the day before the Contract Giveaway.

People from the Waiting List DON'T come to the Contract Giveaway



# Contract Giveaway



10 am till 3 pm



Tuesday, December 28, 2021



American University of Beirut



Please click [here](#) to join the Whatsapp Group

# Contract Giveaway

As per COVID-19 safety measurements, and to prevent overcrowded rooms, members (depending on the priority list order) will be divided into 6 groups each of 20 members.

Group	Time of Arrival
1	10:00 AM
2	10:30 AM
3	11:00 AM
4	11:30 AM
5	12:00 PM
6	12:30 PM



# Contract Giveaway

To make things clearer, we will illustrate the process of giveaway day with an example including “Julie “who is the 6th name from the 1st group. In other words, during the Contract Giveaway Day, you should follow the same steps of “Julie” regardless of your rank and your group.

1. Julie is a member of Group 1, she has to come at 10 am.
2. Before entering, Julie wears her mask, covering her mouth and nose during her whole stay in the amphitheater. She should disinfect her hands with a sanitizer before entering the amphitheater.
3. As she enters the amphitheater, she will see a big board on which the following lists are displayed: a list of SCOPE and SCORE countries, the number of available contracts, and available months. The LEOs and LOREs of each LC will be present and sitting at a specific desk.



# Contract Giveaway

4. Members will enter depending on their rank in their specific groups and starting with the group. The basis of the selection will be similar to the first ranking first serve basis. So here in our example, as the first five people on the list of Group 1 choose a country, one after the other according to their ranking, the contracts that they have chosen will be deleted from the list that is displayed. The list will be updated after each, in a way that only the remaining available countries will be displayed in front of the next

5. So, it is now Julie's turn. She only has to choose one of the available countries on the board for her contracts. As she was reading the list of countries, unfortunately, the country that she initially desired is not available anymore because it was previously selected by someone else. But it's okay, she knows any country will be good. She finally chooses a contract.



# Contract Giveaway

N.B. You may or may not find your desired country on the list. It depends on whether it was selected by members before you or not and on the number of available exchanges per hosting NMO. If you are lucky enough, you will find your desired country, but if not please do as “Julie” did, since all the exchanges are AMAZING!

6. Now, since Julie has chosen her contract, she must go to her respective LEO or LORE. They will ask her for her personal details, make her sign her contract.

7. After all this, Julie is now requested to leave the campus. She doesn't have to pay anything at the moment.

8. From there on out, her LEO or LORE will inform her about the complete procedure of filling an Application Form (AF) and a Card of Documents (CoD).

9. The person with the seventh rank from group 1 should now enter the amphitheater and repeat the same process as Julie.

The process will continue to be the same for all members until we finish all the contracts on our list, with the 20th member of group 6. (The last member of the last group).



# Contract Switching

After the giveaway, members who have already received their contracts may switch with each other:

For a SCOPE-SCOPE switch: Email the NEO-Out

For a SCORE-SCORE switch: Email the NORE

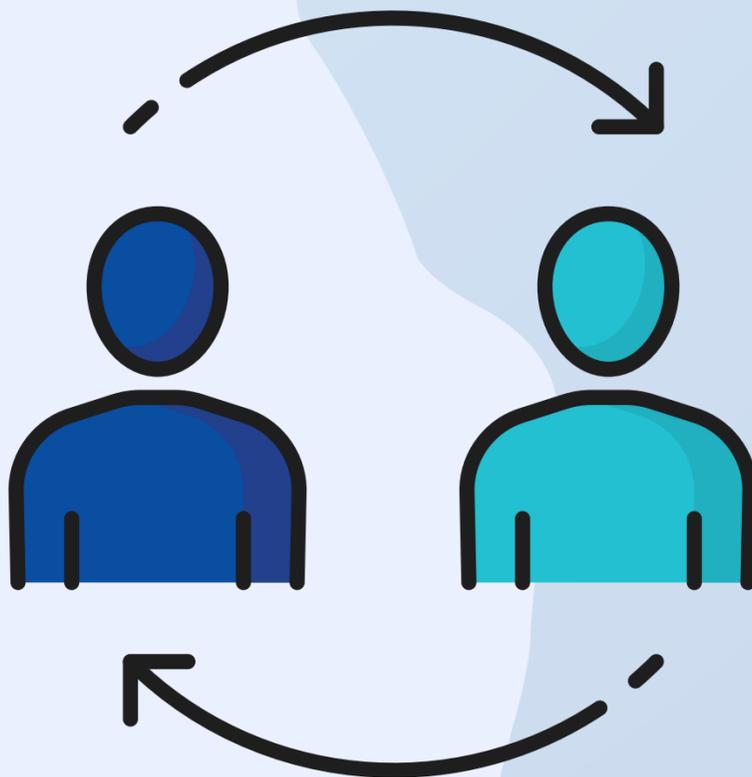
For a SCORE-SCOPE switch: Email both the NORE and the NEO-Out

The email should contain:

- The names of all members involved in the switching (A maximum of 3 is allowed)
- The LC each belongs to
- The countries and the months chosen

N.B. You are NOT allowed to give their contracts to someone from the Waiting List.

**The deadline to switch is January 7, 2022**



# The Waiting List

After the switching period, the contract distribution to the members on the Waiting List begins:

The NEO-Out and NORE will show the remaining, unused contracts to the members by going through the Waiting List by order from top to bottom.

- Once someone from the Waiting List takes a contract, switching with a Priority List member is allowed. But once an AF is filled and sent, no switching is allowed.
- If some contracts remain after finishing the Waiting List, they can be offered to any LeMSIC member on a first-come-first-served basis
- We will inform you of the deadlines for filling your AF and CoD.



# Price of the Contract

**The contract is set at a tentative price of 400\$. Updates will be communicated to you from the NEOs, NORE, and VPF as soon as they can.**

## **What it includes**

1. Transportation from the airport
2. Accommodation for 30 days
3. Internship
4. 1 or 2 meals per working day

## **What it doesn't include**

1. Plane tickets
2. Travel or Health Insurance
3. Social program
4. Other meals
5. Other transportations
6. Any other expense that you can think of



# Price of the Contract

It can be paid in two installments that will be determined once we have a final price.

For the payment deadlines, they will be as such:

**Deadline for the first payment: February 10th**

**Deadline for the second payment: March 15th**

Of course, the deadlines are flexible for people from the Waiting List, who got their contracts later than others. Someone who doesn't pay on time is putting their contract in jeopardy, as the NEOs and NORE reserve the right to take it away from them.

For the return policies:

- If someone cancels after the payment deadline, only the second installment will be refunded.
- If a Force Majeure, natural disaster, visa rejection, unfortunate death of a close person, or NMO cancellation occurs, both installments will be refunded.



# Useful Links

## Exchange Database

After the contract giveaway, you have to fill an application form on the database.

You can find the steps to fill an Application Form in this [link](#).

## Previous Outgoings Contact Information

If you wish to talk to a previous outgoing for more info on the country itself check this [link](#).

If you have traveled before and wish to be added to this list please contact your corresponding LEO, LORE, or their assistants.

## Exchange Checklist

You can find an extensive checklist to help you pack for your adventures abroad using this [link](#).



# Communication Guidelines

If you have any questions or any issues, do not hesitate to contact your LOCAL team, who will be helping and assisting you throughout the whole procedure.

You are **NOT** allowed to contact the NEOs or NORE, whatever the issue is. If something is not very clear to you, or if you really wish to reevaluate your points, do not hesitate to contact your Local SCOPE or SCORE Team before the Contract Giveaway they will make sure to pass on the message.

Bravo if you've made it this far, I hope this was of great use and answered most of your questions!

We wish you all the the Merriest of Christmases!

# Acknowledgements

**VPA - Nour Samad**

**ADA - Jirji Haddad**

**VPF - Marc Moukarzel**

**VPPRC - Amal Naim**

**SCOPE NT**

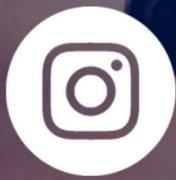
**SCORE NT**



lemsiclb.org



@LeMSIC



@lemsic.lebanon



@LeMSICLebanon



**SCOPE**  
Professional Exchange



**SCORE**  
Research Exchange

Have a Safe Flight!

www.lmsic.org

Lebanese Medical Students' International Committee