

# Guidelines for Applicants

## Process

Download an application form and consider EMMS International Partner information.

Complete the application form using the guidelines provided and return to EMMS, preferably by email to [alison.steele@emms.org](mailto:alison.steele@emms.org), by the appropriate deadline (either 31<sup>st</sup> Jan or 31<sup>st</sup> July).

If your application progresses to the next stage, your referees will be contacted.

Bursaries are awarded to successful applicants, twice a year. Those unsuccessful will be notified.

Successful candidates will receive confirmation along with a phone call from us to give you relevant information. Cheques will be posted out no later than one month prior to departure.

On return to the UK from elective, candidates will be required to submit written feedback with photographs, and contribute to an EMMS International Symposium.

## Information

EMMS International **does not** itself organise electives and cannot be held responsible for assessing the suitability of any proposed elective nor for any other aspect of your elective. Applications are welcomed from medical, dental, nursing and students of allied health professions such as occupational therapy or physiotherapy. You are permitted one successful application to our SEB scheme during your time as a student.

Our selection panel meets twice a year to assess nominated candidates and award bursaries. **For elective periods from April to September, apply by 31st January. For elective periods from October to March, apply by 31st July.**

If you are awarded the grant, we can assist you prior to departure with further fundraising and raising awareness of your trip. We can provide you with a presentation at events you organise, giving you materials which detail the work of EMMS International.

## Conditions for receiving a bursary

- You **must be currently studying at a university or college**, and can apply from any country.
- Your elective **must be spent with a mission hospital in a resource-poor setting**, preferably an EMMS International Partner hospital but this is not essential to you being eligible for a grant.
- **Complete ALL sections** of the application form and have it confirmed by a member of the academic staff of the institution at which you study. The academic institution should sign and affix their stamp to the application form **OR** provide an authenticated letter.
- **Submit the names of two people** who have agreed to act as referees. They will be contacted if your application progresses to selection panel. Preferably, one is your Church minister or elder, but this is not a condition of receiving a grant. Referees must have known you for at least two years.
- You **must be willing to participate** in mission hospital life. The reputation of mission hospitals depends largely on the conduct of its staff, so please abide by all the terms and conditions specified by the mission hospital. You will not act in a manner which could bring the hospital into disrepute.
- We **require you** to submit brief written feedback within six weeks of you completing your elective training. This should include how you met your objectives and those of the hospital during your elective (see report guidelines).

- The feedback **must be** accompanied by high resolution digital photographs, either on a CD or emailed as jpeg files. PowerPoint photographs, or those embedded in text, as part of a Microsoft Word document, are not acceptable.
- You **should consent** to the written feedback you produce being published, in full or in part, in EMMS International's magazine "The Healing Hand" or on our website. We reserve the right to publish your photographs in our magazine, on our website and/or in publicity material.
- You **should contribute** to an EMMS International Symposium. Your feedback and photos may be used or you might be asked to present research done during your elective, or participate in a Q&A. *This is a great opportunity for networking, thanking donors, and inspiring others!*

**You are required to confirm**, on the application form, that you accept all the conditions outlined above. If it is subsequently determined that the conditions were not adhered to, EMMS International reserves the right to ask for repayment of the grant.

