



anem

**SCORA X-Change
Portugal 2018 Regulation**

Article 1

Description

- 1.1 SCORA X-Change Portugal 2018 is an exchange program aimed at medical students, whose main objective is to improve their knowledge about Sexual and Reproductive Health. It has a duration of three weeks and takes place in Portugal. Its organization is a responsibility of the Area of Sexual and Reproductive Health (ASSR) of the Portuguese Medical Students' International Committee (ANEM Portugal), under the supervision of the respective National Coordinator (NORA).
- 1.2 The present regulation is complementary of the IFMSA SCORA X-Change Regulation.

Article 2

Dates and Location

- 2.1 The SCORA X-Change Portugal 2018 will have a duration of three weeks:
- Week 1 – From July 15th to July 21st, in Lisbon;
 - Week 2 – From July 22nd to July 28th, in Lisbon;
 - Week 3 – From July 29th to August 3rd, in Porto.

Article 3

Participation Requirements

International Participants

- 3.1 Applications for participation on the SCORA X-Change Portugal 2018 will be opened to all Medical Students enrolled in the 2017/2018 academic year, and in any country represented by a member organization of the International Federation for Medical Students Association (IFMSA), certified by the Standing Committee on Sexual and Reproductive Health including AIDS (SCORA).
- 3.2 International participants can only apply to the entire three weeks of the program.

National Participants

- 3.3 Applications for participation on the SCORA X-Change Portugal 2018 will be opened to all Medical Students enrolled in the 2017/2018 academic year of any Portuguese medical school with representation on ANEM Portugal.
- 3.4 National participants can apply to one, two or three weeks of the program, that shall be selected during the application process. Participants who choose to attend the complete program will have priority in the selection process.

General

- 3.5 Each student must provide an electronic mail address (e-mail), which he/she frequently accesses, as well as his/her own phone number.
- 3.6 Completing the application process means that the student completely agrees with the provided regulation.

Article 4

Openings/Spots

International Participants

4.1 The openings available for the SCORA X-Change Portugal 2018 exclusively correspond to the totality of the SCORA X-Change Portugal 2018 program (3 weeks).

4.2 There are ten (10) openings for International Students to the SCORA X-Change Portugal 2018.

National Participants

4.3 The openings available for the SCORA X-Change Portugal 2018 correspond to one, two or three-week periods.

4.4 There are up to fifteen (15) openings for National Students to the SCORA X-Change Portugal 2018 program, distributed in weekly spots, accordingly to the described calendar.

4.5 The OC holds the right to open extra spots for participants if it proves to be beneficial for the program.

Article 5

Applications

International Participants

5.1 Applications to the SCORA X-Change Portugal 2018 open on March 9th and closes on March 30th 2018.

5.2 Applications will be exclusively made through the completion of the Application Form.

5.3 Each application will become official solely when all of the necessary documents (in digital format) are submitted, which must be send all at once, to the e-mail scora.exchange@anem.pt, until the application period closes on March 30th 2018.

5.4 The required documents, which must be submitted in digital format and correctly identified, are:

- a. A standard passport photograph, in color;
- b. Signed NORA/NMO President Candidature Form;
- c. A Motivation Letter, in English;
- d. Curriculum Vitae containing details of any IFMSA/SCORA experience, or any experience related to the SCORA focus areas;

5.5 The final results of the candidate rankings will be published no later than April 6th 2018

5.6 The ranking will be made accordingly to the scores obtained on the Ranking Criteria (final ranking of candidates) and the positions will be filled in descending order of total score.

5.7 The international candidates will have until April 20th 2018 to pay the exchange enrolment fee.

5.8 In order to secure the assigned opening, the student must read and accept the SCORA X-Change Portugal 2018 Regulation and sign the responsibility form once he/she arrives in Portugal.

5.9 If the applicant does not secure any of the openings, he/she will be placed in the waiting list and then asked to choose an opening that becomes available in case of refusal, waiver, or loss of right, according to his/hers position on the ranking list. In this case, the student will have until May 11th to complete all the requirements listed above.

5.10 In case there are communication issues between the OC and the student, it is a NORA's responsibility to decide on the annulment of the student's spot and the opening will be allocated to the next applicant on the ranking list.

a. Communication issues imply that the student does not establish any contact with the OC during a 5 days period and without any previous warning.

5.11 The applicant that receives the opening must pay a fee of 399 euros, which includes accommodation, transportation between accommodation and the spaces where the sessions will take place, trips Lisbon-Coimbra and Coimbra-Porto and, at least, one meal per business day of exchange.

5.12 This fee may be reduced up by the end of the application period (March 30th).

National Participants

5.13 Applications will be exclusively made through the completion of the Application Form;

5.14 Each application will become official solely when all the curriculum vitae is submitted to the e-mail scora.exchange@anem.pt which must be done until the application period closes.

Article 6

Applicant Ranking

6.1 The applicants' ranking will be made accordingly to the information given in the submitted application form, the documents and certificates delivered.

6.2 The scoring of the applications will be made after the end of the application process, and the scoring process will be of the responsibility of the SCORA X-Change Portugal 2018 Organizing Committee, as well as the Area of Sexual and Reproductive Health of ANEM Portugal.

6.3 The documents sent by the participants are to be evaluated by the OC in the following manner:

a. The Motivation Letter (stating their interest, knowledge in the area and expectations for the exchange) will be evaluated by the OC and given a score between 0 to 50 points;

b. The Curriculum Vitae (containing details of any IFMSA/SCORA experience, or any experience related to the SCORA focus areas) will be given a score between 0 to 50 points.

6.4 If there is a draw between students applying for the same opening, the allocation will be made using the following criteria: 1st Score obtained in the Motivation Letter; 2nd Score obtained in Curriculum Vitae; 3rd Drawing made by the NORA.

Article 7

Coordination

7.1 The Organizing Committee must guarantee the correct organization of the activity.

Article 8

Responsibilities

8.1 The responsibilities of the Head of the OC in the SCORA X-Change Portugal 2018 are:

- a. Advertising of the activity, through the Facebook page, website, flyers and other means deemed as adequate;
- b. Regulating the communication platform with the other member of the OC and achieve an active participation of everyone;
- c. Communicating with the IFMSA and submitting all the relevant documents required by them;
- d. Inviting the speakers for the sessions and contacting relevant NGOs, ensuring the scientific quality of the program;
- e. Retrieving and analyzing the Evaluation Forms.

8.2 The Lisbon Logistics Coordinator has the following responsibilities:

- a. Taking care of all the logistics regarding accommodation, meals and transportation in Lisbon;
- b. Actively participating in the communication platform with the other members of the OC, and being present and participative in the OC meetings;
- c. Perform any extra tasks when asked to do so by the Head of the OC.

8.3 The Porto Logistics Coordinator has the following responsibilities:

- a. Taking care of all the logistics regarding accommodation, meals and transportation in Porto;
- b. Actively participating in the communication platform with the other members of the OC, and being present and participative in the OC meetings;
- c. Perform any extra tasks when asked to do so by the Head of the OC.

8.4 The Agenda Coordinator has the following responsibilities:

- a. Helping the head of the OC to invite speakers and to manage the Scientific program;
- b. Helping in the organization of the Social Program.
- c. Organizing the transportation between cities and all the social program outside of Lisbon and Porto;
- d. Actively participating in the communication platform with the other members of the OC, and being present and participative in the OC meetings;
- e. Perform any extra tasks when asked to do so by the Head of the OC.

Article 9

Treasury

- 9.1 The travelings of one member of the OC to the social programs, including those to Sintra, Coimbra and Braga, will be secured by DANEM.
- 9.2 The payment of the fees (from international and national participants) shall be made through bank transfer to the ANEM account.

Article 10

Final Remarks

- 9.1 The participation on the SCORA X-Change Portugal 2018 implies the full acceptance of the present regulation.
- 9.2 This regulation will be in effect as of March 1st 2018.
- 9.3 This regulation is considered valid until the end of the term of office of DANEM 2018.
- 9.4 Any aspect that is not included in this regulation shall be resolved by the Organizing Committee or, if and whenever necessary, by the ANEM-Portugal Board.

Lisbon, March 12th 2018

National Officer on Reproductive Health including HIV/AIDS

David Bartaso Gomes

David Gomes