



## SCORA X-Change Regulations (adapted at MM 2019)

### A. General Introduction:

- a. The SCORA X-Change is a unilateral exchange program for IFMSA members focused on Sexual and Reproductive Health and Rights.
- b. The goal of this program is to provide the participants with information about the social and health care situation and strategies of the hosting country on the previously mentioned topics; emphasizing on the importance of global health as well as encouraging the intercultural exchange and discussions between them.
- c. Different SCORA X-Changes can be held two times per year, and any NMO member from IFMSA can apply to host an X-Change.

### B. SCORA International Team Regulations:

- a. The SCORA Director is responsible for the following duties within the SCORAX-Change:
  - i. Open and close calls for applications.
  - ii. Revise and accept applications for hosts ensuring academic quality and logistical viability consulting with the rest of the International Team, specifically the corresponding Regional Assistant/s.
  - iii. Revise the report and ensure it is completely and correctly filled in and delivered.
  - iv. Certify successful SCORA X-Changes.
- b. The SCORA International Team will appoint an International Team member for the following duties within the SCORA X-Change by the beginning of the term:
  - i. Revise applications for the confirmation of regional pertinence of the program according to the region's needs guided by the current SCORA strategic plan.
  - ii. Advise the SCORA Director on the decision to accept the proposal.
  - iii. Function as the main communication channels between the Organising Committees (OCs) and the SCORADirector.
  - iv. Provide all relevant documents to the OC to complete the application.
    1. Participants' Application Form Template
    2. List of necessary documents for participants' applications
    3. Participants' Regulations
    4. Feedback form template
    5. Report template
    6. Resignation document
- c. The Development or General Assistant is responsible for the following duty within the SCORAX-Change:
  - i. Craft the certificates that will be delivered to the Organizing Committees.
  - ii. Collaborating with the Organizing Committees to improve the quality of the SCORA X-Change in terms of content, evaluation and follow up.



- iii. Being the official contact between the IT and the Organizing Committees in order to help solving doubts and unexpected situations that might come up.
- iv. The international team is responsible to judge any other case omitted by the content of these regulations.

## C. Regulations for the proposals

**a. Hosts applications:** In order for an NMO to hold a SCORA X-Change, a proposal/application should be sent to and evaluated by the SCORA Director. The regulations for the application procedure are as follow:

- i. The SCORA Director will open two application periods for hosts proposals every term:
  - 1. The first period will be opened during the month of January. The proposals accepted during this period will be those of the X-Changes happening between June and November.
  - 2. The second period will be opened during the month of June. The proposals accepted during this period will be those of the X-Changes happening between December and May.
- ii. Both calls will be shared by the SCORA Director through the IFMSA-SCORA communication channels and will be open for thirty consecutive days.
- iii. **Content.** To be eligible, every proposal needs to include information on the following aspects. All of them should follow the corresponding points of the regulations.
  - 1. Composition of main Organising Committee (OC): Number and structure.
  - 2. Motivation letter from the OC.
  - 3. Confirmation letter from the NMO President (signed and stamped).
  - 4. Objectives and expected outcomes of the whole event.
  - 5. Logistics:
    - a. Dates of the event.
    - b. Number of offered spots.
    - c. Proposed Accommodation and Transportation.
    - d. Fee and what it includes.
    - e. Extra expenses.
  - 6. Agenda: Program and Sessions.
  - 7. Visa information.
  - 8. Eligibility criteria for participants.
  - 9. Evaluation methods.
  - 10. Contact information.
- iv. All proposals must be submitted in the official IFMSA letterhead.
- v. The application needs to be sent to [scorad@ifmsa.org](mailto:scorad@ifmsa.org) prior to the deadline set by the SCORA International Team according to point C.a.i of the regulations.

**b. Hosts selection:** Once the deadline for the reception of proposals is closed according to point C.a.i, the eligible proposals will be separately evaluated and selected.



- i. Evaluators:** The SCORA Director and the member appointed from the SCORA International team for SCORA X-Change will evaluate and approve each proposal taking as a consultant the pertinent Regional Assistant.
- ii.** The proposals will be selected using the following criteria (at least half of the maximum score for each one of items 3, 4 and 5 for the proposal to pass):
  - 1.** The proposal contains all the aspects mentioned in point C.iii (definitory).
  - 2.** The proposal is sent before the deadline (definitory).
  - 3.** Motivation (1-5)
    - a. One point per stated and correctly justified item: reasons why, global impact, states clearly the outcomes expected, why youth should be involved, impact on the NMO.
  - 4.** Agenda (1-10)
    - a. Two points per item including an explanation for points i-iv:
      - i. A minimum of 3 focus areas in detail.
      - ii. Variety and subtopics covered in sessions.
      - iii. Inclusion of proposed speakers or facilitators for the sessions.
      - iv. Variety in the activities and trainings conducted.
      - v. General Impression or Global Quality.
  - 5.** Logistics (1-10)
    - a. Two points per each topic:
      - i. Lodging (correctly describes the lodging facilities and logistics, and these are shown to have at least one bed per student, a bathroom, electricity, lightning and safe neighbourhood and rooms need to be provided with keys);
      - ii. Boarding (*correctly describes the boarding facilities, and these are shown to have good quality*);
      - iii. Transportation between working places and between cities (*correctly describes means of transportation, cost and if financially reliable in the budget fee*);
      - iv. Social Program (correctly describes the content and logistics of the Social Programs, and these are shown to be safe and affordable for participants);
      - v. Extra expenses information (*describes what items are not included in the fee that will need to be covered extraordinarily and an approximate value is stated*).
- iii.** The list of the selected proposals will be announced within one week after the closing deadline through the IFMSA-SCORA communication channels.





**c. Promotion of selected proposals:** Regulations of the Promotion of Selected Proposals.

- i.** Common Promotion strategy:
  - 1.** All selected programs will have the right to approach assessment from the SCORA IT.
  - 2.** The first promotional publication will be shared by the SCORA International Team (I) through the IFMSA-SCORA communication channels once the selection process is finished and will include all accepted proposals and their main data.
  - 3.** Afterwards, every Organizing Committee can promote them through their own communication channels.
  - 4.** All programs have the right to also promote their X-Change through IFMSA-SCORA channels at least once.
  - 5.** All publications must be respectful according to SCORA's mission and vision and focus areas' principles.
  - 6.** NORAs and/or SCORA X-CHANGE coordinators of both, hosting and non-hosting NMOs should promote SCORA X-Change opportunities amongst its national members.
- ii.** Communication Channels where it will be shared:
  - 1.** The SCORA IT will regulate the interval and methods of promotion within the official IFMSA-SCORA channels (Facebook, SCORA email server and twitter accounts).
  - 2.** OCs can use their own NMO communication channels freely.
- iii.** Corporate Image:
  - 1.** All OCs must follow IFMSA's C.I. regulations since these activities will be formally recognised by the IFMSA.
  - 2.** All publications shared through the IFMSA Channels will need to be approved by the VPPRC and so, the publication dates will depend on the Executive Board Decision.
- iv.** After the announcement of the selected proposals, all of the proposals (accepted or not) will be shared with all NMO and a one week period for claims is opened during which NMO have the right to report any doubt about the fulfilment of all the criteria stated in this Regulations to the International Team.

**D. Regulations for the Agenda:**

- a.** A minimum of 3 focus areas should be covered in detail along with a basic understanding of the remaining two.
  - i.** HIV/AIDS and other STIs
  - ii.** Sexuality and Gender Identity
  - iii.** Maternal Health and Access to safe abortion.
  - iv.** Comprehensive Sexuality Education
  - v.** Gender Based Violence
- b.** A minimum of 52 Working Hours for an exchange of three weeks and a minimum of 72 working hours for an exchange of four weeks.
  - i.** Working hour will be understood as: 60 minutes where any SCORA related session, activity, training or clerkship is conducted.



- c. A minimum of 10% working hours dedicated to SCORA general and introductory sessions.
- d. **Sessions, Activities and Trainings:** The agenda should include a variety of sessions in order to be quality and outcome based. This sessions and activities can be, but are not limited to, the following:
  - i. **General Sessions:**
    - 1. A brief introduction of each focus area. (Compulsory)
    - 2. Situation of the hosting NMO. (Compulsory)
    - 3. Presentations by the participants on the situations of their countries. Participants should be informed in advance about the characteristics of this presentations.
    - 4. Sessions by experts.
  - ii. At least 1 session on consent and sexual harassment within the first week of the exchange, including on how to reach to the assigned SCORAIT member assigned to SCORA X-changes.
  - iii. **Trainings and Activities:** It is important to keep the method of information transfer and exchange interesting. Using different activities/methods to discuss the same topic are logistically effective and are an excellent way to reflect on what the participants learn after a brief introduction.
  - iv. **Clerkships**
    - 1. Clinical/Surgical Areas such as but not limited to: Gynaecology, Infectious Diseases, Mental Health, Urology, Forensic Medicine
    - 2. Other internships such as: practicum/assistant in NGOs, public and SRHR related (f.ex WHO internship)
- e. **Social Programme**
  - i. The OC should provide social program at least 4 days per week.
  - ii. The OC should organize at least one of the following events:
    - 1. National Food and Drink Party, which includes preparing meals and drinks from incomings' countries by participants and from a hosting NMO by OC members.
    - 2. National Cuisine Party, which includes a big dinner or lunch, where national dishes of a hosting country are presented.
    - 3. Other events familiarizing international participants with the hosting country's culture.
  - iii. The costs of the social programme will be covered by the participants.
  - iv. A rough estimate of extra expenses (travelling to be covered if possible) should be informed in the proposal and the invitation package.

## E. Logistics Regulations:

### a. Length:

- ii. The duration of the program should be between three weeks and four weeks.
- iii. A shorter edition (minimum 15 days) can be accepted if they got the target of working hours before.



- b. The number of international participants of each program will be between four to fifteen. It is possible to add more spots for national participants, but the number of national participants per week cannot be higher than the number of international incomings.
- c. **Lodging and Boarding:** The Organizing Committee should provide to the participants:
  - i. 1 meal/day at least during the working days
    - This can be replaced by either a pre-established pocket money value (specific amount of cash enough to cover 1 meal per day that students can spend on their own criteria).
  - ii. Lodging for the entire program
- d. The fees cannot exceed 400€ and they need to include, at least:
  - i. Lodging;
  - ii. Boarding;
  - iii. Transportation;
    - 1. Between the working places.
    - 2. Between the cities if the program takes place in more than one city.
  - iv. Welcoming Kit.
- e. Extra expenses.
  - i. Specify extra expenses the participants may have such as: Social program and specific fees (transportation, entrance in places, ect.), food price (grocery stores, restaurant medium meal price, etc.)

## F. Regulations for Participants' Applications

- a. **Application timeline**
  - i. All the SCORAX-Changes will open and close the call for participants' applications the same period (according to the times settled from C.a.i.1).
  - ii. This period will be fixed by the SCORAIT and should be:
    - 1. Opened at least 12 weeks before the beginning of the first SCORAX-Change of that term and period.
    - 2. Closed **3 weeks later**.
  - iii. Following the opening of the application process, participants will have *three weeks* to fill in the standard X-Change application form with the rest of their application documents.
  - iv. Applicants should fill in the standard X-change application form with the rest of their application documents. This Application form should be provided by the OC in the proposal document.
- b. **Application procedure (for participants)**
  - i. The applicants should apply directly to the X-Change OC, not to the NMO, through the contact details provided in the proposals.
  - ii. Students who wish to apply for the X-change will be required to:
    - 1. Fill in a standard application form regardless of the X-change program they apply to. This form will be provided by the relevant SCORA Regional Assistant to the OC.
    - 2. The following application documents will also be required and should be attached together with the application form:
      - i. A motivation letter







- viii. The student is responsible for any financial loss caused by the breach in their contract;
- ix. The student is responsible for any damage that they may cause to the living quarters and other materials lent for their use during the duration of the X-Change. The student shall replace or pay the cost of any of these objects in case of damage or misuse. In case damage is discovered after the student has finished the X-Change, the claim should be passed on to the NMO who represents the student. The NMO must try to solve this problem immediately with the student;
- x. If a student needs to cancel the X-Change, they have to notify the OC at least 6 weeks before (payment deadline) the start of the event. A refund will be provided in the following cases:
  - 1. **Before payment deadline:** Full refund (not taking into account international transfer taxes).
  - 2. **Until three weeks before the X-Change:** No one gets a refund except for extraordinary conditions (50%):
    - i. Denied visas (provided the participants prove they applied for the visa under the required conditions and on time).
    - ii. If the X-change turns out to be in a place declared state of war by the UN security Council.
    - iii. If there is civil war or biohazard.
    - iv. If person suffers from an acute disease that makes it impossible for them to travel anymore.
    - v. Deceased or in critical health state-spouse, children, or direct relatives
  - 3. After beginning of X-change no refund in any case.

## b. Rights

- i. If by any chance the X-Change has to be cancelled, the student will receive a complete reimbursement;
- ii. If by any chance the X-Change has to be cancelled, the student has the right to be informed as early as possible;
- iii. The student has the right to receive indications on the city that they are going to be for the SCORAX-Change;
- iv. Participants have the right to be informed of any modifications in the venue and agenda of the exchange in advance.
- v. Participants are able to leave the X-change if they want to without reimbursement.
- vi. The students have the right to ask for specific dieting elements according to their necessities.
- vii. Participants can reach out to Organizing Committee to report safety concerns. In case of repeating events, they can contact the SCORA International Team. Safety concerns include, but are not limited to sexual harassment, unsafe environment for LGBTQI+ participants and any form of discrimination.





- viii. The student has the right to receive their certificate after completing the SCORA X-Change and meeting the requirements stated in point J.

## H. Evaluation system

- a. The Organizing Committee should take care of the evaluation of the X-Change and include it in the report. It should include, at least, the following methods:
  - i. **Feedback Form:** It should be sent to the participants within a week after the X-Change and should be filled in by them within the next week. The form should evaluate the following aspects:
    1. Agenda (at least: variety, speakers' substantive preparation, teaching ability, forms of sessions, participant's knowledge improvement)
    2. Social Programme
    3. Logistics (at least: lodging and boarding quality, convenient transportation)
    4. OC Evaluation (at least: communication before, during and after the exchange, problems solving)
    5. Follow-up plans
  - ii. **Pre-evaluation survey:** to have a clear idea on the level of the participants on the topics to be addressed.
    1. To be sent at least two weeks before the X-Change.
  - iii. **Post-evaluation survey:** to assess the direct impact of the program.
    1. To be sent within one week after the X-Change.
  - iv. **Content survey:** on the sessions in which the content and the facilitators are evaluated. One survey will be sent after every week or thematic section of the X-Change.

## I. Regulations on Reports

- a. The Organizing Committee must submit a detailed report by email to the SCORA Director, SCORA Development Assistant and the relevant Regional Assistant within a month after the end of the X-Change.
- b. The report should contain the following information:
  - i. Main Data (dates, locations, OC).
  - ii. List of Participants.
  - iii. Final Agenda.
  - iv. Results of the evaluation and Feedback.
  - v. Problems faced and Recommendations

## J. Regulations for Certification

- a. Participants: In order for the participants to receive the Certificate from the SCORA IT, they should:
  - i. Attend at least 80% of the working hours.
  - ii. Fill in the Feedback form.
  - iii. Fill in the pre and post X-Change impact surveys.



- b.** Organizing Committee: In order for the OC to receive the Certificate from the SCORA IT, they should
  - i.** Complete the report for the X-Change according to regulations in section I.
  - ii.** Follow the code of conduct stated.
  - iii.** Separate allegations of regulations violation from either participants, IFMSA official or the SCORA IT.
- c.** The international certificate will be given to the OC mentioned and accepted in the application form. Volunteers with other tasks outside this quota can receive certification from the OC or any other official in the hosting NMO according to their internal bylaws.
- d.** The organizing NMO must send a standardised document to all the participants that fulfilled the requirements stated in J.a. not later than one month after the end of the X-Change.

## **K. Violation of the Regulations**

### **a. Breaking the deadlines**

- i.** Proposals submitted after deadline proposed by the IT will not be valid.
- ii.** Participants' applications submitted after deadline, are not valid.
- iii.** In case of missing deadline for payment or failing to pay the fee, participant's acceptance will be cancelled.
- iv.** In case of the OC not receiving a confirmation of interest within a week after selection, the participant's X-Change is cancelled.

### **b. International Team**

- i.** Lack of transparency
  - 1.** OCs have right to file a complaint through their NORA in case of suspecting lack of transparency in selection process. IT has to provide them with detailed explanation of their decision.

### **c. Organizing Committees**

- i.** Lack of transparency
  - 1.** Applicants have right to file a complaint in case of suspecting lack of transparency in selection process. If IT finds complaint valid, the SCORA X-Change will be forced to pass through a whole selection process *de novo*.
- ii.** Not submitting report
  - 1.** In case of failing to submit a report, OC will not receive certification in accordance to section I and J.

### **d. Participants:**

- i.** Violation of responsibilities
  - 1.** If participant does not attend activities in percentage agreed in the Regulations, they will not receive certificate.
- ii.** Disrespect
  - 1.** Participant is responsible for any material and property damage during their stay. Any costs should be reimbursed by participant. If the participant refuses to pay, the NMO



that the participant is representing is the ultimate responsible for the payment.

- 2.** In case of disrespecting regulations or any other regulations proposed by OC or SCORA their SCORAX-Change can be terminated without reimbursement.
- iii.** Nonpayment
  - 1.** If the participant does not pay the fee before the deadline their SCORAX-Change will be terminated.
- iv.** In case participant does not speak level of English (or any other language proposed by OC) indicated in the application, their SCORAX-Change can be terminated without reimbursement.
- v.** Cancellation.
  - 1.** Should a participant cancel after the deadline fixed by the Organizing Committee (see point F.e), the fee will not be refunded.
  - 2.** Unused spots can be later used by the OC with the following applicants in order of application.
- e. Not submitting report**
  - i.** In case of failing to submit a report, OC will not receive certificate.
  - ii.** In case of failing to meet the requirements in point J, the participant will not receive the certificate.

## L. Regulations on how to change the regulations

- i.** Changes of regulations can be made only on IFMSA GA SCORA sessions.
- ii.** Deadline for submitting proposals is 1st of February for the March Meeting and 1st of July for the August meeting. They must be sent to the SCORA Director who has to send them to the SCORA server within one week deadline. Proposals sent after the deadline need to be approved by the SCORA International Team before they can be voted on.
- iii.** Changes require 2/3 majority in case of a single motion, a relative majority in case of alternative motions, unless otherwise specified in the regulations, of present NMOs with voting rights according to the criteria defined in the Standing Committee's Regulation.
- iv.** Changes start applying immediately after the closing ceremony of the General Assembly, unless specified otherwise in proposals.