



## OBSERVERSHIP / INTERNSHIP OF NON- UGHE STUDENTS' POLICY

**Policy number:**  
AP-OPS 3

**Policy group:**  
Academic Operations

**Effective:**  
01/11/2024

Page 1 of 5

### PURPOSE

The opportunity for non-UGHE students to observe academic activities or undertake an internship in academic or clinical activities is established to offer valuable learning experiences and exposure to global health for students from diverse backgrounds; to foster collaboration and knowledge exchange between UGHE and other institutions and to contribute to capacity building in the global health field by providing practical experience and mentorship. This policy outlines the procedure by which non-UGHE students can apply for observership or internship opportunities and the responsibilities of UGHE and the hosting department.

### DEFINITIONS

**Observership:** a non-participatory learning experience where non-UGHE students can observe academic and clinical activities without direct involvement. It is generally short-term, from 1-2 weeks.

**Internship:** an experiential learning opportunity that allows non-UGHE students to actively engage in specific academic or clinical activities. Its duration generally ranges from 3-6 months.

### SCOPE

This policy applies to undergraduate and graduate students from accredited institutions who are not currently enrolled at UGHE and seeking observership or internship opportunities at UGHE. It encompasses academic, research, and clinical settings, promoting diverse and collaborative learning experiences.

### PROCEDURE

#### Eligibility

- Observership and internship opportunities are open to undergraduate and graduate students from medical, nursing, or allied health sciences accredited institutions with an existing agreement with UGHE.

#### • Applicants must:

- Have a strong academic background (current GPA above 3.7, or equivalent).
- Demonstrate an interest in global health.
- Application and funding

To apply for an observership, applicants must:

**OBSERVERSHIP / INTERNSHIP OF NON- UGHE STUDENTS' POLICY****Policy number:**  
AP-OPS 3**Policy group:**  
Academic Operations**Effective:**  
01/11/2024

Page 2 of 5

- Submit a completed application form, CV, and letter of recommendation from their current institution to the UGHE Office of the Registrar

**To apply for an internship, applicants must:**

- Submit a completed application form, a letter of intent which details why the student is seeking out an observership opportunity at UGHE, CV, latest transcripts or a grade report, and letter of recommendation from their current institution to the UGHE Office of the Registrar.

**Medical Students**

Medical students from any university in the world may register to do elective short rotations in Rwandan Hospitals. To do so they need to register with the Rwanda Medical Dental Council (RMDC) and will need to provide an invitation/acceptance letter from local host hospital, indicate who will be their local supervisor (Registered with RMDC), pay a fee designated by the Hospital or Ministry of Health as well provide all their university academic details {proof of registration with the medical school and a document from the medical school supporting/motivating the request to rotate in a Rwandan Hospital.

**Application Requirements:**

- Passport Copy
- The copy of the Student's University enrollment card
- The valid certificate of registration (indexing for undergraduate students and valid temporally license which is given by one of the following Rwanda councils to practice medicine for Residents or other licensed professionals).
  - Rwanda Medical and Dental Council (RMDC),
  - National Council of Nurses and Midwives (NCNM),
  - National Pharmacy Council (NPC) ,
  - Allied Health Professions Council (AHPC)
- The valid criminal history record screening certificate
- The valid medical certificate.
- The valid vaccination certificate for hepatitis B
- Application letter addressed to the Director General of the hospital
- Recommendation letter of the Clinical Placement from the University
- The payment slip for the Clinical Placement fees
- The student's practical kit To
- A clinical coat or scrub uniform
- A stethoscope
- A reflex hammer



<b>OBSERVERSHIP / INTERNSHIP OF NON- UGHE STUDENTS' POLICY</b>			
<b>Policy number:</b> AP-OPS 3	<b>Policy group:</b> Academic Operations	<b>Effective:</b> 01/11/2024	Page 3 of 5

- An examination torch
- A measuring tape
- A goniometer
- A notebook for taking notes.
- A hand sanitizer (Alcohol gel) and lotions as necessary
- The applicant will start his/her Clinical Placement after obtaining a student visa as detailed on the following website: [www.migration.gov.rw](http://www.migration.gov.rw)
- Other items may be necessary according to the discipline and or the specific placement.

Once an application has been received and reviewed by the Office of the Registrar, the relevant departments will be notified based on the applicants' background and interests. A scoping call will be arranged by the Office of the Registrar with the applicant and relevant UGHE department to discuss interest, timing and determine suitability.

Applicants must provide proof of personal health insurance coverage for the entire duration of the observership or internship. Applications can be made at any time, and admissions will be made according to departmental capacity and the academic calendar. Admissions will not be made without consulting the academic departments.

The observership/internship of non UGHE students is **self-funded**. UGHE will communicate any costs to applicants during the scoping call, including costs of accommodation and food on campus and airport transfers. UGHE may however offer limited scholarships depending on the need and availability of funds.

### **Approval and placement**

- Approved applicants will be matched with appropriate academic or clinical departments based on their interests and the availability of mentors.
- A formal agreement outlining the terms and expectations will be established between UGHE and the students participating in their institution.

### **Orientation and integration**

- Observers/Interns will undergo an initial online orientation session to familiarize them with UGHE's policies, procedures, and cultural nuances. This will be run by UGHE's Office of the Registrar and HR departments.
- The department under which the observer/intern resides will arrange opportunities for integration to foster collaboration and cultural exchange between UGHE students and international participants.

**OBSERVERSHIP / INTERNSHIP OF NON- UGHE STUDENTS' POLICY****Policy number:**  
AP-OPS 3**Policy group:**  
Academic Operations**Effective:**  
01/11/2024

Page 4 of 5

**RESPONSIBILITY****Office of the Registrar**

- The Office of the Registrar will oversee the application and approval process, ensuring compliance with UGHE's policies and regulations.
- The Office of the Registrar will facilitate communication between UGHE departments and applicants and arrange the initial scoping call.

**Hosting departments**

The department in which the observer/intern is placed is responsible for the day-to-day supervision and mentorship of non-UGHE students during their observership/internship experience.

**MATERIALS/DOCUMENTATIONS**

Formal agreements specifying the terms, responsibilities, and expectations for both UGHE and the non-UGHE students or institutions.

**REVISION/REPLACING**

This policy shall be subject to review in **five** years (01/11/2029).

**EFFECTIVE DATE OF THE IMPLEMENTATION OF THE POLICY**

This policy shall come into effect on the date of its approval by the Academic Commission of the University of Global Health Equity.

**Approved by:****Date:** 07/11/2024

Professor Abebe Bekele, MD, FCS, FACS, MAMSE  
Professor of Surgery  
Deputy Vice Chancellor, Academic Affairs and Research  
Dean, School of Medicine and Health Sciences  
UGHE



<b>OBSERVERSHIP / INTERNSHIP OF NON- UGHE STUDENTS' POLICY</b>			
<b>Policy number:</b> AP-OPS 3	<b>Policy group:</b> Academic Operations	<b>Effective:</b> 01/11/2024	Page 5 of 5