



**Global educational exchange in
medicine and the health professions**

The Charter

A service of:  ECFMG®

GEMx Charter

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Background

GEMx is a service provided by the Educational Commission for Foreign Medical Graduates (“ECFMG[®]”). GEMx aims to facilitate and promote international exchange opportunities in medical education and the health professions. Through the commitment of GEMx Partners, GEMx strives to make global health educational experiences affordable and accessible to students throughout the world.

About the Charter

Becoming a signatory to the GEMx Charter (“Charter”) is a requirement for institutional participation in the GEMx program. By signing this Charter, an institution will become a GEMx Partner, affirming its commitment to the goals, aims, and values of GEMx and its intention to adhere to the responsibilities of participating in GEMx as outlined in this document. An institution will only be eligible to participate in the GEMx program after signing the Charter and paying an annual membership fee as outlined in the Appendix. All that are listed in, and accept applications through, the GEMx system must agree to the terms of this Charter.

This Charter governs participation in the GEMx program **only** and does not replace any existing bilateral partnerships or partnership agreements established by the institution for educational exchange outside of GEMx.

Structure

For GEMx Partners, GEMx provides a web-based system through which institutions will provide comprehensive and up-to-date information about the elective opportunities they are offering through GEMx and customize their student application requirements for these opportunities. For students of GEMx Partners, GEMx will include a web-based system of educational opportunities and an application system that enables them to apply to institutions for these opportunities. The duration of the elective opportunities offered through GEMx must be no shorter than four weeks and no longer than 12 weeks.

Partners will use the ECFMG Medical School Web Portal (“EMSWP”) to create detailed profiles featuring information such as educational offerings; contact information; application requirements, including deadlines, fees, and supporting documents; eligibility requirements; and information significant to participating in the educational opportunity, such as housing, living expenses, and visa requirements. Through EMSWP, institutions also will manage all aspects of the application process, including verifying student eligibility to register with and apply to electives through GEMx; receiving and reviewing applications; and communicating admissions decisions to students.

Students of GEMx Partners will use the GEMx website at www.gemxelectives.org to log into the system and search for electives at partner institutions; apply for these electives using a standard application form; and manage and track their elective applications.

Fee Structure

In an effort to assess membership dues for GEMx using an equitable foundation, the fee structure will be implemented based upon each country’s 2014 Gross National Income (GNI) per capita, as grouped and determined by the World Bank.

Aims and Values

The aims of GEMx are:

- To develop a global exchange network of institutions that seek to improve education by providing students with exchange training opportunities to widen their cultural perspective in order to better serve their intended home communities.
- To promote international friendship and academic cooperation by stimulating and supporting study, intercultural activities, and clinical experiences among students internationally.

- To strive toward making elective fees affordable and acceptance requirements reasonable so that students from around the globe are able to participate in electives through GEMx. Institutions are highly encouraged to reduce their fees for GEMx students.
- To commit to the exchange of knowledge among the network to develop and enhance educational experiences for students.

The values of GEMx are: partnership, exchange of knowledge, accessibility, affordability.

These aims and values are embedded in the duties and responsibilities for institution participation in the GEMx Charter.

Institution Responsibilities

As a GEMx Partner Institution, you agree to:

- Sign and submit this Charter to ECFMG in order to obtain membership in the GEMx program.
- Submit annual membership fee to GEMx (refer to Appendix).
- Commit to the spirit of reciprocity by offering student learning opportunities and by minimizing any barriers that might limit students from being able to go on elective exchanges (i.e. high tuition costs, licensure requirements, malpractice insurance, etc.)
- If a school of medicine or other health professions, you would agree to act as both a host school (offering and accepting students for elective placements through GEMx) and a home school (sending students on elective placements through GEMx), and adhere to the responsibilities of each as defined in this Charter (below).
- Assign the role of GEMx Program Manager to an individual within the institution, to regularly communicate with GEMx regarding numbers of students, electives (e.g., clinical assignments or research projects), and all other details necessary for the effective placement of students. The GEMx Program Manager will be required to adhere to the

GEMx Program Manager Responsibilities and Guidelines as defined in this Charter (below).

- Agree to ECFMG review of articles, newsletters, and announcements related to GEMx prior to disseminating information to the public.
- Agree to disseminate only approved GEMx content, and to use ECFMG intellectual property in accordance with ECFMG guidelines.
- Abide by the aims and values of GEMx as outlined above.

Host Institution Responsibilities

As a host Institution, you agree to:

- Disclose through GEMx how you intend to support incoming exchange students.
- Ensure appropriate, qualified professional supervision and educational opportunities and resources for students participating in the student placement.
- Provide students and home institutions with 24/7 access to all reasonable assistance in the event of a student emergency by providing to students and their home institutions two complete emergency contact listings, including e-mail and mobile phone contact information.
- Disclose through GEMx all elective eligibility requirements, including personal health insurance coverage, malpractice insurance, and language requirements.
- Disclose through GEMx all elective application requirements.
- Elective information posted in GEMx must accurately describe the elective for which the student applied and was accepted and must be available to those students applying through GEMx.
- To the extent it is possible; reduce student application and/or tuition fees in keeping with the GEMx value of affordability.
- Publish all administrative fees for students participating in GEMx including non-discretionary fees such as those related to malpractice and health insurance.

- To the extent it is possible; eliminate any state or national examinations as an application requirement to increase student access to elective exchanges.
- To the extent it is possible; promote integration of the exchange student into your institution's educational environment.
- Be responsible for providing a supervisor who is able to monitor and to evaluate the performance of students participating in the placement.
- Provide a written evaluation of the student's performance to the student's home institution, as requested by the home institution.
- Respond to reasonable requests from a student's home institution for additional/supporting information regarding the student's activities/experience.
- Ensure that all of the information listed in GEMx for your program is accurate, current, and updated at least every six months.
- Provide timely response to requests/inquiries from the student's home institution.
- Provide placements for GEMx students by entering and publishing elective information in the GEMx system.
- Refrain from sending students out on electives until you have published your elective offerings in the GEMx system.
- Review and accept or decline students' incoming applications submitted to your institution through the GEMx system.
- Refrain from accepting applications outside of the GEMx system from students of fellow Partner institutions.
- Provide reasonable assistance to exchange students to find suitable accommodation.
- Provide students and home institutions with access to the rules and regulations to which they will be held.
- Assist students with logistics in obtaining first aid and emergency care for illness and incidents occurring while participating in a placement. You will not be responsible for the cost of any such treatment, including diagnostic tests and procedures or for exposure to infectious or environmental hazards or other occupational injuries.

Home Institution Responsibilities (*This only applies to schools of medicine or schools of other health professions*)

As a home institution, you agree to:

- Educate your students about the GEMx Program
- Confirm through GEMx in a timely manner a student's eligibility to register with GEMx.
- Confirm through GEMx in a ***timely manner*** a student's eligibility to apply for electives through GEMx.
- To the extent it is possible; collaborate with host institution on the content of the elective prior to the start of the elective.
- Respond to reasonable requests from host institution for supporting documents and information regarding a student and his/her elective application.
- Provide timely response to requests/inquiries from a student's host institution.
- Ensure that students have personal health and other required insurance coverage during the whole period of their elective in the host country.
- Provide student orientation.
- Instruct students to comply with local regulations, schedules, procedures and norms of the host institution.
- Instruct students to inform host institution of any significant change of schedule.
- Instruct students to ensure they meet, and can provide verification that they meet, the qualifications/application requirements of the elective placements as detailed in GEMx.

GEMx Program Manager Responsibilities and Guidelines

The GEMx Program Manager is the role appointed to an individual within the institution appointed by the head of the institution to manage all activities related to elective exchanges through GEMx. The Program Manager's responsibilities are to:

- Ensure all information about the institution and elective information posted in GEMx is comprehensive, up-to-date and accurate.
- Ensure that learning objectives, timelines, application deadlines, student fees and eligibility criteria are up-to-date and accurate.
- Report to the head of the institution or nominee on any processes, student activity, or inaccurate information.
- If a school of medicine or other health professions, approve/decline student registrations and verify the status of eligible students within the GEMx system so that eligible students may begin applying to elective offerings in the system with appropriate approval from within the institution.
- Provide timely responses to students submitting applications.
- Update each student's arrival status within the GEMx system.
- Assign GEMx Users and manage their activity, if applicable.
- Provide timely response to requests/inquiries from GEMx staff.
- Attend GEMx web-conferences or assign a GEMx User to attend in his/her place.
- Attend a one-on-one conference/Skype with GEMx staff upon registering with the GEMx program.

ECFMG Responsibilities

As the entity responsible for development and maintenance of the GEMx program, ECFMG agrees to:

- Facilitate and promote exchanges between GEMx Partners and their students through GEMx.
- Facilitate partnership building through web-conferences and at international meetings, as possible.
- Facilitate a network of GEMx Program Managers to support their roles in international exchanges.
- Electronically transmit student applications and provide appropriate reports to GEMx Partners.
- Maintain the security of the information transmitted through GEMx via the ECFMG Medical School Web Portal (EMSWP).
- Review and respond to GEMx feedback from GEMx Partners in a timely manner.
- Review and respond to GEMx feedback from students in a timely manner.
- Communicate with and provide updates to the GEMx Advisory Committee on a regular basis.
- Provide GEMx Partners with training on the GEMx system and with information regarding updates to the GEMx system.
- Provide GEMx Program Managers with training and support.
- Maintain functionality of the GEMx and EMSWP systems and communicate any issues, maintenance, or downtime in a timely manner.
- Monitor and, if necessary, edit content published about GEMx by GEMx Partners to ensure such content is clear and consistent with the aims and goals of GEMx.
- ECFMG and GEMx will not use any GEMx Partner's name or logo without the institution's express permission, which shall not be unreasonably withheld.
- Encourage all GEMx Partners to abide by the values and responsibilities outlined in the GEMx Charter.

- Abide by the aims and goals of GEMx as outlined above.

ECFMG will not have responsibility for:

- The accuracy of student applications or supporting documents transmitted through GEMx.
- The academic merit or quality of the programs offered by GEMx Partners.
- The safety of students participating in elective experiences.
- Acceptance decisions, availability of sufficient elective slots and applications for those slots.
- Disputes between partner institutions resulting from exchanges through GEMx.
- The accuracy and completeness of information in the institution profiles.



A Service of ECFMG

Please return this page and a copy of the GEMx Charter to:

**ECFMG/GEMx
3624 Market Street
Philadelphia, PA 19104
United States**

Attention: Mr. Angel Roman, GEMx Coordinator

Please send your inquiries to: info@gemselectives.org

We agree to the terms of the Charter as stated above.

Name of Institution

Signature of Dean or Head of Institution

Date

Signature of GEMx Program Manager

Date

Affix Institution Seal or Stamp