

Before you go on your elective placement abroad Bournemouth University requires you to work through and submit the forms detailed below. These need to be signed by the relevant parties then returned to your placement support officer at ebatson@bournemouth.ac.uk. We are happy for these to be scanned and emailed.

Forms can be found at www.bournemouth.ac.uk/midwifery-overseas-elective-placements.

Please note that your placement abroad will not be agreed by Bournemouth University if these forms are not correctly completed, signed and returned.

1. Elective Placement Planning Form – please complete this and meet with your academic advisor to discuss your personal learning goals regarding this placement and the location you would like to go to. This form needs to be signed by your academic advisor and a copy returned to the email address above.
2. Placement Agreement – complete the dotted sections then send to your placement area to be signed. If you are being supported by Work the World they will sign this for you. When you have obtained this signature please forward the Placement Agreement to Juliet Wood who also needs to sign this. Once you have both signatures return to the email address above.
3. Contacts Form – as soon as you have your flight and accommodation details complete this form and return to the email address above.
4. Pre-departure checklist – complete and return to the email address above. Please note that some of the paperwork mentioned on the form will be sent to you by BU. Provided we have received all the forms detailed above correctly completed we will send you this paperwork around a month before you travel.

Important: *please read the following to ascertain whether or not you need to purchase additional insurance for your trip.*

You are insured by the university for all the time you are on placement and for the journey out and the journey back, even if this is some time before the start or after the end of the placement. If there is a gap between arrival and the start of the placement (or corresponding gap at end) then you are allowed up to **seven days plus as additional two days for each 4 weeks of 'leisure' time** whilst still being covered. If further days are required (e.g. you take some leave whilst abroad for your placement), insurance can be purchased from World Nomads. This is a separate policy but World Nomads have agreed that it can be purchased only for the additional days required, rather than the whole trip.

The link to the World Nomads insurance page is: <https://www.worldnomads.com/uk/travel-insurance>

You also require indemnity insurance which you get through the RCN.

We hope you find the administration process straight forward but if you have any queries please email your placement support officer at ebatson@bournemouth.ac.uk.