

**West Virginia University School of Medicine
Graduate Medical Education
International Rotation Policy**

In order for a resident physician enrolled in any graduate medical education training program sponsored by the West Virginia University School of Medicine to obtain permission to complete an International Health Rotation for academic credit, the following approval process must be followed:

1. Written request for an international rotation must be addressed to the Program Director specifying at a minimum when the rotation will occur, how long the rotation will last, where the rotation will be located, and who the supervising physician will be. If the Program Director approves, go to Step 2. If denied, STOP.
2. The Program Director will review the request with the program's education committee, if approved, go to step 3. If denied, STOP.
3. The Program Director will send the resident request and supporting documentation as described in #1 and #2 to the GME Office
4. The GME Office will schedule a review of the request at the regularly scheduled meeting of the GMEC Taskforce. If approved, go to step 5. If denied, STOP.
5. The GME office will notify the Program Director, the Resident, and the Dean that the rotation has been approved.
6. The Dean will have the final approval authority to approve or deny the rotation request, once the recommendation of the GMEC is received
7. Appeals of an unfavorable decision may be pursued through the GME Bylaws academic grievance process as outlined in Section XI

Once approval has been obtained at the level of the Dean, the resident is responsible for all educational related costs associated with this experience including but not limited to: travel, housing, food, passports, etc.

The resident will need to have their travel coordinated through the Global Engagement Office to review any State Department travel restrictions and required immunizations.

The resident is to complete the form on the WVU Export Control website:
<http://exportcontrol.wvu.edu/> and get confirmation from that office.

International rotations for credit will not be permitted beyond one calendar month during the entire training period required for successful completion of the program curriculum with the following exception: Programs with International tracks will be permitted two months of international rotations. These rotations must be approved by the GME Taskforce and follow this policy.

Approved by the GMEC Taskforce on 3/8/06

Approved by the GMEC on 3/17/06

Revised and approved by GMEC Taskforce on 7/3/14

Approved by the GMEC on 7/11/14