



IFMSA
International Federation of
Medical Students' Associations

STUDENT LOGBOOK

IFMSA Research Exchange Program

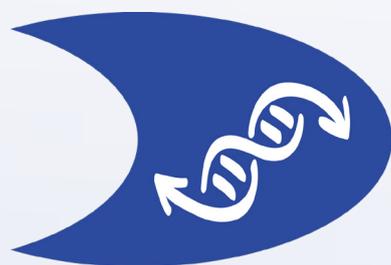


SCORE
Research Exchange

Name of Student	
Home Country & City	
Home University	
Hosting Country & City	
Hosting University	
Name of supervising Tutor	
Exchange Period	From ___ / ___ / _____ to ___ / ___ / _____

TABLE OF CONTENTS

Introduction to IFMSA & SCORE	3
Introduction to the Logbook	3
Research Project Description	4
Learning Objectives	5
Learning Skills - First two weeks	6
Mid-Exchange Evaluation	7
Evaluation Checklist	8
Learning Skills - Last two weeks	10
Final Evaluation	11
Contact Information	12



SCORE

Research Exchange

IFMSA

The International Federation of Medical Students' Associations (IFMSA) is a non-profit, non-governmental organization representing associations of medical students worldwide. IFMSA was founded in 1951 and currently maintains more than 135 National Member Organizations from more than 126 countries across six continents, representing a network of more than 1.3 million medical students.

IFMSA envisions a world in which medical students unite for global health and are equipped with the knowledge, skills and values to take on health leadership roles locally and globally, to shape a sustainable and healthy future.

IFMSA is recognized as a nongovernmental organization within the United Nations' system and the World Health Organization; and works in collaboration with the World Medical Association.

SCORE

The Standing Committee on Research Exchange (SCORE) was founded in 1991 with the objective of giving students an opportunity of improving their skills in research in other learning settings. Presently, SCORE involves more than 80 active NMOs, offering over 1500 research projects to provide over 3000 students worldwide the opportunity to participate in a Research Exchange and learn the basic principles of medical research such as literature studies, data collection, scientific writing, lab work, statistics and ethical aspects related to medicine.

Through our programming and opportunities, we aim to develop both culturally sensitive students and skilled researchers intent on shaping the world of science. This is achieved by providing a network of locally and internationally active students that globally facilitate access to research exchange projects.

INTRODUCTION TO THE LOGBOOK

This Logbook ensures and follows up on the Academic Quality of your Research Exchange for you to have the best educational experience possible under the supervision of your tutor. It will also help evaluate your performance throughout the exchange, based on the project's requirements and your own expectations. Follow these five steps while filling in your Logbook:

1. Meet your supervising tutor on the first day of your exchange to discuss the requirements, fill in the "Research Project Description" section and set the "Learning Objectives" together;
2. Fill in the "Learning Skills" section frequently and get the signature of your tutor, after two weeks and at the end of your exchange, as proof of attendance during the working days;
3. Arrange a meeting with your supervising tutor both after two weeks and at the end of your exchange to fill in the "Evaluation Checklist" section together;
4. Ask your supervisor to fill in the "Mid-Exchange Evaluation" and "Final Evaluation" sections after two weeks of exchange and at the end of your exchange, accordingly;
5. Fill in the "Student's Reflection" in the "Mid-Exchange Evaluation" and "Final Evaluation" section, as well as in the electronic Evaluation Form (EF) available in the IFMSA Exchange Platform at the end of your exchange.

RESEARCH PROJECT DESCRIPTION

This section should be filled during the first meeting with the supervising tutor, preferably on the first day, while referring to the Project Form provided by the LORE. The aim of this section is for you and your tutor to agree on the research project's requirements and your tasks as a student.

Name of Research Project	
Supervising Tutor (Name & Email)	
Other Tutor(s) (Name & Email)	
Overview of the Project	
1. Research Goal (What is the aim? What research question are you trying to answer?)	
2. Target Population (If applicable, which group of individuals are studied in the project?)	
3. Study design and methodology (What type of study is conducted and what methods are applied?)	
4. Phase of the research you joined (if the student joins during a specific stage of the project)	
Your Tasks as Student (please specify the specific day-to-day tasks the student will perform)	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.
Remarks about the Project	

Signature of the Tutor

LEARNING OBJECTIVES

Here you and your tutor can set objectives before the start of your exchange and can be used as a self-reflection and self-evaluation regarding your experience. To do so:

1. Please write below your personal learning objectives for your exchange and ask your tutor to write down the objectives they have for you during this exchange period.
2. Evaluate these objectives yourself throughout your exchange.

Learning Objectives (Student)	I met this objective			
	Strongly Disagree	Disagree	Agree	Strongly Agree

Learning Objectives (Tutor)	I met this objective			
	Strongly Disagree	Disagree	Agree	Strongly Agree

LEARNING SKILLS - FIRST TWO WEEKS

This section should be filled daily by you during the first two weeks of your exchange, in order to note the progress of your involvement in the research project, the knowledge gained and skills learned, as well as the hours attended. For every working day, write down the hours attended and a summary of what you did and learned on that day.

Week 1		
Day	Hours Attended	Summary of the day
1		
2		
3		
4		
5		

Week 2		
Day	Hours Attended	Summary of the day
1		
2		
3		
4		
5		

Signature of the Tutor

MID-EXCHANGE EVALUATION

This section should be filled during a meeting between you and your supervising tutor at the end of the first two weeks of your exchange, in order to assess your progress and involvement in the research project so far and to address any possible improvements.

EVALUATION BY THE TUTOR

How would you evaluate the student over the first two weeks? Do you have any recommendations for the students to improve?

What are your expectations of the student for the next two weeks?

Student's Reflection

(Describe the first two weeks of the exchange. What did you like about the project so far? What didn't you like? What suggestions for improvement do you have and how will you work on them?)

Signature of the Tutor

EVALUATION CHECKLIST

In this checklist, the tutor should mark (cross) which skills were learned and to what extent. We encourage you to do a mid-exchange evaluation with a different color or mark to differentiate between skills learned during the first two weeks and the last two weeks of the exchange.

Name of the Skill	Evaluation				
	N/A	Unknown	Observed	Performed under supervision	Performed independently
General Research Skills					
Reviews relevant literature on the topic of the research project.					
Applies the concept of Critical Appraisal while reviewing other studies.					
Formulates a clear and specific research question through a specific model (e.g. PICO model).					
Chooses an appropriate study design based on the research question and understands the difference between study designs.					
Is involved in the creation or implementation of the research protocol or methodology of the project.					
Performs data collection and documents data in a structured database.					
Understands basic statistics and performs statistical analysis.					
Interprets the data and statistical analysis and draws conclusions.					
Understands Evidence-Based Medicine, its use in clinical practice & applies its principles to research.					
Identifies ethical issues faced in the research topic, data collection and analysis or research outcomes.					
Reports scientific errors through adequate mechanisms.					
Communicates and presents research findings adequately to members of the research team.					
Understands the general structure and difference between an abstract, scientific paper and scientific poster, and applies this knowledge to produce research outcomes.					
Prepares and/or delivers a scientific presentation, report or poster.					
Critically evaluates and gives constructive feedback to scientific work and presentations.					
References and cites scientific literature correctly, and understands the use of reference managers.					
Other:					

Name of the Skill	Evaluation						
	N/A	Unknown	Observed	Performed under supervision	Performed independently		
Basic Laboratory Skills (only for Projects involving lab work)							
Understands and adheres Basic Laboratory Safety Requirements.							
Understands and applies Basic Lab Terminology.							
Assists or performs technical procedures on laboratory animals with proper care and safety.							
Designs and sets up laboratory experiments (e.g. choosing controls, determining right assays).							
Other:							
Check with a cross which laboratory techniques were observed or performed by the student during the research project:							
	Pipetting		Making solutions		Microscopy techniques		Centrifugation
	Cell culture		Flow cytometry		Enzyme-linked Immunosorbent Assay (ELISA)		Polymerase Chain Reaction (PCR)
	Electrophoresis		Blotting techniques		Histological staining		Chromatography
	Cytogenetic analysis		Other: ...		Other: ...		Other: ...
Clinical Research Skills (only for Clinical Projects)							
Understands the epidemiology, etiology, pathophysiology, diagnosis and treatment of the studied disease.							
Applies scientific knowledge and concepts to the design and/or analysis of the clinical trial.							
Applies care for patients, human subject protection and safety while conducting the clinical trial, including use of Informed Consent.							
Shows adequate knowledge and use of Good Clinical Practice (GCP) including Risk & Safety Management.							
Designs and uses a suitable Case Report Form (CRF) and/or questionnaire.							
Shows proper knowledge and handling of Investigational Medical Products (IMP).							
Performs anamnesis and/or physical examination/ testing on data subjects.							
Performs or analyzes tests on the patient: <ul style="list-style-type: none"> ■ Lab tests (e.g. blood test and urine test) ■ Imaging (e.g. X-ray, ultrasound, CT, MRI) ■ ECG ■ Other: ... 							
Other:							

LEARNING SKILLS - LAST TWO WEEKS

This section should be filled daily by you during the last two weeks of your exchange, in order to note the progress of your involvement in the research project, the knowledge gained and skills learned, as well as the hours attended. For every working day, write down the hours attended and a summary of what you did and learned on that day.

Week 3		
Day	Hours Attended	Summary of the day
1		
2		
3		
4		
5		

Week 4		
Day	Hours Attended	Summary of the day
1		
2		
3		
4		
5		

Signature of the Tutor

FINAL EVALUATION

This section should be **filled by your supervising tutor at the end of your research exchange** in order to evaluate your overall performance in the assigned research project. The Evaluation Checklist should also be filled out at the end of the exchange.

Attitude	Score (1-10)	Attitude	Score (1-10)
Curiosity & Motivation to learn		Ability to work in a team	
Punctuality & Attendance		Communication skills	
Respect for ethical principles		Presentation skills	
Respect for cultural differences		Problem Solving skills	
Ability to work autonomously		Project & Time management	

Minimum score: 1 - Maximum score: 10

Has the student attended at least 80% of the required working hours? Yes No

What is your general evaluation of the student?

Do you have recommendations or areas to improve for the student?

Student's Reflection (final reflection by the student)

I, _____ (name of tutor) confirm through this Logbook that the student _____ (name of student) has **successfully completed their research project** and has met the academic requirements of the research exchange.

Signature & Stamp of the Tutor

CONTACT INFORMATION

If you have any questions related to the SCORE Logbook, you may contact your hosting Local Officer on Research Exchange (LORE) at any time. They will be able to help you to fill the Logbook and to ensure that the supervising tutor has filled out the relevant parts.

IFMSA SCORE Director

 E-mail: scored@ifmsa.org

 SCORE-homepage: <https://ifmsa.org/research-exchanges>

IFMSA-homepage: <https://ifmsa.org>

Local Officer on Research Exchange (LORE)

We hope that you have successfully completed your Research Exchange and have had the opportunity to experience medical research in a global context. Through your SCORE exchange, you were one of the 3.000 students this year who were able to learn the basic principles of medical research abroad.



SCORE
Research Exchange