

Student Transfer Policy

Office of Accountability:	Undergraduate Medical Education Office
Office of Administrative Responsibility:	Undergraduate Medical Education Office
Approver:	Undergraduate Medical Studies Committee
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Definitions

Newfoundland and Labrador Resident	<p>Individuals are deemed residents of Newfoundland and Labrador for the purposes of this policy if they:</p> <ul style="list-style-type: none"> • are currently residing, or have a permanent address, in the province and attended school for five years during primary to high school inclusive; or • are currently working full-time in the province for three years continuously, not attending a post-secondary educational institution; or • are currently residing or have a permanent address in the province for three years continuously because of family relocation, e.g. of parent or spouse; or • are currently residing or have a permanent address in the province for at least one year and have obtained Canadian Permanent Resident Status while residing in the province.
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Overview

Undergraduate medical education (UGME) programs in Canada align in meeting the accreditation standards of the Committee on Accreditation of Canadian Medical Schools (CACMS) but may not have equivalent content or pedagogy. The Faculty of Medicine (FoM)



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accepts student transfers from Canadian medical education programs, but only under special circumstances.

The following CACMS Accreditation Standards guide this policy regarding student transfers:

CACMS Element 10.7 states “A medical school must ensure that any student accepted for transfer or admission with advanced standing demonstrates academic achievements, completion of relevant prior course work, and other relevant characteristics comparable to those of the medical students in the class he or she would join”.

CACMS Element 10.8 states “A medical school accepts a transfer medical student into the final year of a medical education program only in rare and extraordinary personal or educational circumstances”.

Purpose

To establish the conditions and decision making processes in place when students wish to transfer into the Doctor of Medicine (M.D.) program at Memorial University.

Scope

Undergraduate medical students from CACMS accredited medical schools who wish to transfer into the M.D. program at Memorial University.

Policy

- 1.0 At the discretion of the Associate Dean, UGME, transfers will only be considered for exceptional personal or family circumstances that would be alleviated by a transfer.
- 2.0 To be eligible for a transfer, the applicant must:
 - 2.1 be currently enrolled, and be in good standing, in an M.D. program at a medical school accredited by CACMS; and,
 - 2.2 meet the admission standards for the M.D. program at Memorial University.
- 3.0 Generally, only transfers into academic year 3 (Clerkship) of the M.D. program will be considered.

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- 3.1 An applicant can only request a transfer into an academic year which is at an educational level consistent with their previous medical education.
- 4.0 Being eligible for a transfer does not infer acceptance in to the M.D. program; admission of a transfer student can only be considered when sufficient resources are available.
- 5.0 The applicant is responsible for ensuring that all transfer package documentation, including official documentation from the home institution, reaches Memorial University by the deadline date.
 - 5.1 Late or incomplete applications will not be considered.
- 6.0 During transfer deliberations, consideration will be given first to Newfoundland and Labrador Residents followed by other permanent residents of Canada.
- 7.0 The FoM cannot be held liable for fees and costs incurred by a student applying for a transfer to the M.D. program.
- 8.0 An applicant who is denied a transfer and seeks reconsideration, must make a written request to the Dean of Medicine.

Procedure

- A.0 The applicant submits a transfer application package by November 1st to the UGME office containing all the following completed elements:
 - A.1. Cover letter written by the applicant outlining the reasons for the transfer, addressed to the Associate Dean, UGME, of Memorial University;
 - A.2. Letter of support from the student's current Dean of Student Affairs or equivalent;
 - A.3. Letter of support from the student's current UGME Dean;
 - A.4. Police Records Check and Vulnerable Sector Check within the past 6 months;
 - A.5. An official transcript or other official precis of academic and professional performance to date in the UGME program at current university;

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- A.6. Official academic transcripts of all university work;
 - A.7. MCAT scores;
 - A.8. Curriculum Vitae;
 - A.9. Letters of recommendation from two current faculty members from the applicant's home medical program (2);
 - A.10. Documentation of immunizations, serology, and mask-fitting required of visiting medical students;
 - A.11. A disclosure of the present school curriculum blueprint and course outlines.
- B.0 The UGME office reviews the application package to ensure that complete documentation has been received.
- C.0 The UGME office conducts an initial screening of the completed application package to decide if further adjudication of the application is warranted.
- C.1. Ineligible applicants at this stage will be notified of the decision, in writing, by the Associate Dean, UGME.
- D.0 If, in the opinion of the Associate Dean, UGME, the application warrants further adjudication, the application is released to the Admissions Office for its review to determine if the applicant fulfills the criteria for admission into the M.D. program.
- E.0 If the admissions criteria are met, the Assistant Dean, Admissions, informs the Associate Dean, UGME, who then consults with the Director of Administrative Services and the Assistant Dean, Student Affairs, and determines whether space and resources are available to permit a transfer student into the requested academic year of the M.D. program.
- F.0 The applicant will be notified in writing by the Associate Dean, UGME, of one of the following outcomes:
- F.1. The applicant does not fulfill the criteria for admission;



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- F.2. Sufficient resources are not available to permit a transfer; or,
- F.3. The applicant is approved for transfer into the M.D program.