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Section 1: General Information

1.1 General Information

The Pathways to Medicine (P2M) Scholarship is an initiative of the Cumming School of Medicine (CSM) at the University of Calgary. The goal of this scholarship is to facilitate the career development of promising high school graduates who come from a low-income background and who have a career goal of becoming a physician. Up to five P2M Scholarships will be awarded each year.

To be considered for a P2M Scholarship, students must be independently accepted into an undergraduate degree program at the University of Calgary. As part of the scholarship, recipients are guaranteed admission to the CSM MD program upon completion of their undergraduate degree, provided that certain conditions have been met as detailed below:

- Renewal of the P2M Scholarship for each year of undergraduate study
- Completion of a minimum of 24 credits in each academic year (i.e., Fall + Winter terms)
- Maintenance of a minimum GPA of > 2.0 during the first year of undergraduate study
- Maintenance of a minimum GPA of >3.2 during the second, third and fourth years of undergraduate studies
- Achievement of an overall GPA of 3.4+ throughout the undergraduate degree, as calculated by the CSM MD Admissions Office
- Continued involvement in community and/or campus activities as would be expected of traditional CSM MD applicants
- Participation in at least 80% of the required P2M enrichment program
- Participation in a specified medical college admission test (MCAT) preparation course
- Completion of the MCAT during the recipients’ undergraduate degree
- Completion of the CSM MD application process, including participation in the multiple mini interview (MMI) during the recipients’ undergraduate degree program
- Achievement of a score > 20th percentile on the CSM MD applicant file review
- Achievement of a score > 20th percentile on the MMI
- No “areas of concern” identified during the recipient’s undergraduate studies as outlined in section 5.2 of this manual
1.2 Scholarship Program Details

The P2M Scholarship Program will consist of the following elements, in addition to the guaranteed admission to CSM MD program as described above:

- Tuition support of $5000 per year, to a maximum of four years (contingent upon successful progress within the program)
- Identification of a CSM faculty mentor
- Identification of a CSM student to act as a peer mentor
- Formal clinical shadowing experiences within the CSM; typically, after undergraduate year two
- Access to a specified MCAT preparatory course and MCAT exam; typically, during the summer after undergraduate year two
- A paid summer student research experience within the CSM; typically, after undergraduate year three
- Assistance from program staff in securing external tuition support
- Participation in an enrichment program for pipeline students throughout the duration of the undergraduate degree

1.3 Scholarship Eligibility

The P2M Scholarship is open to any individual graduating from a high school in Alberta who has not yet begun a post-secondary degree program. To hold a P2M Scholarship, recipients must be accepted to, and subsequently enroll in, an undergraduate degree program at the University of Calgary.

Although the P2M Scholarship is exclusively reserved for low-income students, there is a particular interest in low-income students of rural and/or indigenous backgrounds.

Applicants whose parents hold graduate or professional degrees (i.e., MBA, PhD, MD, LLB, etc.) will be considered on a case by case basis, but are unlikely to be awarded a scholarship. The scholarship is intended to primarily support individuals who come from socially disadvantaged backgrounds in addition to financial disadvantages.

1.4 Eligibility based on Citizenship

P2M Scholarship applicants must be a Canadian citizen or landed immigrant (permanent resident) as of July 1, 2021.
1.5 Applying for the P2M Scholarship

Application for the CSM P2M Scholarship is made through the Undergraduate Scholarships and Awards application once the student has applied to the University of Calgary. When applying for student awards, applicants must indicate the desire to be considered for a Pathway to Medicine Scholarship. The deadline for application is March 1, 2021. A screenshot has been provided below as to where to find the checkbox on the application.

The registrar’s office will forward a list of applicants who have indicated interest in the P2M Scholarship to the P2M Scholarship office. Applicants will then be vetted and those deemed eligible will be contacted and asked to submit a Preliminary Application.

1.6 Application Timelines

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply to an UG program at the University of Calgary</td>
<td>March 1, 2021</td>
</tr>
<tr>
<td>Apply for the Pathways to Medicine Scholarship on My U of C Portal/Student Center/High School Awards *screenshot above</td>
<td>March 1, 2021</td>
</tr>
<tr>
<td>Applicants selected to submit a Preliminary Application will be notified</td>
<td>March 13, 2021</td>
</tr>
<tr>
<td>Due date of Preliminary Application, one-page essay &amp; nomination letter</td>
<td>March 29, 2021</td>
</tr>
<tr>
<td>P2M Scholarship Committee will review preliminary applications and determine a short list of applicants</td>
<td>Early April 2021</td>
</tr>
<tr>
<td>Shortlisted P2M applicants will be notified and requested to submit a Secondary Application</td>
<td>Mid-April, 2021</td>
</tr>
<tr>
<td>Due date of Secondary Application &amp; references</td>
<td>May 11, 2021</td>
</tr>
<tr>
<td>Multiple Mini-Interview for P2M Scholarship (Location: TBD)</td>
<td>End of May/June, 2021</td>
</tr>
<tr>
<td>P2M Scholarship recipients notified</td>
<td>Late June 2021</td>
</tr>
<tr>
<td>Submission of final high school transcripts</td>
<td>Mid-July 2021</td>
</tr>
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</table>
Section 2: Submitting a Preliminary Application

Applicants deemed eligible to submit a Preliminary Application will be notified by March 13, 2021.
The deadline for receipt of the Preliminary Application is March 29, 2021 by 4:00pm.

2.1 Completing a Preliminary Application

Applicants selected to submit a Preliminary Application will be asked to provide the following information:

- Basic demographics
- Basis for qualifying as low income / low SES
- Parental occupation and education information
- Full high school transcripts, including first semester marks for grade 12
- Basis for Indigenous or rural self-identification, if applicable
- A brief essay describing their community connection, the reason they think they are an ideal candidate for the scholarship, or other topics at the discretion of the P2M Selection Committee
- Nomination Letter as per section 7

2.2 Submitting Preliminary Application Materials

Due to COVID – 19, all materials should be submitted in PDF format to the P2M team via email: pathways@ucalgary.ca. Please indicate “FULL NAME + Preliminary Application” in the subject heading.

2.3 Evaluation of Preliminary Application Materials

Preliminary Application materials will be reviewed by members of the P2M Selection Committee who will develop a shortlist of applicants from whom they will request completion of a Secondary Application. The Secondary Application follows the materials required of regular applicants to the CSM MD program. Applicants not invited to submit a secondary application will be notified of the committee’s decision as soon as possible.
Section 3: Defining “Low-Income”

3.1 How does the P2M Scholarship Program define “Low Income”?

The P2M Scholarship Program relies on the determination of financial need conducted by the Admissions Office at the University of Calgary as an initial assessment of low-income status. Students who are not identified as having significant financial need by the Admissions Office will generally not be invited to submit a Preliminary Application. At the Preliminary Application stage, we require applicants to report the average familial income for the past two years as reflected in parental tax returns. The P2M Selection Committee will then use that information, taking into consideration both the size of the community in which an applicant lives, and the size of their family.

3.2 Is There a Rigid Cutoff?

There is no rigid cutoff regarding familial income, and we recognize that socio-economic disadvantage encompasses more than simply financial resources. The greater an applicant’s familial income, the less likely they are to be considered for a P2M Scholarship.
Section 4: Submitting a Secondary Application

A Secondary Application Package will be sent to shortlisted applicants by Mid-April 2021. The deadline for receipt of Secondary Application and Reference Letters will be Early May 2021.

4.1 Completing a Secondary Application

Applicants selected to submit a Secondary Application will be asked to provide the following information:
- Three letters of reference
- A list of all your previous employment experiences
- A list of all your previous awards
- A description of the “Top 10” activities or events in your life
- These items are described in more detail below, and the letters of reference forms will be provided to you when you are notified that you have been shortlisted for a scholarship

4.2 Letters of Reference

Applicants are required to submit references from three referees in support of their applications.

Although many of the questions asked of referees are common to all three forms, each of the three forms is unique, and attempts specifically to obtain information helpful to the assessment of a set particular attributes of the applicant (see section 5.1 below). Therefore, applicants should choose referees carefully, keeping in mind the ability of the referee to comment specifically on the attributes in question.

The three different forms focus on the following attributes, and are identified as such on the form:

- **Organizational, Management and Leadership Skills**
- **Commitment to Communities and Advocacy**
- **Interpersonal Behaviours and Collaboration**

Applicants are advised to carefully choose referees who have substantial knowledge of the applicant and who can give an unbiased assessment. Family members, family friends and peers are not appropriate referees, regardless of their position or knowledge of the applicant. Applicants should also be aware that some volunteer organizations with large numbers of pre-medical volunteers have in the past submitted standardized form letters. Given the specific nature of our letter of reference forms, applicants should confirm with their referees, the referee’s willingness to write a personal letter of reference.
4.3 Employment History

Applicants are required to provide a complete list of all their paid employment experiences to date. The opinion of the P2M Selection Committee is that all experiences are potentially valuable, and therefore applicants should resist the temptation to consider early or short-term jobs as trivial. For each position held, applicants are asked to provide a descriptive title (e.g. Short Order Cook, Tree-Planter, Lifeguard, Farm Hand), duration and approximate number of hours per week, but are not expected to provide a detailed description, similar to a resume. If the job in question was significantly important in your life, you will have the opportunity to describe it in further detail in your “Top 10” (see section 4.5). For each job, the applicant must provide the name and contact information of a verifier who can attest to the duration and extent of the employment. This is usually either the employer or direct supervisor. A co-worker is not considered an appropriate verifier.

4.4 Awards

Applicants are required to enter a list of all their awards that they consider significant. They should be listed by name, and the applicant should be prepared to provide proof of the award upon request.

4.5 Top 10 Experiences

Applicants are given the opportunity to identify 10 activities or experiences that they feel are sufficiently important as to define them as individuals. These may be employment or volunteer experiences, life experiences, awards, educational or research experiences. For each experience or activity, the applicant must identify a title (e.g., “Summer Camp”, “Employee at McDonald’s”, “Competitive Hockey”, etc.) as well as a more detailed description of the activity and a statement regarding the impact that the experience has had upon them. For each of the Top 10 experiences, applicants must identify a verifier who is able to attest to the nature of the experience as well as the duration. If no such person is available, applicants should indicate that fact and the program coordinator will contact the applicant directly if more detail is required.

It is from these Top 10 Experiences that file reviewers develop a sense for who the applicant is as a person and what they will bring to the practice of medicine. These figure prominently in the assignment of attribute scores by the P2M Selection Committee (see Section 5 below). This is also the area of the application that is most under the control of the applicants themselves. Applicants are encouraged to reflect carefully about what they choose to highlight in this section and what it says about them.

Please note that a Top 10 Experience may be something that has already been entered under Awards or Employment. If so, it will appear in the application twice, and this is expected. Conversely, if a job, award, or publication is entered in the Top 10 Experiences section, they must still also be entered in their appropriate “other” part of the application.

In choosing your Top 10, applicants are encouraged to highlight the adversities they have overcome or continue to struggle with in their personal and academic journeys to date. Similarly, the P2M Selection Committee is very keen to hear about applicant’s involvement in and connection with their community, whether that community be physical, cultural, religious, or defined in another way.

The Top 10 Experiences should not exceed three typed pages, using standard fonts and margins (12pt, Times New Roman, 0.75” margins).
Section 5: Secondary Application Scoring

5.1 Scoring System

At the Secondary Application stage, each file is independently evaluated by as many as 15 individuals that make up the P2M Selection Committee, including Cumming School of Medicine faculty members, MD students and community members. The entire file is reviewed in a holistic manner, with scores assigned for evidence of attributes that the MD program has previously identified as consistent with the terminal objectives of the program. As such, there are no discrete scores assigned for extra-curricular activities or letters of reference, although these items inform the scoring in multiple areas.

Scores are assigned in the following areas:

- 30% - Academic ability (consisting of High School grades and subjective assessment of academics)
- 10% - Global Assessment of Academic Ability
- 30% - Degree of “fit” with the goals of the P2M Scholarship Program
- 30% - Evidence of Communication Skills; Evidence of Excellent Interpersonal skills and Collaboration, Evidence of Maturity, Insight, and Resilience; Evidence of Commitment to Communities and Advocacy on behalf of others; Evidence of Organizational/Management skills and Leadership.

Each of these subjective assessments is done by the assessors looking at the totality of the application file, including extra-curricular activities, employment, letters of reference, academic history and any other information contained in the file.

This process very closely aligns with the process used in assessing individuals applying to the MD program through the traditional route during or after their undergraduate degrees.

5.1.1 Academic Ability (30%)

Grades are assessed using the applicant’s grade 11 average, and/or grade 12 grades, where available.

5.1.2 Global Assessment of Academic Ability (10%)

Each applicant is assigned a score based on the global assessment of the strength of their entire academic record. This includes but is not limited to the types of courses taken, trends in grades over time, extenuating circumstances, and consistency. The overarching question that the reviewer is asked to answer is, “To what extent does this applicant demonstrate evidence of the academic skill necessary to master undergraduate studies at the University of Calgary?”
5.1.3 Degree of Fit (30%)

Applicants will be assessed based on the extent to which their personal background and individual characteristics fit with the goals of the P2M Scholarship - specifically the desire to increase the numbers of MD students coming from low income and other under-represented backgrounds. This will include a subjective assessment regarding the ability of the scholarship program to benefit the student.

5.1.4 Evidence of Specified Non-Cognitive Attributes (30%)

The question posed to assessors is, “To what degree does this applicant demonstrate evidence of [attribute X]?” In order to answer that question, assessors draw information from the application itself as well as from the letters of reference. Assessors will consider the life history, activities, and experiences of an applicant as they demonstrate either openness towards or proficiency in the skills and attributes in question. It is important for applicants to note that one of the reasons for adopting an attributes-based assessment tool was the recognition that the same attributes can be manifested in many different ways, some of which appear superficially more impressive, but may not actually provide evidence of greater likelihood of success within medical school. Applicants are encouraged to think carefully and critically about their own experiences and to highlight those things that demonstrate those abilities essential to the practice of medicine, rather than to simply compile a list of their greatest accomplishments.

5.2 Application Irregularities / Areas of Concern

Applicants should be aware that although scholarship offers are generally made based solely on the composite scores achieved in each of the different areas of the assessment (application review, interview, grades, etc.), there is one exception to this rule. At any time in the application process, an applicant may be flagged by an application reviewer or member of the P2M admissions office as possibly demonstrating evidence of characteristics inconsistent with the practice of medicine at the University of Calgary. In some cases, the P2M admissions office may contact third parties to explore the area of concern that has been brought forward. Once sufficient information has been gathered, the application will be reviewed by the P2M Lead and/or Advisory Committee, where the concern will be reviewed and considered. Notwithstanding any scores achieved by that application, the P2M Advisory Committee reserves the right to terminate any application pursuant to this “area of concern” process. Common reasons for review at the sub-committee level include academic misconduct, misrepresentation on the application, prior criminal behaviour and unprofessional behaviour exhibited at the time of the interview or elsewhere. Of note, any attempts on the part of an applicant to misrepresent familial income, parental occupation and/or education history will result in loss of the scholarship. Further, such incidents may be reported to the admissions committee of the MD program and may adversely affect subsequent MD application outcomes.
Section 6: Other Considerations

6.1 Disabled Applicants

The Faculty of Medicine at the University of Calgary is committed to supporting applicants and students with disabilities through the use of appropriate accommodations. Students with disabilities are encouraged to contact the Student Accessibility Services with any questions regarding accommodation for their disabilities while enrolled in the medical program.

All applicants offered interviews will be asked to attest to their ability to meet the technical standards of the CSM MD program at that time. If an applicant will require accommodation in order to meet those technical standards, he or she will be asked to indicate that in the final year of their undergraduate program. Any applicant who indicates a need for accommodation will be referred to the Accommodations Committee who will review the applicant’s specific needs and abilities and will determine whether appropriate accommodation can be offered. This information will not form part of the application file and no individuals involved in the application process will be made aware of the applicant’s request for accommodation. A more detailed description of this process is available in the Cumming School of Medicine’s policy on Accommodation for Applicants with Disabilities. This is available from the Office of Admissions upon request.

Applicants with a learning disability that is expected to impact their educational course of study are encouraged to identify themselves to the P2M Lead as soon as they feel comfortable doing so, such that appropriate arrangements may be made to accommodate their disability while in the MD program.

The declaration of a need for accommodation on the part of applicants is voluntary but as a significant period of time is generally required to process accommodation requests, early declaration is strongly advised. In the event that an applicant does not indicate the need for accommodation until such time as an offer of admission is made, the Cumming School of Medicine reserves the right to defer matriculation for one year pending review of the request by the Accommodations Committee.

Students with disabilities are encouraged to pursue their studies as long as their continued involvement does not pose a health or safety hazard to themselves or others, and as long as they are able to meet core requirements for a medical degree.
Section 7: Interviews

7.1 Interviews

Due to growing concerns with COVID-19, interviews will be finalized closer to the date, whether they will be in person or online. The P2M program coordinator will communicate the chosen outlet for the Interviews.

The interviews will take the form of several brief semi-structured interviews done in rapid succession. This is consistent with the Multiple Mini Interview (MMI) format used for regular applicants to the CSM MD program. Each interview will last maximum ten minutes and will be focused on a particular theme or topic. Each interview will be scored by the interviewer, and the final score will reflect the average of these mini interviews.

Applicants will be interviewed by a variety of people, including clinical and basic science faculty, students, and community members of the P2M admissions committee.

The P2M Scholarship Program will cover the cost of economy travel and one night’s accommodation in Calgary for all out-of-town applicants invited to interview, if in-person interviews will be held.

7.2 Final Ranking

The final application score will be calculated as follows:

Pre-Interview Score 70%

Interview Score 30%

The aggregate scores are ranked in order and the scholarship offers made accordingly.
Check List for Secondary Applications

☐ Identified three referees, one for each type of reference
☐ References sent directly to the Pathways Coordinator.
☐ Completed list of all employment activities
☐ Completed list of all awards
☐ Completed list of Top Ten Activities / experiences, keeping to three pages typed
☐ Received and sent RSVP to pathways@ucalgary.ca for interview date and time

Section 8: Contact Information

8.1 Contacting the Program

You may contact the Pathways to Medicine Scholarship Program preferably by email at pathways@ucalgary.ca with questions about the program or for clarification regarding how to complete the application.

Mailing Address:
Pathways to Medicine Scholarship Program
Cumming School of Medicine
University of Calgary
HSC G802 - 3330 Hospital Drive NW
Calgary AB T2N 4N1