

Departmental Policy

MEDICAL SCHOOL TRANSFERS

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Approval Authority Associate Dean, UME	
Implementation Authority Manager, Undergraduate Medical Education	
Effective Date December 10, 2014	
Latest Revision June 13, 2016	

- Purpose** 1 Create a UME policy informing the medical students of transfers to University of Calgary, Cumming School of Medicine, MD Program.
- Scope** 2 This policy applies to all medical students interested in transferring to the University of Calgary, Cumming School of Medicine, MD Program.
- Definitions** 3 In this policy:
- a. UME means the Undergraduate Medical Education program with the University of Calgary, Cumming School of Medicine
 - b. MD – Medical 3-year Program
 - c. Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures
 - d. Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.
 - e. Student Academic Review Committee (SARC)
 - f. Terms of Reference (TOR)
 - g. Pre-Clerkship – Year 1 and 2 of the MD Program
 - h. Clerkship – Year 3 of the MD Program
 - i. LCME/CACME means: Liaison Committee on Medical Education/Committee on Accreditation on Canadian Medical Schools
- Policy Statement** 4 Medical Student Transfers to the University of Calgary, Cumming School of Medicine, MD Program

Special Situations	5	
Responsibilities	6	UME will ensure adherence to this policy
Appendices	7	

Procedures	8	According to the SARC – TOR:
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Transfer Students

The Committee is able to consider requests for clerkship education at the University of Calgary in mandatory clerkship courses or their equivalents, for the entire clerkship year provided that:

1. There is support from the Associate Dean UME at the University of Calgary and the counterpart at the Canadian university from which the visiting student will graduate. This must include justification for the request from the sponsoring university, and confirmation of good academic and professional standing in the other university.
2. There are sufficient resources at the University of Calgary, such that the transfer student will not displace University of Calgary students.

These requests can be considered in the same manner that the Committee will consider requests from University of Calgary students for extensions to clerkships and special leaves of absence. Due to accreditation standard 1.6, only under very exceptional circumstances, the committee will consider requests for one of our students to undertake part of a mandatory clerkship courses at another university.

Students accepted for transfer will become a University of Calgary student, and will, upon completion of all the requirements for an MD degree, be conferred a University of Calgary medical degree.

Instructions/Forms	9	Transfers at times other than in the final year (clerkship) will not be considered at the University of Calgary MD Program.
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Standards	10	SARC – Terms of Reference
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SARC TOR: Approved by Faculty Council April 7, 2006
Revised: May 14, 2018.

History	15	<i>Approved:</i> UME Management December 10, 2014
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