

MEDICAL SCHOOL TRANSFERS

Departmental Policy

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| Classification Operations | Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Special Situations 5 Responsibilities 6 Appendices 7 Procedures 8 Instructions/Forms 9 Standards 10 History 11 |
| Approval Authority Associate Dean, UME | |
| Implementation Authority Manager, Undergraduate Medical Education | |
| Effective Date December 10, 2014 | |
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- 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 means years one and two of the MD Program.
 - h. Clerkship means the third and final academic year of medical school
 - i. LCME/CACME means: Liaison Committee on Medical Education/Committee on Accreditation on Canadian Medical Schools
 - j. Confidential means that access to the records is limited to those with a demonstrated need to know. Information that is classified as Confidential must be stored within a controlled access system. It may be transmitted on internal networks with or without encryption. Information must be encrypted if transmitted on a public network

- k. Student Inactive Files refers to records about a former medical student
- l. Student File refers to records about a current or former medical student held by UME
- m. UME administration refers to: Associate Dean, Assistant Deans, Manager, Curriculum & Administration, Administrative Assistants and Coordinator and Program Supervisors
- n. Student Evaluation Committee (SEC)
- o. "Learning Management System" means a web-based system for curriculum management in UME. Currently, the learning management system in use is called OSLER
- p. "IST" means Independent Study Time
- q. "ITER" means In Training Evaluation Report, these are forms that are completed by preceptors after interacting with a student, either in a classroom (i.e small group) or clinical setting. They can assess a variety of domains of performance, and usually also include a global rating of the Students' performance
- r. "Block" means the pre-defined six month course intervals within the pre-clerkship

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| 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 | Decisions regarding students wishing to transfer into the CSM MD Program are made by the Student Academic Review Committee (SARC). SARC 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 they are currently enrolled in a CACMS accredited medical school: <ul style="list-style-type: none"> i. There is support from the Associate Dean UME at the University of Calgary and the counterpart at the home school. This must include justification for the request from the sponsoring university, and confirmation of good academic and professional standing in the other university. ii. There are sufficient resources at the University of Calgary, such that the transfer student will not displace University of Calgary students. iii. 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. |
| Standards | 10 | |
| History | 11 | Approved: UME Management July 18, 2023 |