



Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Transfer into the Undergraduate Medical Education Program
Application/ Scope:	Candidates for Transfer to Undergraduate Medical Education
Approved (Date):	November 7, 2018
Review Date:	November, 2023
Revised (Date):	
Approved By:	Admissions Committee, Max Rady College of Medicine: May 23, 2018 Reviewed by Dean’s Council Max Rady College of Medicine: June 5, 2018 College Executive Council, Max Rady College of Medicine: August 21, 2018 Senate: November 7, 2018

1. **PURPOSE**

The criteria for which the Max Rady College of Medicine accepts undergraduate medical student transfers under exceptional circumstances.

2. **DEFINITIONS**

- 2.1 **Transfer:** the transfer of an undergraduate medical student into the undergraduate medical education (UGME) program at the Max Rady College of Medicine.
- 2.2 **Manitoba Resident:** for purposes of undergraduate admission to the University of Manitoba, a Manitoba Resident shall be defined as a Canadian Citizen or Permanent Resident of Canada who, at the application deadline, meets any of the following four descriptions:
1. Has graduated from a Manitoba high school.
 2. Has a recognized degree from a university in Manitoba
 3. Has completed either one year or two consecutive years of full time academic studies in a recognized program at a university in Manitoba, while physically residing in Manitoba. The duration shall be determined by the program of study and identified in the respective Applicant Information Bulletin or Supplemental Regulations.
 4. Has resided continuously in Manitoba for any two year period following high school graduation. The two year residence period shall not be considered broken where the program’s admission committee is satisfied that the applicant was temporarily out of the province on vacation, in short-term volunteer work or employment, or as a full-time student.

3. POLICY STATEMENTS

- 3.1 Requests for transfer will only be considered from students currently enrolled in a medical school accredited by CACMS or LCME.
- 3.2 Transfers will only be considered on the basis of compassionate grounds, if there are extraordinary personal or family circumstances that would be alleviated by Transfer. Where it is impossible to predict all situations for which a Transfer on compassionate grounds might be considered, some such situations may include: illness within an immediate family member or personal illness of significant magnitude requiring a move to be close to such an immediate family member or to obtain treatment in Manitoba.
- 3.3 Requests for Transfer based solely on financial hardship will not be considered.
- 3.4 Transfers will only be considered for individuals who are Canadian citizens or Permanent Residents of Canada at the time of application for transfer. In deliberation about Transfers, consideration will be given to Manitoba residents.
- 3.5 Given the variations in curriculum for undergraduate medical education in Canada and the USA, there will only be consideration for a transfer request from students attending a medical school with Clerkship commencing in Year 3. This will allow a transfer into Year 3 only. Transfers are not permitted into Year 1, 2 or 4.
- 3.6 Transfers can be considered only when there is an open position, by attrition, in the class to which the student will transfer.
- 3.7 Students requesting a Transfer must meet academic criteria and technical standards requirements comparable to regular applicants for admission into the Undergraduate Medical Education Program.
- 3.8 Letters of request to Transfer must be received by the Director, Admissions, Max Rady College of Medicine by April 1 of the academic year of anticipated enrollment. Should the applicant appear to meet the eligibility criteria for transfer the Director, Admissions shall request full documentation for adjudication. Such documentation must be received by May 1 of the academic year of anticipated enrollment, and shall consist of:
 - i. Cover Letter outlining reasons for transfer;
 - ii. Release for discussion with decanal leadership at the applicant's present school;
 - iii. Medical School Performance Record or equivalent document identifying performance to date in the undergraduate medical education program, notation of any leaves of absence, schedule modifications, and accommodations of curriculum; eligibility (or expected eligibility) of the individual for promotion to the next academic year must be explicitly identified. The document should also include specific comment on any infractions of the school's code of ethical and professional conduct.
 - iv. Transcripts sent and received from the issuing university for all pre-medical undergraduate courses of study, and from the applicant's present school.
 - v. Curriculum Vitae
 - vi. Two letters of recommendation from present school faculty members.
 - vii. A disclosure of the present school curriculum blueprint and course outlines.
- 3.9 The Transfer committee, a subcommittee of the UGME Admissions Committee, chaired by the Director of Admissions, Max Rady College of Medicine, and membership of two faculty members and one medical student who are members of the UGME Admissions Committee, and the Associate Dean, UGME will meet to review any Transfer applications, and shall conduct interviews of eligible applicants. Following the interview(s) applicant(s) will be notified whether they are eligible for Transfer into an open position. Eligibility for Transfer does not infer acceptance into the Max Rady College of Medicine; admission will be contingent on there being an open position for Transfer.

3.10 Applicants eligible for Transfer must be aware that the Max Rady College of Medicine may not know whether there will be open positions until continuing-student registration is complete. The Max Rady College of Medicine will notify eligible applicants of open positions as quickly as possible. If no position becomes open for an eligible Transfer applicant, admission cannot be deferred to subsequent year. The Max Rady College of Medicine cannot be held liable for fees and costs incurred by an eligible Transfer applicant if no position becomes available.

4. **PROCEDURE STATEMENTS**

N/A

5. **POLICY CONTACT**

Please contact the Director, Admissions, Max Rady College of Medicine with questions respecting this policy.