

Medical Student Transfer Policy

Office of Accountability:	Associate Dean, MD Program, Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	MD Program
Approver:	MD Curriculum & Program Committee
Scope:	Compliance with this policy extends to all members of the clinical team community.

Overview

This *Medical Student Transfer Policy* sets out when the University of Alberta MD Program (“MD Program”) may consider the transfer of students from other Canadian medical schools. In particular, this policy describes

- i. the criteria that an applicant must meet to be eligible for consideration as a transfer student to the MD Program
- ii. other restrictions and factors, apart from an applicant’s eligibility, that impact the ability of the MD Program to accept a transfer student
- iii. the procedure to be followed by applicants seeking a transfer to the MD program
- iv. the review and assessment of a transfer application, and
- v. the decision on a transfer application.

This policy is in accordance with CACMS elements 5.10 and 10.7, which state:

5.10 Resources Used by Transfer/Visiting Students: The resources used by a medical school to accommodate any visiting and transfer medical students in its medical education program do not significantly diminish the resources available to already enrolled medical students.

10.7 Transfer Students: A medical school ensures that any student accepted for transfer or admission with advanced standing demonstrates academic achievements, completion of relevant prior required learning experiences, and other relevant characteristics comparable to those of the medical students in the

class that he or she would join. 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.

Eligibility

In order to be eligible for consideration for a transfer to the MD Program, the applicant must:

- Be a medical student currently attending a Canadian (CACMS-accredited) medical school.
- Be in good academic standing (defined as good academic standing in their MD Program, good standing with their relevant College, and absence of disciplinary history) at the time of the transfer request AND at the time that the request for transfer is granted.
- Meet the Admission criteria and technical standards for the University of Alberta MD Program, comparable to regular applicants who are admitted to the MD Program. Note that if the applicant previously applied to the University of Alberta MD Program through our regular Admission processes, the applicant must have been offered a position during that Admission cycle in order for consideration of a transfer to be feasible.

The applicant should:

- Have completed the pre-clerkship stage of medical school prior to transfer and be eligible to commence clerkship in the event the transfer application is granted.

To clarify, meeting the above eligibility criteria does not mean a transfer request will be granted. Rather, meeting the eligibility criteria allows the applicant to be considered further for a possible transfer to the MD Program.

Other restrictions and factors

In addition to an applicant's eligibility, there are other restrictions and factors that impact the MD Program's decision to accept a transfer student. Some of these restrictions and factors include, but are not limited to, the following:

- the University of Alberta MD Program does not accept students in transfer from medical schools outside of Canada
- given the variability between curricula of MD programs in Canada, transfers are generally mostly feasible upon successful completion of the pre-clerkship stage of medical school, typically at the end of the second year of a four-year MD Program, resulting in a transfer into Year 3 of the MD Program

- as a result, the MD Program does not consider transfers into Year 4 of its program
- all requests for transfer are subject to the availability of resources in the MD Program
- the program does not accept students in transfer from other Canadian medical schools in the absence of rare and extraordinary personal or educational circumstances.

Procedure to apply for a transfer to the MD Program

To request a transfer, applicants submit an application package to MDAdmission@ualberta.ca by January 15 of the calendar year in which transfer is sought. The application package must include:

1. A cover letter written by the applicant, addressed to the Associate Dean, University of Alberta MD Program. This letter must outline the reasons for requesting the transfer, and must note the applicant's stage of training and confirm the applicant's good academic standing, good standing with their relevant College, and absence of disciplinary history.
2. An official transcript of academic and professional performance to date in the applicant's MD Program.
3. Official transcripts of all university academic work.
4. MCAT scores.
5. A listing and brief description of the courses completed to date in the applicant's home MD Program.

Review and Assessment

Requests for transfer will be decided by the Associate Dean, MD Program, in consultation with the Admissions Office. After an initial review, only those applications which suggest rare or extraordinary personal or educational circumstances will be reviewed further.

The Associate Dean, MD Program and/or the MD Admissions Office may request additional information as part of its assessment of the transfer application including, but not limited to:

- two letters of reference,
- a letter of support for the transfer from the Associate Dean of the applicant's medical school,



- any required consents for the disclosure of the applicant’s personal information to confirm the applicant’s good academic standing, standing with their governing body (college), the applicant’s disciplinary history, if any, and to permit discussion of the transfer between the two Associate Deans,
- a police record check, and
- an interview.

Decision

The decision to grant or refuse a transfer is at the discretion of the Associate Dean, MD Program. If granted, the Associate Dean will determine the stage of training in the MD program that the applicant may transfer into. The decision of the Associate Dean will be communicated to the applicant in writing and is final.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

Committee on Accreditation of Canadian Medical Schools (CACMS)	The Committee on Accreditation of Canadian Medical Schools (CACMS) ensures that Canadian medical faculties’ MD programs meet the quality expected when producing tomorrow’s doctors. Medical schools demonstrating compliance are afforded accreditation, a necessary condition for a program’s graduates to be licensed as physicians.
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APPROVAL HISTORY

APPROVER	STATUS	DATE
MD Program Committee	Approved	19 May 2022