

Medical Student Site 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 MD Program policy extends to all members of the MD Program community at the University of Alberta irrespective of the geographically distributed site at which they are located.

Overview

This *Medical Student Site Transfer Policy* sets out when the University of Alberta MD Program (“MD Program”) will consider a student’s request to transfer from their **home site** to another site within the MD Program (“**new home site**”). For example, an MD student’s request to be transferred from their home site of Edmonton to the Northern Alberta Medical Program (Grande Prairie), their new home site.

In particular, this policy describes:

- i. The eligibility criteria that a student must meet in order for their request for a transfer from their home site to a new home site within the MD Program to be considered,
- ii. Other restrictions and factors, apart from the eligibility criteria, that may impact the ability of the MD Program to approve this transfer,
- iii. The procedure to be followed by students seeking a transfer to a new home site within the MD Program
- iv. The review and assessment of a transfer request, and
- v. The decision on a transfer request.

Please note that at the time of commencing the program, each incoming student is offered admission to a specific site in the MD Program. Offers of admission are site-specific and are binding. The site to which a student is offered admission is understood to be the site of training for the entirety of the student’s training in the

program (save for clinical placements, away electives or similar time-limited training experiences). This policy refers to the site at which a student is offered admission to the MD Program as the “**home site.**” Students should expect to complete their training at their home site. Accordingly, students should NOT expect to transfer between sites during their training in the MD Program.

This policy is in accordance with CACMS element 10.11, which states:

Student Assignment: A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., alternative curricular track) and uses a centralized process to fulfill this responsibility. The medical school considers the preferences of students and uses a fair process in determining the initial placement. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.

Eligibility

In order to be eligible for consideration for a transfer from their home site to a new home site within the MD Program, the requesting student must:

- Be a medical student currently attending the University of Alberta MD Program.
- Have completed Year 1 of the MD Program. Please note that completion of one year in the program alone is not sufficient for transfer eligibility, and that transfers from the student’s home site to a new home site prior to commencing the MD Program will not be considered.
- Be in good academic standing (defined as Satisfactory Academic Standing and the absence of Academic Probation in the MD Program as per the University of Alberta Calendar); be in good standing with the College of Physicians and Surgeons of Alberta; and have an absence of disciplinary history or history of major or recurrent professionalism concerns within the MD Program at the time of the transfer request AND at the time that the request for transfer is granted.
- Be at a point in their training where a transfer from the student’s home site would be feasible without disrupting and/or extending the student’s training, and where resources are available within the MD Program (see ‘Other Restrictions and Factors,’ below).

Meeting the above eligibility criteria does not mean a transfer request will be granted. Transfer requests will be granted only under unforeseen exceptional personal circumstances. Meeting the eligibility criteria allows the student’s request to be

considered further for a possible transfer of home site within the MD Program. All transfers are at the discretion of the Associate Dean, MD Program.

Other restrictions and factors

In addition to a student's eligibility, there are other restrictions and factors that affect the MD Program's ability to consider and grant a transfer of home site within the program. Some of these restrictions and factors include, but are not limited to, the following:

- All requests for transfer are subject to the availability of resources at the requested new home site in the MD Program (e.g. availability of clinical rotations, availability of academic mentors).
- The program does not consider or grant transfer between sites in the MD Program in the absence of rare and extraordinary unforeseen personal circumstances.

Procedure to apply for a transfer of home site within the MD Program

To request a transfer, students must submit a formal request to the academic lead for their MD Program home site (e.g. Associate Dean for the MD Program, Assistant Dean for the Northern Alberta Medical Program). The application package must include:

1. A cover letter written by the student, addressed to the academic lead for the MD Program at their home site. This letter must outline their reasons for requesting the transfer, and supporting information. The letter must also include the student's stage of training and confirm the applicant's good academic standing within the MD Program as per the University of Alberta Calendar, good standing with the College of Physicians and Surgeons of Alberta, and absence of disciplinary history and/or history of professionalism concerns in the Program.
2. A listing and brief description of the courses completed to date at the applicant's home site and a description of any academic activities in progress.

Review and Assessment

Requests for transfer will be reviewed by the academic lead for the student's home site. After an initial review, only those applications which establish rare or extraordinary unforeseen personal circumstances will be reviewed further.

If the academic lead for the student's home site believes the transfer request has merit and meets the eligibility criteria as set out in this policy, the academic lead will inform

the Associate Dean, MD Program (if the Associate Dean is not the academic lead for the student's home site). This will lead to a review of

- (i) the student's circumstances,
- (ii) the feasibility of the transfer at this point in the student's training,
- (iii) the availability of necessary academic resources at the requested new home site, and
- (iv) any potential deleterious effects of the requested transfer on the student's home site.

If the Associate Dean, MD Program believes the request for transfer has merit, the Associate Dean will discuss the request with the academic lead for the requested new home site (if the academic lead for the requested site is not the Associate Dean).

The Associate Dean may request additional information to support the assessment of the transfer request, including, but not limited to:

- Two letters of reference in support of the transfer request
- A letter of support for the transfer from the academic lead for the student's home site
- Any required consents for the disclosure of the applicant's personal information to facilitate discussion between academic leads and any necessary third parties
- An interview with the student.

Decision

The decision to grant or refuse a transfer of home site is at the discretion of the Associate Dean, MD Program, in consultation with the academic lead(s) for the home site and the requested new home site.

If granted, the Associate Dean will determine the specific point in the student's training in the MD program at which the transfer of home site may occur, having regard to

- (i) the feasibility of changing home sites in mid-training, with identification of an optimal time to make this change, and
- (ii) to the availability of resources at the requested new home site at the time of the transfer.

The decision of the Associate Dean will be communicated to the applicant in writing and is final.

Please note that if a transfer is granted, any costs related to the transfer between sites are to be borne by the requesting student.

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.

RELATED LINKS

Committee on Accreditation of Canadian Medical Schools (CACMS)
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APPROVAL HISTORY

APPROVER	STATUS	DATE
MD Program Committee	Approved	April 17, 2025
Dean's Executive Committee (DEC)	Approved	June 2, 2025