



GENERAL ACADEMIC MEDICAL EDUCATION REGULATIONS

Responsible Office(s): UME
Responsible Officer(s): Associate Dean, UME
Version: 2.0

Approved by: UMEC: December 6, 2012
Academic Council: February 7, 2013
Joint Senate Committee: March 15, 2013
Laurentian Senate: April 16, 2013
Lakehead Senate: April 25, 2013

By registering at the Northern Ontario School of Medicine (NOSM), the Faculty of Medicine of Lakehead University and Laurentian University, students accept that they have joined the medical profession community and as such, are bound to conduct themselves in a manner reflective of the academic, professional and ethical expectations/standards of the medical education program and of the practice of medicine.

1. Requirements for Graduation with a MD Degree

The requirements for the four year MD degree from Lakehead and Laurentian Universities' jointly held Faculty of Medicine, the Northern Ontario School of Medicine, are established by the School of Medicine Academic Council and approved by the Lakehead and Laurentian University Senates and allow no exceptions. Students are required to successfully complete all requirements of the medical doctor curriculum as outlined in the current School regulations for each year of the program and to pass the prescribed academic and professional examinations.

Commented [j1]: Covered in Student Assessment and Promotion (SAP) Regulations Section 2.1.1

Assessment of professionalism will cover not only the skills expected of the student, but also personal conduct and relationships with peers, patients, hospital personnel, faculty and staff. A student who fails to meet the standards of professional behaviour may be withdrawn from the program even though all other course work has received a passing grade.

Commented [j2]: Found in SAP Regs 3.1, 4.6, and 8.1.2

Required Remote Experiences

In order to be eligible to graduate from the Northern Ontario School of Medicine with the MD degree, students must successfully complete, as part of the program requirements noted above, education experiences remote from the Lakehead University and Laurentian University campuses. These required experiences include:

1. Case Based Module – Integrated Community Experience 106
2. Case Based Module – Integrated Community Experience 108
3. Case Based Module – Integrated Community Experience 110
4. The Comprehensive Community Clerkship and Electives in Year 3 (Phase 2)
5. The required Clerkships and Electives in Year 4 (Phase 3)
6. All other required electives in Year 1 & 2 (Phase 1) or Year 3 (Phase 2)

Commented [j3]: Covered in the 2015-16 Promotion and Remediation Plan pages 4, 8, 12, and 13.

Additional information may be obtained from the Office of Undergraduate Medical Education and via the NOSM website www.nosm.ca.

2. **Grading**

The Northern Ontario School of Medicine employs a 'Pass/Fail' course grading system. The 'Pass/Fail' standing in a course is based on a summation of assessments within a course using the weightings given for individual course assessed components. All 'Pass/Fail' percentages can be found within the Student Assessment and Promotion Regulations.

To achieve a passing grade in Phase 1 courses, a minimum of 60% is required.

To achieve a passing grade in Phase 2 courses, a minimum of 60% is required.

To achieve a passing grade in Phase 3 courses, a minimum of 60% is required.

Commented [j4]: Covered in [SAP Regs](#) sections 1 (principle 12) and 5-Grading System, specifically 5.4.

3. **Interruption in Attendance / Leave of Absence**

Students are expected to attend all of their scheduled educational sessions and to be punctual.

An interruption in attendance (less than 5 days) is distinguished from a leave of absence (5 days or more) by the length of time a learner is absent from educational sessions.

3.1 Interruption in Attendance

Duration of an Interruption in Attendance

An interruption in attendance is any absence from education sessions of less than 5 days. Please refer to the phase-specific document "Protocol for Interruptions to Learner Attendance and Leave of Absence"

3.2 Leave of Absence

Duration of Leave of Absence

A leave of absence is any absence from education sessions of 5 days or more. Please refer to the phase-specific document "Protocol for Interruptions to Learner Attendance and Leave of Absence".

Leaves of absence may vary in duration depending on the needs of the student. The length of time for individual leaves will be determined by the student and Associate Dean, Undergraduate Medical Education (UME)* in consultation with the Assistant Dean, Learner Affairs (LA)*.

Cumulative requests for leaves of absence totaling greater than one academic year will be brought to the Student Assessment and Promotion Committee and the Associate Dean, UME for consideration. Such leaves must be approved by both the Student Assessment and Promotion Committee and the Associate Dean, UME.

A leave of absence of greater than four weeks will result in the repeat of the academic year.

Personal and academic leaves of absence will not exceed a period of two years. Educational leaves should usually not exceed a period of two years.

Types of Leaves of Absence

3.2.1 Personal Leave of Absence

Requests for personal leaves of absence must be submitted in writing for consideration/approval to the Assistant Dean, LA.

- a) Leaves of absence may be obtained for reasons of parental leave, illness or significant personal issue
- b) All requests for leave must be accompanied by a physician's certificate or other supportive documentation.

3.2.2 Academic Leave of Absence

Academic leaves of absence may be recommended by the Office of UME in conjunction with the appropriate Phase committee to the Student Assessment and Promotion Committee. These leaves will be recommended for purposes of academic probation or remediation.

Leaves of this nature will be recommended to the student in writing by the Student Assessment and Promotion Committee and the student will meet with the Associate Dean, UME and the Phase Chair to determine appropriate academic support for the year.

3.2.3 Educational Leave of Absence

Learners may request an educational leave of absence to pursue an alternate educational endeavor. Requests for educational leaves of absence must be submitted in writing for consideration/approval to the Associate Dean, UME.

Commented [J5]: Covered in Phase 1, 2, and 3 separate policies on LOA's

4. Assessment/Examination Regulations/Protocol

The NOSM medical education program includes formal assessment (summative) of the student as one of the means of determining the student's level of success in acquisition of knowledge and skills. The Academic Council represents the examining body of NOSM. The Office of Undergraduate Medical Education is responsible for directing the examination process and the releasing of final grades. The Office of UME is responsible for the conduct of examinations and enforcement of the examination regulations. The method by which examinations are conducted (for example those administered on paper, those administered by use of a computer) is decided by the Office of UME.

Commented [J6]: Covered in the intro paragraph in Section 2 of the SAP Regs.

Note: Items (h) to (j) refer only to computer administered examinations

- a) Students will be advised at the beginning of each Module of the schedule for examinations.
- b) Students will be admitted to the examination facility 15 minutes prior to the start of the exam.
- c) Students will not cause disruption of the examination process nor for their peers. Students will not be allowed to enter the examination facility/room after the exam has begun. Students who have completed the exam within the first hour of the allotted time will not be allowed to leave the examination without the consent of the invigilator.
- d) Students will display, at all times, their NOSM Student I.D. badge on their person where it can be easily seen for verification.
- e) Students will not engage in any form of unauthorized communication/interaction once they are within the environs of the examination (e.g. with one another, the internet). The only information to be displayed on their laptop is the examination material provided to them.
- f) Students will commence the exam **only** on the directive of the invigilator.
- g) No unauthorized or unapproved aids will be allowed into the examination environment (e.g., books and/or notes). Personal communication devices (e.g., mobile phones, iPods, etc.) will be turned off.
- h) Students are required to use their leased, NOSM-issued personal computer when sitting for an exam.
- i) Students are not allowed to break out of the assessment engine of the examination -CD delivery mode (e.g. remove the CD and restart their PC) at any time during the examination.
- j) A student who experiences an electronic malfunction must bring the situation to the attention of the invigilator immediately.
- k) Students will leave the examination with the least amount of disruption to their peers still writing.
- l) When used, electronic submission of the assessment tool shall be the official record of student results. In all other cases the submitted response sheet shall be the official record.
- m) Students are not allowed to retain the paper or electronic copy of the Summative Assessment(s).

Commented [J7]: These instructions are not found elsewhere. At present, these points are not relevant but may be useful as we implement Examsoft.

4.1 Assessment/Examination Cancellation/Disruption Contingency Plan

In the event of extreme weather conditions, technological challenges or other general emergency, the Associate Dean UME or designate, has the authority to postpone an assessment/examination.

Commented [j8]: Covered in the Responsibilities During Written Assessments.

5. Academic Disciplinary Measures

Any behaviour deemed unacceptable, poor performance or breach as defined in this document may be grounds for the requirement of remedial work, denial of promotion, or dismissal from the program.

Commented [j9]: Covered in Code of Student Conduct Section 2.

5.1 Breach or Infractions

Infractions of the above academic regulations shall be deemed as a failure to meet the standards of professional behaviour and student code of conduct as required by the Northern Ontario School of Medicine and will be dealt with as such by the School. Action taken by NOSM does not preclude action under other host Universities' policies or the Criminal Code.

Commented [j10]: Covered in Code of Student Conduct Section 2.

Non-academic offences are defined in the Lakehead University Code of Student Behaviour and Disciplinary Procedures and the Laurentian University Laurentian University Statement of Student Rights and Responsibilities, the Code of Student Conduct and Code of Student Conduct (non-academic) Companion Document. Offences which constitute conduct that shall be deemed to be offences of the respective Code and Statement, when committed by a student of NOSM, will be subject to the code of the host University at which the student is registered.

Commented [j11]: Covered by the named documents.

* In all instances the intent is "or designate"

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT		
Version	Date	Authors/Comments
Versioning was not used prior to this		
V1.0	06 Nov 2009	Approved by Lakehead Senate
	17 Nov 2009	Approved by Laurentian Senate
V2.0		See approvals at top of the document
	<u>06 Oct 2016</u>	<u>UMEC approved recommending to Academic Council the retirement of the General Academic Medical Education Regulations (GAMER). Content that is covered in the GAMER is now covered by explicit policies. This document's comments identify the specific policies.</u>