

NORTHERN ONTARIO SCHOOL OF MEDICINE JOINT SENATE COMMITTEE FOR NOSM

Report to the Lakehead and Laurentian University Senates

From: Joint Senate Committee for NOSM

Chair: Dr. Michel Beaulieu (Lakehead University)

April 20, 2016 Report

The Joint Senate Committee for NOSM met on April 20, 2016 the following items are presented to the Senates for approval:

Recommendation #1: Revised Academic Curriculum Calendar of Events 2016-2017

Recommendation #2: Revised NOSM UME Academic Appeals Policy

Recommendation #3: Revised Admissions Policy

The membership was also reviewed (below). As of June 30, 2016 the only vacancies are the Student positions for both Lakehead and Laurentian University.

Joint Senate Committee for NOSM		
A Joint Senate Committee for NOSM "JSC" has been duly constituted by both Senates to review all academic recommendations from the Academic Council and make recommendations to both Senates for their approval.		
Lakehead University Members:		
Provost and Vice-President Academic	Dr. Nancy Luckai (designate)	Ex-officio
Chair or a delegate from the Senate undergraduate Studies Committee (appointed for the year by USC, if different from the chair)	Dr. Michael Stevenson	Ex-officio
One student selected by the Lakehead University Student Union (LUSU)	Austin Bourne	2015-2016
One Faculty Member	Dr. Paolo Sanzo	2015-2018
One Faculty Member who is a Senator elected by Senate	Dr. Michel Beaulieu	2014-2017
One individual from Lakehead University with expertise in a health related area, elected by Lakehead Senate (This individual may qualify through a teaching or research specialization)	Dr. Sabah Mohammed	2015-2018
NOSM Appointment (non-voting)	Dr. Penny Moody-Corbett	Ex-officio
Secretary of Senate (non-voting)	Ms. Barbara H. Eccles, Legal Counsel and Interim University Secretary	Ex-officio
Laurentian University Members:		
Vice-President, Academic and Provost	Dr. Sheila Cote Meek (designate)	Ex-officio
One representative from NOSM	Dr. David Marsh	2015-2018
Three faculty members	Dr. Abdel Omri	2015-2018
	Dr. Mazen Saleh	2015-2018
	Dr. Celine Lariviere	2015-2018
One NOSM student	Tin Li	2015-2016
Secretary of Senate (non-voting)	Dr. Serge Demers	Ex-officio

Recommendation #1: Revised Academic Curriculum Calendar of Events 2016-2017

Action/Motion:

MOVED that the Senate herein approves the revisions to the 2016-2017 UME Calendar of Academic Events as presented.

Rationale:

It has just been pointed that there is a typo on the Senates-approved 2016-2017 UME Calendar of Academic Events. A corrected version is attached and the corrected line highlighted (it previously read that Year 2 Study Week/OSCE was from April 17 to April 28, 2017 and should read April 24-28, 2017)

- Attached version for approval



2016-2017 UME CALENDAR OF ACADEMIC EVENTS

May 9 to May 13, 2016	Year 4 (E2013) Orientation to Phase 3
May 16, 2016	Year 4 (E2013) Program begins
May 23, 2016	Victoria Day
July 1, 2016	Canada Day
August 1, 2016	Civic Holiday
August 22 to August 26, 2016	Year 1 Orientation
August 29, 2016	Year 2 Modules/Courses begin
August 29, 2016	Year 1 Modules/Courses begin
August 29 to September 2, 2016	Year 3 Orientation in CCC communities
September 5, 2016	Labour Day
September 5, 2016	Year 3 Program begins
October 10, 2016	Thanksgiving
December 23, 2016	Last day of instruction before Winter Recess
December 26, 2016 to January 6, 2017	Winter Recess for all Phases
January 9, 2017	Years 1, 2, and 3 Modules/Courses/Clerkships resume
January 9 to January 13, 2017	Year 4 Academic Week 1
January 16 to February 3, 2017	Year 4 CaRMS Interviews
February 6 to February 10, 2017	Year 4 Academic Week 2
February 20, 2017	Family Day
March 6 to March 10, 2017	Year 2 Academic Week
March 13 to March 17, 2017	Years 1, 2 Reading Week
April 10 to April 28, 2017	Year 4 Review in preparation for MCCQE1
April 14, 2017	Good Friday
April 17, 2017	Easter Monday
April 17 to April 28, 2017	Year 3 Travel and Study Weeks
April 24 to April 28, 2017	Year 2 Study Week/OSCE
May 1 to May 5, 2017	Year 2 Orientation to Year 3 (CCC) – on campus
May 1 to May 5, 2017	Year 3 Study Week/OSCE
May 8, 2017	Year 2 Electives begin
May 8 to May 12, 2017	Year 4 (E2014) Orientation to Phase 3 (AY 2017-2018)
May 15, 2017	Year 4 (E2014) Program begins (AY 2017-2018)
May 22, 2017	Victoria Day
May 22 to May 26, 2017	Year 1 Completion Week
May 3 to May 5, 2017 (tentative)	Year 4 (E2013) MCCQE1
Late May/Early June 2017 (Date TBA)	Lakehead University Convocation/MD Hooding Ceremony (E2013)
Late May/Early June 2017 (Date TBA)	Laurentian University Convocation/MD Hooding Ceremony (E2013)

*** Important Note to Students:** Weeks include all holidays. You may be required to work during those holidays, please correspond with your coordinator or other authority to confirm if you are required to be present on those specific dates.

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT		
Version	Date	Authors/Notation of original document/Comments/Amendments/Approvals
	06 Aug 2015	Approved by UMEC after three readings
	03 Sept 2015	Approved by Academic Council
	21 Sept 2015	Approved by Lakehead University Senate
	20 Oct 2015	Approved by Laurentian University Senate
	22 Mar 2016	Corrected typo Y2 Study Week/OSCE is Apr 24-28 not Apr 17-28 (send to AC)

Recommendation #2: Revised UME Academic Appeals Policy

Action/Motion:

MOVED that the Senate herein approves the revisions to the content of the UME Academic Appeals Policy as presented.

Rationale:

Track change version included in package

This document has been revised to reflect streamlining of submission of appeal document by students to only one email address to remove ambiguity and potential for lost, misdirected, or delayed appeal requests.

UME ACADEMIC APPEALS POLICY

Responsible Office(s): UME
Responsible Officer(s): Associate Dean UME
Director, Assessment and Program Evaluation
Version: 5.0 draft changes
Approved by: Lakehead Senate pending
Laurentian Senate pending

1. INTRODUCTION

- 1.1 Subject to the approval of the Senates of Lakehead University and Laurentian University, the overall policy on assessment and the planning of programs of study leading to the MD degree is the responsibility of the Undergraduate Medical Education Committee (UMEC), which is a standing committee of the Northern Ontario School of Medicine (NOSM) Academic Council.
- 1.2 The Student Assessment & Promotion Committee (SAPC), a standing committee of the UMEC, in consultation with the Theme Committees, Phase Committees, and the Office of Learner Affairs, will throughout the academic year monitor the progress of students and, where required, provide guidance and direction for the students to assist them in attaining promotion to the next level of their medical school education.

2. APPEALS OF A COMPONENT OF A THEME GRADE OR OTHER ASSESSMENT

- 2.1 A student requesting a review of a grade or other assessment must initiate the request for informal review in writing within ten (10) working days of receiving the grade.

The appeal letter and all supporting documentation should be sent via email to the following email address: UMEappeals@nosm.ca

2.1.1 Where the grade or assessment being appealed is part of the Theme Requirements in the Promotion & Remediation Plan, the request for appeal should be addressed to the Chair of the appropriate Theme Committee. Where the grade or assessment being appealed is listed as part of the Program Requirements in the Promotion & Remediation Plan, the request for appeal should be addressed to the Chair of the appropriate Phase Committee. If the Theme or Phase Chair is the faculty member who provided the grade or assessment that is being appealed, the request for appeal should be addressed to the Director of Assessment & Program Evaluation.

2.1.2 The person to whom the appeal is directed in 2.1.1 may delegate the adjudication of the appeal to one or more members of the appropriate Theme/Phase Committee.

- 2.2 The adjudicator(s) (ie/ the Chair, Director, or delegates as identified in 2.1.2) will meet with the student to hear and respond to any concerns raised by the student. This meeting will allow dialogue between the adjudicator(s) and the student concerning the student's fulfillment of the Theme or Program requirements.

2.2.1 At their discretion, the adjudicator(s) may choose to meet with the faculty member(s) responsible for the grade or assessment being contested to convey the concerns raised by the student, and to hear and respond to the faculty member(s)'s reply to the student's concern.

- 2.3 After conferring with the student and faculty member (if required), the adjudicator(s) shall make one of the following determinations:
- (a) The original assessment of the student shall stand;
 - (b) The assessment of the student shall be altered in some way (for example, a specific comment stricken) without overturning the pass/fail determination;
 - (c) The pass/fail determination shall be altered.
- 2.4 The adjudicator(s) shall advise the student in writing as to the change, if any, in its decision concerning the grade or assessment within four (4) working days of their meeting, with copies to the Director of Assessment & Program Evaluation, the SAPC Chair, the Associate Dean – UME, the Assistant Dean – Learner Affairs, and other responsible parties as appropriate.

3. APPEALS TO THE STUDENT ASSESSMENT AND PROMOTION COMMITTEE (SAPC)

- 3.1 If the student does not agree with the decision after an appeal under Section 2, the student shall have the right, within ten (10) working days of receiving notice of the decision to request a review of the decision by the SAPC in a formal hearing. When submitting the request to the SAPC Chair, the student shall specify the grounds for the review and shall provide the SAPC with all necessary supporting documents.

The appeal letter and all supporting documentation should be sent via email to the following email address: UMEappeals@nosm.ca

- 3.2 Within seven (7) working days of receiving the notice from the student requesting a formal review, the SAPC shall notify the student in writing of the date for the hearing. If the student has any problems with respect to the proposed date for the hearing, the student shall notify the Chair of the SAPC as soon as possible thereafter and every reasonable effort will be made to re-schedule the hearing to a date with a reasonable lead time. All hearings can be accommodated by video and/or telecommunication. In addition, every reasonable effort shall be made by both parties to have the hearing held within ten (10) working days of the date of receipt of the written notice from the student requesting the review hearing.
- 3.3 The review hearing shall be conducted by a subcommittee of the SAPC duly established for this purpose, comprised of 3 faculty members of the SAPC not involved with the previous deliberations under Section 3, Chaired by the SAPC Chair or their designate.
- 3.4 The following procedure shall apply with respect to the hearing before the SAPC subcommittee:
- a) The hearing shall commence on the date and time appointed for the hearing;
 - b) The student will make an opening statement containing a brief description of the student's grounds for appeal including what the student believes was unfair, unjust or unreasonable about the decision of the Theme Chair or Phase Committee Chair and what remedy the student seeks.

- c) The student shall have the right to supplement the opening statement with any or all of the following:
 - i. oral testimony of the student;
 - ii. oral testimony of any witness supporting the position of the student; and
 - iii. documents or other written evidence in support of this testimony.
- d) The Respondent (the adjudicator who made the decision in Section 2) and the SAPC Subcommittee Members will have the right to question the student and/or the student's witnesses at the close of each person's testimony.
- e) Following the completion of the student's case, the Respondent shall present its case. The Respondent shall complete an opening statement containing a brief reply to the student's claims and the main arguments justifying the action or decision that was made. In support of its position, the Respondent may submit any or all of the following:
 - i. oral testimony of a representative of the Respondent;
 - ii. oral testimony of any witnesses selected by the Respondent; and
 - iii. documents or other written evidence in support of this testimony.
- f) The student and the SAPC Subcommittee members will have the right to question the Respondent's witnesses at the close of each person's testimony.
- g) The student shall have the right to offer testimony or other evidence in reply to the issues raised in the Respondent's case.
- h) After the testimony of each witness, the SAPC Subcommittee members may, in addition to asking questions of the witness as noted above, request copies of such documents mentioned in the testimony as deemed appropriate.
- i) At the conclusion of the evidence, the parties shall be entitled to make closing arguments and to summarize briefly the main points of their respective cases in the following order:
 - A. student;
 - B. respondent; and
 - C. student.

3.5 Parties are responsible for producing their own witnesses and for paying any costs associated with their appearance before the SAPC Subcommittee.

3.6 The Subcommittee Chair shall have the following discretion with respect to the conduct of the hearing:

- a) To alter the order of the proceedings in the interests and fairness to any or all of the parties.
 - b) To consider and grant a recess or an adjournment at any time during the hearing to ensure a fair hearing.
 - c) To require that a person appearing before the SAPC Subcommittee may be required to give evidence under affirmation or oath.
 - d) To limit the testimony in questioning of witnesses to those matters it considers relevant to the disposition of the case.
 - e) To require production of written or documentary evidence by the parties or by any other source.
 - f) To rule on the admissibility of evidence.
 - g) To order that the hearing before the SAPC Subcommittee shall be conducted by video or teleconferencing to accommodate the requirements of the student or those of the members of the SAPC Subcommittee, utilizing the video or teleconferencing facilities available at the Sudbury and Thunder Bay campuses of NOSM or other NOSM sites.
- 3.7 Following the formal hearing, the SAPC Subcommittee shall deliberate in a closed session and shall reach a decision.
- 3.8 The SAPC Subcommittee shall supply a written report of its decision to the student, the Respondent, and to such other individuals as the SAPC deems appropriate and/or necessary. The report shall include:
- i. the membership of the tribunal;
 - ii. the background of the appeal;
 - iii. a summary of the case of the student and the Respondent;
 - iv. the SAPC's findings of fact;
 - v. the SAPC's decision and the reasons for its decision.

The SAPC will record the process by which the hearing was conducted.

- 3.9 The decision of the SAPC in regard to Theme or Program requirements shall be final and binding.

4. APPEALS OF A PROMOTION DECISION

- 4.1 For promotion at the end of the academic year, a student must have:
- a) completed the course/theme work as described in the current regulations of NOSM for the year of the program and passed all prescribed academic and professional examinations; and

- b) exhibited a strong sense of professionalism in personal conduct in relationships with peers, patients, hospital personnel, faculty and staff.

The SAPC will decide if a student has met the requirements for promotion as defined in the Student Assessment & Promotion Regulations, and communicate the decision to the student.

- 4.2 Where a student has received notice from the SAPC that the student has failed to meet the requirements for promotion, the student shall have the right to meet with the Associate Dean, Undergraduate Medical Education and the Associate Dean, Learner Affairs of NOSM to discuss the decision of the SAPC in this regard. These individuals are not empowered to overturn committee decisions.
- 4.3 The decision of the SAPC made under Section 4.1 shall prevail and remain in effect until altered by the decision of the Academic Council Appeals Committee in its review or the decision of the Joint Senate Committee for NOSM (the "JSC") in its review. The SAPC will not hear appeals of its own promotion decisions; as such, a student wishing to appeal a promotion decision must do so in writing to the Academic Council Appeals Committee according to the terms of the NOSM Policy Regarding Academic Appeals.

5. MISCELLANEOUS

- 5.1 Where the time limited by this policy for a proceeding or for doing anything under its provisions expires or falls upon a holiday, the time so limited extends to and the thing may be done on the day next following that is not a holiday. "Holiday" shall be deemed to include Saturday, Sunday, the NOSM Winter Recess, and any other day specified as a holiday under the Interpretation Act (Ontario).
- 5.2 Any notice to be sent by any party under this policy to another party shall be sufficiently given if sent by email as follows:
 - i. in the case of notice to a student, to the student's email address assigned by NOSM to the student while at NOSM;
 - ii. in the case of notice to any other person related to NOSM, to that person's email address as assigned by NOSM;
 - iii. in the case of a committee, to the email address assigned by NOSM to the Chair of that committee; or
 - iv. in the case of notice to any other not directly associated with NOSM, to that person's email address as provided by the person.

Any notice duly sent in this manner shall be deemed delivered on the day next following the date of the sending of the email.

- 5.3 All evidence and information provided by the student to the SAPC Subcommittee shall be kept confidential by members of the SAPC Subcommittee.
- 5.4 Appellants have the right to seek legal counsel and to be represented by another person or legal counsel in any aspect of these appeals processes. Parties are

responsible for paying their own costs associated with any such representation or consultation.

DO NOT REMOVE THIS DOCUMENT HISTORY RECORD		
-- This document will be reviewed October 2016 --		
Version	Date	Authors/Comments/Amendments/Approvals
V1.0	April 2005	Original Student Promotion and Appeals Policy approved by Lakehead and Laurentian Senates
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V5.0	08 Oct 2015	Revised to specify one UME appeals point of contact. Approved SAPC 08 Oct 2015
	03 Dec 2015	Approved by UME Committee after two readings
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Responsible Office(s): UME
Responsible Officer(s): Associate Dean UME
Director, Assessment and Program Evaluation
Version: 4.05.0 draft changes
Approved by: Lakehead Senate (~~April 14, 2014~~) pending
Laurentian Senate (~~April 15, 2014~~) pending

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 - ii. in the case of notice to any other person related to NOSM, to that person's email address as assigned by NOSM;
 - iii. in the case of a committee, to the email address assigned by NOSM to the Chair of that committee; or
 - iv. in the case of notice to any other not directly associated with NOSM, to that person's email address as provided by the person.

Any notice duly sent in this manner shall be deemed delivered on the day next following the date of the sending of the email.

- 5.3. All evidence and information provided by the student to the SAPC Subcommittee shall be kept confidential by members of the SAPC Subcommittee.

- 5.4 Appellants have the right to seek legal counsel and to be represented by another person or legal counsel in any aspect of these appeals processes. Parties are responsible for paying their own costs associated with any such representation or consultation.

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V5.0	08 Oct 2015	Revised to specify one UME appeals point of contact. Approved SAPC 08 Oct 2015; forwarded to UMEC
	03 Dec 2015	Approved by UME Committee after two readings
		Sent forward for vote on approval at Feb 11 2016 Academic Council meeting

Recommendation #3: Revised Admissions Policy

Action/Motion:

MOVED that the Senate herein approves the revisions to the Admissions Policy as presented.

Rationale:

Track change version included in package

Approve the wording changes to the Admission policy that relate to GPA calculation.

The Admissions Committee has approved this wording change to the Admissions Policy and thus recommends that Academic Council approve the recommend change.

Changes to the wording of policy and GPA calculation procedures will allow NOSM Admissions to better evaluate the academic background of those applying to our UME program and will eliminate the concerns that have been brought forward by the NOSM Admissions Office and NOSM Selection Committee.

The Admissions Office staff and Admissions Selection Committee have identified the following problems with the current GPA calculation.

- We have been challenged with the definition of what we mean when we say “GPA is calculated on all grades of undergraduate courses completed as of the OMSAS application deadline that are part of the degree awarded, or to be conferred.” The proposed changes will eliminate difficulty in determining what courses are or are not part of the degree due to different policies at each individual institution.
 - Universities have policies that grant significant transfer credit from one degree to another allowing applicants to complete a subsequent degree with as little as one full year of study. According to our current procedure this applicant will have a cumulative GPA calculated on this second degree which is based on only one year’s worth of courses. This creates an “non-level” playing field. One applicant with a one-year second degree GPA competing with an applicant whose GPA was calculated on a full four year course load.
 - In addition, indirectly encouraging unsuccessful applicants to complete a subsequent undergraduate degree in order to better their cumulative GPA could be putting economic barriers in place.
 - The current procedural GPA policy requires significant human resources to enact through the manual calculation of the cumulative GPA. Changing the procedures would alleviate this resource pressure significantly.
-
- Attached version for approval/track change version for information



Admissions Policy

Approved By: Academic Council/Senates

Responsible Office(s): Admissions Office

Responsible Officer(s): Assistant Dean Admissions, Director of Admissions, Secretary

Effective date: April 25, 2005

Supersedes: February 26, 2010

Revised: pending

Admissions and Policies

1. OMSAS

Application to the Northern Ontario School of Medicine (NOSM) is through the Ontario Medical School Application Service (www.ouac.on.ca/OMSAS). The official admissions policy for the Undergraduate Medical Program is published in the Ontario Medical School Application and Instruction Booklet available on the OMSAS website.

All deadlines relevant to the application process are published in the OMSAS Instruction booklet. These deadlines are strictly observed. This includes not only the application itself but the receipt of all relevant documentation. Applicants are advised to follow the application instructions precisely. Failure to meet the deadlines or to follow the application instructions will result in disqualification.

2. Important Dates

The following is a list of general dates. For more detailed information contact www.ouac.on.ca/omsas/.

- Mid July: COMPASS.OMSAS on-line application available.
- Mid-September: Deadline to create an account for the on-line application. Applicants who miss the mid-September deadline and who obtain a COMPASS.OMSAS account originally created by a third party will not be considered.
- Beginning of October: Last day for submitting applications.
- Beginning of October: All transcripts and academic documents must be received by this date

3. Eligibility

The minimum requirement is a 4 year undergraduate university degree or equivalent in any discipline from a recognized Canadian university or equivalent. No preference is given to a particular discipline over another.

Applicants who are 25 years of age or older by the application deadline in the year in which they apply will be considered a Mature Applicant. The minimum requirement for Mature Applicants will be a 3 year university degree in any discipline.

A minimum Grade Point Average (GPA) of 3.0 on a scale of 4.0 is required. Only grades from undergraduate university programs will be used in the calculation of the GPA. The GPA calculation is a cumulative of all undergraduate university degree level study completed at the time of application. Applicants whose 4 year degree is completed through a transfer of credits from a college are required to have completed a minimum of ten full course credits, twenty half course credits, or a combination thereof at the university degree level

While there are no specific course requirements, the Northern Ontario School of Medicine is looking for students with a broad undergraduate education. For example, those students with majors in science are expected to include some arts, social sciences and/or humanities courses in their degree programs while those students with majors in arts, social sciences and/or humanities are expected to include some science courses in their degree programs.

Students may apply in the final year of their 4 year degree program. However, proof of completion of the 4 year degree is required by June 30th of the year of enrolment. The following are accepted as equivalent to a 4 year undergraduate university degree:

- A Diplome d'études collégiales (DEC) from the Province of Quebec plus an undergraduate degree from a Quebec university.
- A prescribed Qualifying Year after a 3 year degree (leading to eligibility for graduate studies) which is identified as such on the transcript, or in a letter from the Registrar.
- A 4th year diploma after a 3 year degree for Laurentian graduates.
- Formal conversion of a 3 year degree to a 4 year degree (and identified as such on the transcript).

Applicants who have completed Graduate Degrees by the application deadline are required to have met the GPA cut-off with their undergraduate grades but for the purposes of further screening will have 0.2 added to the weighted GPA determined from their undergraduate grades. There will be no additional score added to the GPA or other credit given for applicants who have not completed a Graduate degree.

An applicant must be either a Canadian citizen or a permanent resident of Canada by the application deadline for the year in which they apply.

4. Transcript Requirements

Applicants are required to report and supply transcripts for all degree credit courses in which they have been registered including grades that they have received for these courses. All transcripts must go directly to OMSAS either electronically via the Electronic Request Form or by mail. Failure to report all courses, programs or grades on the Academic Record will result in disqualification of the application.

Applicants who are submitting transcripts for postsecondary education completed at universities outside of Canada or the United States will be required to have their foreign documents assessed by the World Education Service (WES). This requirement applies to coursework that may have been completed as part of an exchange program, as a visiting student, etc. The evaluation must include a program equivalency conversion, an overall grade point average conversion for each year of study, as well as a course-by-course conversion.

This requirement will be waived for those applicants completing foreign coursework of two semesters or less.

5. Skills and Abilities for our Medical Program

Students in medicine must be able to communicate with patients and colleagues, make observations about patients, gather information and analyze data in order to arrive at medical judgments. Applicants who may need accommodation to undertake the Medical Program at the Northern Ontario School of Medicine are advised to review the Skills and Abilities policy on the OMSAS or NOSM website and to contact the Learning Assistance Office at Lakehead University or the Special Needs Office at Laurentian University for more information.

6. English Language Proficiency

Students at the Northern Ontario School of Medicine must be proficient in written and spoken English. All application material must be submitted in English. The School reserves the right to deny admission to any applicant whose ability in written and spoken English is judged to be inadequate.

7. The Aboriginal Admissions Stream

Aboriginal applicants may choose either the general admissions stream or the Aboriginal Admissions Stream. Aboriginal applicants choosing either stream will be required to fill in the on-line application form through OMSAS. Those who wish to be considered for the Aboriginal Admissions Stream will also be required to submit:

- A letter declaring Aboriginal ancestry and giving specific information about First Nation, Treaty, community or organizational affiliation. The letter should request consideration under the alternate process and should expand on the applicant's academic and personal background, as well as reasons and motivation for wishing to become a physician.
- A letter of recommendation from the First Nation, Band Council, Tribal Council, Treaty, community or organizational affiliation
- Proof of Aboriginal ancestry.

This documentation must be submitted to OMSAS by the application deadline for the year in which they apply.

Applicants considering the Aboriginal Admissions Stream are strongly urged to contact the Office of Admissions for further information.

8. The Admissions Process

The final selection for Admission is based on the GPA, the score of the admissions questionnaire, the score from the interview and reference letters. The admissions policies and procedures will give an advantage to applicants from the following groups:

- Rural, remote and northern urban origin applicants from Northern Ontario
- Aboriginal applicants
- Franco-Ontarian applicants
- Rural applicants from elsewhere in Ontario
- Rural, remote and northern urban applicants from elsewhere in Canada
- Selection procedures for the Northern Ontario School of Medicine include:

Stage 1:

- Application is examined to ensure that it is complete and that minimum requirements are met.

Stage 2:

- Admissions questionnaire is scored and GPA is confirmed.

Stage 3:

- Invitation to interview (approximately 300).

Stage 4:

- Final score for all applications of interview candidates completed and ranking determined.

Stage 5:

- Offers of admission sent to top 64 candidates. Waiting list developed.

9. Additional Admissions Requirements

Successful applicants are required to provide proof of up-to-date immunization status. Information on specific requirements is included with the offer of admission. Also, a current Basic Cardiac Life Support Certificate and a current Criminal Records Check is required. Failure to comply with any of these requirements may result in students being denied access to clinical settings. Proof must be provided by 30 September of the year of admission.

10. Unsuccessful Applicants

Applicants who are not invited for an interview will receive a letter in late January or early February of the year following application indicating that they have been unsuccessful at that stage in the admissions process. Those applicants who are interviewed will be sent notification the second week of May as to their status: accepted, on the waiting list or unsuccessful.

Applications are not held over from one year to the next. Unsuccessful applicants will be required to reapply through OMSAS with a new application for the following admissions cycle.

11. Transfers

Due to the integrated nature of the curriculum, NOSM cannot accept transfer students.

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Version	Approved by	Approval Date	Effective Date	Sections Modified
1.0	Senates (LrU/LkU)	April 19 & 25, 2005	April 25, 2005	Original version
1.1	“ ”	May 20, 2008	May 20, 2008	Revisions to update
1.2	“ ”	February 5 & 26 2010	February 26, 2010	Transcript Requirements revision to Calendar
1.3	“ ”	April 17 & 13, 2012	April 17, 2012	Transfer revision: Due to the integrated nature of the curriculum. Other changes are formatting and removing the specific date of October 1.
2.0				GPA and language updates and formatting. Edits from JSC April 20 pending/Apr25Edits MStevenson



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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Admissions Policy

Approved By: Academic Council/Senates

Responsible Office(s): Admissions Office

Responsible Officer(s): Assistant Dean Admissions, Director of Admissions, Secretary

Effective date: April 25, 2005

Supersedes: February 26, 2010

Revised: ~~April 17, 2012~~ pending

Admissions and Policies

OMSAS

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All deadlines relevant to the application process are published in ~~the OMSAS Instruction~~this booklet. These deadlines are strictly observed. This includes not only the application itself but the receipt of all relevant documentation. Applicants are advised to follow the application instructions precisely. Failure to meet the deadlines or to follow the application instructions will result in disqualification.

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The following is a list of general dates. For more detailed information contact www.ouac.on.ca/omsas/.

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- Beginning of October: Last day for submitting applications.
- Beginning of October: All transcripts and academic documents must be received by this date

Eligibility

The minimum requirement is a 4 year undergraduate university degree or equivalent in any discipline (~~e.g. Science, Arts, Commerce, Engineering, Pharmacy~~) from a recognized Canadian university or equivalent. No preference is given to a particular discipline over another.

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A minimum Grade Point Average (GPA) of 3.0 on a scale of 4.0 is required. Only grades from undergraduate university programs will be used in the calculation of the GPA. The GPA calculation is a cumulative of all undergraduate university degree level study completed at the time of application. For those Applicants whose The 4 year degree is completed through a transfer of credits from a college, they are required to have completed for application must include the completion of at least a minimum of ten full course credits, twenty half course credits, or a combination thereof at the university degree level study to be completed at the time of application.

While there are no specific course requirements, the Northern Ontario School of Medicine is looking for students with a broad undergraduate education. For example, those students with majors in science are expected to include some arts, social sciences and/or humanities courses in their degree programs while those students with majors in arts, social sciences and/or humanities are expected to include some science courses in their degree programs.

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Applicants who have completed Graduate Degrees by the application deadline are required to have met the GPA cut-off with their undergraduate grades but for the purposes of further screening will have 0.2 added to the weighted GPA determined from their undergraduate grades. ~~Graduate students enrolled in a graduate program at the time of application must provide a letter from their supervisor or Department Chair, addressed to the Northern Ontario School of Medicine, indicating that the applicant's Department is aware of the application. This letter must be received at OMSAS by the application deadline. Applicants in Graduate degree programs not completed by the application deadline will have the weighted GPA determined from their undergraduate degree. There will be no additional score added to the GPA or other credit given for applicants who have not completed a Graduate degree.~~

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