

Draft outline of Division of Class After Third Year

Facilities for the teaching of the Fourth, Fifth and Sixth years of the course for MBChB are provided in the University of Otago, Schools of Medicine in Dunedin, Christchurch and Wellington. After completion of Third year, the class will be divided (three-ways) and each student allocated to one of the three schools for the remainder of the course. In dividing the class for years 4, 5 and 6, account will be taken of each student's personal preference as far as possible. However, if the number of applicants for entry to any one of the schools of medicine exceeds the number of places available, a ballot will be held to determine which students will be required to take a place in one of the other schools (University of Otago Calendar 2023, page 523). This includes international students who will be allocated among the three schools. This is to ensure an even distribution of International students in all centres. Also, when there is a sufficient number of students sponsored by the Government from one country these students will be allocated equally to the three schools. However, ballots may also be necessary for the International Students.

Class meetings to discuss the class division process will be held during the third year of the medical course. This process will be finalised by the end of August of each year.

Below is an example of the process you will go through for Class Division. Please read this carefully so that you fully understand the process, and sign the declaration cover sheet. Agreeing to this policy is a condition of entry into Medicine.

DRAFT Third Year Medical Class - Timetable for Choice of School of Medicine for 2024 & Integrated/Double Degree

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| Monday 19 February 2024 | 9 – 9.20 am, University of Otago, Castle 2 Lecture Theatre. Outlining timeline for class division. |
| TBC May | Reminder about class division process. |
| TBC May | Meet with sponsored and private international students in third year. |
| TBC May | BMedSc(Hons) Seminar for third and fifth year medical students, 1-2 pm, Octagonal Room, first floor, Dunedin Hospital. Topics to be placed on Moodle. Closing Date for BMedSc(Hons) applications is Friday 2 August 2024. |
| TBC June | School Presentations (Dunedin, Christchurch, Wellington) available via Moodle. Preference Moodle questionnaire opens a week later. |

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| June | Moodle preference questionnaire closes at 5 pm. If you do not choose your preference, you will be allocated to the school(s) with the least numbers. |
| July | Students will be advised, via Moodle of numbers and any need for a Ballot. If necessary, students who are prepared to change their preference must notify Student Affairs Office, in writing by Friday 5 July 2024 (TBC). |
| July | 3.50 pm – Colquhoun Lecture Theatre – further update on numbers and notification if ballot required. If so, ballot will take place, in conjunction with OUSMA. Letters of confirmation of school placement and/or ballot letters emailed to student within two days. An appeal Form will be attached to these emails for those who have been balloted. Students who have ben balloted will be instructed to write a letter of not more than three pages, outlining the reasons they believe their appeal should be considered. |
| July | Appeal forms returned to Student Affairs Office by 5 pm. |
| 2 August 2024 | All Integrated/Double Degree applications and applications for withdrawal, close with the Otago Medical School by 5 pm. |
| August | Deliberations of Appeal Committee – outcome emails send to those balloted. |

Declaration:

We wish to remind all students that you cannot be guaranteed a place in the School of Medicine of your choice for the Fourth, Fifth and Sixth years of the Medical Course, and that you signed a declaration at the beginning of your second year, agreeing to accept direction, if necessary, to one of the University of Otago, Schools of Medicine in Dunedin, Christchurch, or Wellington after completing the Third Year of the Course.

Withdrawal & Readmission Guidelines

Any student wishing to withdraw from the medical course either temporarily or permanently is advised to discuss this decision early with the appropriate Associate Dean of Student Affairs.

These procedures should be read in conjunction with MB ChB Regulation 7 – Withdrawal from the Programme.

Note: Deferrals before the end of the third week of Second Year

A student who withdraws before the end of the third week of the course in the year of admission to second year classes and wishes to recommence the following year must first obtain approval for a deferral, which will be considered by the Medical Admissions Committee. Any such applications will be dealt with under the regulations governing admission to the programme.

1. Permanent Withdrawal

Students who withdraw from the medical course permanently (including students who withdraw without approval and students who fail to communicate their intentions within 12 months of when they last enrolled or for any 12 month period) have no right to be considered for readmission. However, note Regulation 7cii.

Exit Options – Qualification

Students who withdraw permanently and who have passed 3rd year Medicine may be entitled to apply for the award of a Bachelor of Health Sciences (BHealSc) degree with no further study or enrolment.

Exit Option – Additional Study required

- i. (After award of the BHealSc) in 300 level papers to complete a Diploma for Graduates (DipGrad) in certain disciplines
- ii to complete a Bachelor of Science (BSc) or Bachelor of Biomedical Science (BBiomedSc) degree in certain disciplines,
- iii in some cases a Bachelor of Medical Science (Honours) BMedSc(Hons).
- iv for some students to complete a Bachelor of Arts (BA) or Diploma in Public Health - Master of Public Health.

Further details about Exit Options are provided in the document “Exiting from the Medical Course after 3rd Year” on the Otago Medical School (OMS) website www.otago.ac.nz/medicine.

2. Temporary Withdrawal

Withdrawals for more than one year will not be approved other than for exceptional circumstances (but see MBChB/PhD)

Permission to withdraw with a right to apply for re-admission must be granted by the OMS Academic Board prior to withdrawal, prospectively. Applications for withdrawal should be made to the relevant Associate Dean Student Affairs/Undergraduate Student Affairs (ADSA). See also note 4 – application deadline.

OMS Academic Board will take into account the reasons for withdrawing, suitability for readmission, preparedness for readmission and availability of places in the programme. See also (c) below. Students who withdraw from the course for more than one year must show cause why they should be allowed re-entry. In general withdrawal for more than one year, apart from integrated degree studies, will not be permitted. Any such student who is allowed to re-enter the course may be required to resit specified examinations or undergo other forms of evaluation

determined by the Dean, Otago Medical School, to ensure that they are prepared to progress to the next part of the course.

Categories for which temporary withdrawal for one year may be approved are:

- i. Integrated programme of study, ie BMedSc(Hons), BSc or BBiomedSc, BA, DPH/MPH See (a) below
- ii. Other academic study (between 3rd & 4th year or between 5th & 6th year). See (a) below
- iii. Health (at any time). See (b) below
- iv. Compassionate or parental responsibilities ie care of a child (at any time). See (b) below
- v. Travel – where a case is made that a “gap” year would be beneficial to the student (between 3rd & 4th year or between 5th & 6th year). See (c) below
- vi. Other – individual circumstances eg significant financial hardship (at any time). See (c) below.

SPECIAL NOTES

- (a) Refer category 2(i) - Following 3rd Year or 5th Year - Students who withdraw to complete an **Integrated/Double Degree qualification** such as a BMedSc(Hons), BSc, BBiomedSc, BA, DPH/MPH or category 2(ii) other academic study, which has been approved by OMS Academic Board, are guaranteed re-admission to the course in the next academic year. Refer to Other Study Options documents on the OMS website www.otago.ac.nz/medicine. Students approved for admission to MBChB/PhD are also approved for two years temporary withdrawal according to the structure of the Integrated programme.
- (b) Refer categories 2(iii) and (iv) - **Health or compassionate** reasons - Students who withdraw from the course for health or on compassionate grounds must apply for readmission by the 1 of June in the preceding academic year (or at the time of their withdrawal if that time is after 1 June in the preceding year). Students applying for readmission will be interviewed by the ADSA or the Dean, Otago Medical School. Students who withdraw from the course on health grounds will be required at this time to provide a full medical or psychological report including a description of the student’s illness, treatment, and current state of health, with an opinion about their fitness or otherwise to re-join the course,. OMS Academic Board will allow re-admission, if it is considered that the student will be able to complete the course. Students who withdraw for two or more years may be required to resit specified examinations to ensure that they are adequately prepared to progress to the next part of the course.
- (c) Refer categories 2(v) and (vi) – Travel/Gap year (following 3rd or 5th year) and Other. - Students who withdraw from the course under these categories must apply for re-entry by the 1 of June of the preceding academic year. Students applying for re-entry will be interviewed by the ADSA or the Dean, Otago Medical School. Students withdrawing under categories 2(iv) and 2(v) are required to provide a statement – not more than one A4 page, at the time of withdrawal outlining their plans for the gap year/year off. The OMS Academic Board will consider and rank applicants for readmission. **The OMS shall determine the number of places available in the year of readmission.** Where the number of students for readmission exceeds the number of available places, then the ranking will determine which are successful applicants. In general, proposals which include plans for further study or community service are more likely to be ranked highly. It is suggested that plans be discussed with the ADSA.

In exceptional circumstances students may be able to withdraw between 2nd or 3rd year, or between 4th and 5th year. Applications should be made to the ADSA. The ADSAs group shall

consult as necessary and a recommendation be made to the Dean, OMS. If withdrawal is approved, all conditions and requirements for readmission as stated above shall apply.

3. Campus Allocation

Students who withdraw for any reason after having commenced at a particular Campus (Dunedin, Christchurch, Wellington) would normally be readmitted to the Campus they were previously allocated to, but could be directed to another Campus. The ADSAs from the three Campuses shall consult and a recommendation be made to the Dean, OMS

4. Application deadline

Students seeking withdrawal from study in the following Calendar year shall complete the 'Application for Withdrawal Form' and submit it to the appropriate ADSA **no later than the first Friday in August**. Applications received after this date will be considered only for exceptional reasons or reasons beyond the student's control.