

POLICY FOR TRANSFERS TO UNIVERSITY OF OTAGO MBChB PROGRAMME FROM UNIVERSITY OF AUCKLAND MBChB PROGRAMME

Transfers from the Auckland Medical programme to the Otago Medical programme can be considered under exceptional circumstances.

Transfer of students from medical schools outside New Zealand is not possible unless there are specific inter-institutional arrangements in place; such transfers require pre-existing agreements regarding finance and provision of any required bridging programmes.

An Otago student who wishes to transfer to another Medical Programme should make enquiries directly with the relevant university.

Stage of the programme

- Transfers are only possible between years 3 and 4 or between years 5 and 6. This is because Y23 and Y45 are each regarded as single units of learning and because of the differences in course structures between the two medical schools.
 - For year 4, transfers require the student to enroll and graduate as an Otago student.
 - For year 6, there are two possibilities:
 - Clinical placement exchange. This applies to Auckland students who wish to have a T1 clinical placement at one of Otago's clinical settings. Because of capacity, this normally requires a one-to-one swop with an Auckland student.
 - Transfer to the Otago T1 year. This requires a direct application to Otago. For either Y6 option the student remains enrolled in Auckland university and graduates with an Auckland degree. The start date for the Trainee Intern year in Otago is earlier than that for Auckland. This may require some adjustment of elective arrangements to ensure alignment with the Otago course. Auckland students are expected to comply with the expectations of both the Auckland and Otago courses. Auckland students would have academic visitor status associated with their ID cards; this may restrict access to some student facilities and services as well as public transport discounts. They may use the library but if borrowing is needed, it will be provided by their home institution.
- Places may not be available at the campus of the applicant's choice as Otago students are given preference for their choice of campus.
- Applications into Y2 are not transfers and therefore must follow the usual admission and selection process.

Requirements

- Transfers require a funded place to be available. This means either a one-to-one swap or there is capacity to take another student and arrangements are made for the funding to follow the student.
- Students must have an acceptable standard of performance in the course prior to transfer.
- The home institution must notify current Children's Act 2014 compliance and clearance to the host institution prior to the transfer commencing.

Process

- Auckland students wishing to be considered for a clinical placement exchange to one of the Otago campuses should direct enquiries to Auckland, in the first instance and these should be received by the beginning of April in the year prior to their Y6 placement transfer. These will be dealt with on the merit of each application and available places, by the UAMS and OMS Programme Directors.
- Applications for transfer to Otago should be made to omsdeansoffice@otago.ac.nz. and can be received by the beginning of August in the year prior to transfer.
- Students must provide evidence of special reasons for transfer and the Associate Deans for Student Affairs at Otago shall evaluate the merit of each application.

Under either process, recommendations are then reviewed and ratified, or amended, by the OMS Executive.

Approved by: Otago Medical School Academic Board on 1/8/2024

Review Date: 2027