

POLICY FOR TRANSFERS BETWEEN CAMPI OF THE OTAGO MEDICAL SCHOOL

The purpose of this policy is to provide OMS students and staff with a clear outline of the process to apply for transfers between OMS ALM locations.

It is expected that a student placed in an ALM Campus School of Medicine (DSM, UOC or UOW) in Year 4 will remain associated with that campus until completion of Year 6.

However, when exceptional circumstances arise, transfer between campi may be considered. Assessment of eligibility and priority for transfer shall be determined by the Deans and Associate Deans of Student Affairs/Medical Education at DSM, UOC and UOW.

- A student who wishes to transfer *after* being allocated an ALM campus, but **before Year 4** has commenced should address their request, via email, to the Associate Dean of Student Affairs, ELM.
 - Applications are to be submitted prior to the transfer.
 - A letter of support from part of the OMS pastoral care team e.g. Associate Dean Māori, Associate Dean Pacific, Centre for Rural Health etc, can also be submitted alongside the application.
 - Such applications will only be considered in exceptional circumstances and will only consider information that is new since the initial allocation and/or appeal was notified.
- A student who wishes to transfer campi in **ALM years 4 and 5** should address their request, via email, to change campus directly to the Associate Dean of Student Affairs ALM of the campus where they are currently located.
 - Applications are to be submitted by the beginning of May in the year prior to the transfer.
 - Such applications will only be considered in exceptional circumstances and will only consider information that is new since the initial allocation was notified.
- A student who wishes to transfer in their **Year 6** should address their request, via email; directly to the Associate Dean of Student Affairs ALM of the campus where they are currently located.
 - Applicants will meet with their respective ADSAs prior to submitting their applications.
 - Applications are to be submitted by the 31st of March in the year prior to transfer. Requests outside of this timeline may be considered case by case, but will be impacted by predetermined and agreed to resource implications for the OMS campi.
 - A letter of support from part of the OMS pastoral care team e.g. Associate Dean Māori, Associate Dean Pacific, Centre for Rural Health etc, can also be submitted alongside the application.
 - Elective quarters in 6th Year cannot be guaranteed for transferring students. The campus to which the student is transferring shall make the final decision on Elective quarters.
 - Students transferring between campi cannot be guaranteed a specific full year TI regional placement and any preferred TI placement application will follow the campus specific process for how these are managed.
- A summary of the recommendations including the strength of the support for them, in a structured template, from the ADSA student transfer meeting will be provided to the OMS

Executive (to consider resource implications) and then to the OMS Academic Board (to consider academic implications). Final approval and notification to students of the outcomes will be undertaken by the OMS Academic Board.

The OMS Academic Board will only approve transfers if the Deans of the respective campi support the transfer recommendation with consideration of factors such as the availability of places, resourcing and impact on the wider learning environment.

OMS Academic Board decisions will be provided to students and Associate Deans Student Affairs within two business days following the meeting of the Board.

Students and/or ADSAs may appeal an OMS Academic Board decision in the period up to two weeks following the decision. Appeals must be made by formal email and addressed to the relevant Dean/s outlining any new information not previously provided about the hardship or difficulty associated with the decision.

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

Review date: 2027

OPERATIONAL NOTES TO SUPPORT POLICY

UO INTERCAMPUS TRANSFERS

FOR STUDENTS WISHING TO APPLY FOR TRANSFER TO ANOTHER OMS CAMPUS

1. Meet with respective ADSA to discuss criteria for transfer.
2. If relevant, request a letter of support from OMS pastoral support team (e.g. Associate Dean Māori, Associate Dean Pacific, Centre for Rural Health, International office etc).
3. Submit written transfer request to respective ADSA including reasons for request.
4. A meeting with all OMS ADSA then consider the transfer requests, when required further engagement may occur with a member of the OMS pastoral support team. The OMS ADSA then make recommendations to the Otago Medical School Executive committee (OMSEC).
5. The OMSEC then consider the recommendations and align this with resource capability. They then make final decisions to the OMS Academic Board (OMSAB) for final ratification.
6. Students are then notified via the Chair of the OMSAB of the outcome of the request.

FOR ADSA

1. Ensure **OMS Policy for Transfer between Campi** is accessible to all students.
2. Meet with students wishing to apply for transfer to another campus, explain the process and manage expectations of the outcomes of this process.
3. Attend the ADSA meeting to consider campus transfers, following appropriate processes that ensure this a clear and transparent process for students. When required further engagement may occur with a relevant member of the OMS pastoral support team, to ensure the student's positionality is understood within the appropriate context.
4. ADSAs will independently weigh and rank (normative- based on a weighting and ranking of need) each of the students' reasons for transfer and will also consider a criterion-based grouping (i.e. remaining at the current campus for the trainee intern year is likely to cause significant hardship or prevent completion of the degree). The ADSAs will meet to discuss the requests, the rankings and who and who doesn't meet the criteria and will make consensus-based determinations of the normative ranked requests and those that would be included in the criterion group. The numbers for potential transfers between the three schools will then be factored in and the potential transfer recommendations will be determined. Alongside this, the list of students who meet the criteria for a potential transfer will also be drawn up. This information will then be sent to the OMS Exec
5. There should be no informal or formal communication between ADSA and students in relation to these recommendations.
6. The OMSEC will note the recommendations and then consider the resource implications for each campus, this will then inform the final recommendations that are sent through to the OMSAB for ratification.
7. Upon OMSAB confirmation, ADSA will be informed of the outcomes. However, formal communication of this outcome will go from the Chair of the OMSAB to the student.
8. ADSA may meet with students who have applied for transfer, after students are informed of the outcome by the Chair of the OMSAB.

FOR THE OMS EXECUTIVE COMMITTEE:

1. THE OMSEC receive the ADSA recommendations at a usual OMSEC meeting through the meeting agenda. Deans then consider the resource implications for these recommendations and bring this information to the meeting for discussion.
2. A consensus is then reached at the OMSEC on the viability of ensuring appropriate resources are in place to support those recommended for transfer. A formal recommendation/briefing paper is then written up for the OMSAB for consideration.
3. No formal communication occurs between OMSEC and ADSA at this point of the process.
4. The OMSEC then awaits formal notification from the OMSAB on the outcomes of their recommendations.

FOR THE OMS ACADEMIC BOARD (OMSAB)

1. The OMSAB receive the OMSEC recommendations for School Transfers at a usual OMSAB meeting through the meeting agenda.
2. A consensus is then reached by the OMSAB to amend and/or ratify the recommendations of the OMSEC in relation to school transfer requests, noting the student has both met the criteria and the campus of which they wish to transfer to is able to provide appropriate learning and pastoral care to meet their needs.
3. The OMSAB informs the OMSEC of the outcome, and the Chair formally writes to each student who has submitted an application on whether their transfer has been successful or not successful, and notes next steps forward in the process, including; who will assist in either:
 - a. Logistics of their transfer and timelines for these, or
 - b. How the home campus will continue to support them in the upcoming academic year, as they have not been successful in their transfer application.

OMS TO UAMS TRANSFERS

FOR STUDENTS WISHING TO APPLY TO SPEND THEIR LAST YEAR IN THE AUCKLAND MEDICAL SCHOOL CATCHMENT

There are two different processes:

- a. A **Clinical Placement Exchange** with the University of Auckland Medical School. This means you complete your final year as a UO student, but are hosted for your clinical placement exchange within the University of Auckland's medical school modules. To apply for this Clinical Placement Exchange you need to:
 - i. Meet with your respective ASA to discuss criteria for the Clinical Placement Exchange with the University of Auckland.
 - ii. Submit the written transfer request to respective ADSA including reasons for request.
 - iii. If relevant, request a letter of support from OMS pastoral support team (e.g. Associate Dean Māori, Associate Dean Pacific, Centre for Rural Health, International office etc).

- iv. A meeting with OMSA and UASM Programme Directors then consider the transfer requests, and make recommendations to their respective schools, for UO students this is to the OMSEC.
 - v. The OMSEC then consider the recommendations and align this with resource capability. They then make final decisions to the OMS Academic Board (OMSAB) for final ratification.
 - vi. Students are then notified via the Chair of the OMSAB of the outcome of the request.
- b. A Transfer to the University of Auckland Medical School. This means you will formally change medical schools and complete your final year as a UAMS student. To apply for this you need to directly contact the University of Auckland.

FOR ADSA

1. Ensure **Clinical Transfer Policy** is accessible to all students.
2. Meet with students wishing to apply for a Clinical Placement Exchange (CPE) to Auckland, explain process and manage expectations of the outcomes of this process.
9. Attend the ADSA meeting to consider CPE transfers, following appropriate processes that ensure this a clear and transparent process for students. When required further engagement may occur with a relevant member of the OMS pastoral support team, to ensure the student's positionality is understood within the appropriate context.
3. ADSAs will independently weigh and rank (normative- based on a weighting and ranking of need) each of the students' reasons for transfer and will also consider a criterion-based grouping (i.e. remaining at the current campus for the trainee intern year is likely to cause significant hardship or prevent completion of the degree). The ADSAs will meet to discuss the requests, the rankings and who and who doesn't meet the criteria and will make consensus-based determinations of the normative ranked requests and those that would be included in the criterion group. The numbers for potential transfers between the Universities will then be factored in and the potential transfer recommendations will be determined. Alongside this, the list of students who meet the criteria for a potential transfer will also be drawn up.
4. The students who meet the criteria, and their applications will then be submitted to the OMS Programme Director.
5. There should be no informal or formal communication between ADSA and students in relation to these recommendations.
6. The Programme Director then gives the relevant information to the UAMS Programme Director, and receives the UAMS requests for transfers information. Both Programme Directors make their decisions independent of each other, and coordinate based on the outcomes how many students will be able to transfer, and to what loci.
7. The OMSEC will note the recommendations of the OMS Programme Director and then consider the resource implications for each campus, this will then inform the final recommendations that are sent through to the OMSAB for ratification.
8. Upon OMSAB confirmation, ADSA will be informed of the outcomes. However, formal communication of this outcome will go from the Chair of the OMSAB to the student.
9. ADSA may meet with students who have applied for CPE transfer, after students are informed of the outcome by the Chair of the OMSAB.

FOR THE OMS EXECUTIVE COMMITTEE:

1. THE OMSEC receive the combined OMS Programme Director recommendations at a usual OMSEC meeting through the meeting agenda. Deans then consider the resource implications for these recommendations and bring this information to the meeting for discussion.
2. A consensus is then reached at the OMSEC on the viability of ensuring appropriate resources are in place to support those recommended for transfer. A formal recommendation/briefing paper is then written up for the OMSAB for consideration.
3. No formal communication occurs between OMSEC and ADSA at this point of the process.
4. The OMSEC then awaits formal notification from the OMSAB on the outcomes of their recommendations.

FOR THE OMS ACADEMIC BOARD (OMSAB)

1. The OMSAB receive the OMSEC recommendations for CPE transfers at a usual OMSAB meeting through the meeting agenda.
2. A consensus is then reached by the OMSAB to amend and/or ratify the recommendations of the OMSEC in relation to CPE transfer requests, noting the student has both met the criteria and the campus of which they wish to transfer to is able to provide appropriate learning and pastoral care to meet their needs.
3. The OMSAB informs the OMSEC of the outcome, and the Chair formally writes to each student who has submitted an application on whether their transfer has been successful or not successful, and notes next steps forward in the process, including; who will assist in either:
4. Logistics of their transfer and timelines for these, or
5. How the home campus will continue to support them in the upcoming academic year, as they have not been successful in their transfer application.

TIMELINE

