

**OTAGO MEDICAL SCHOOL POLICIES
(Updated February 2018)**

*The policies indicated below are coordinated through the Otago Medical School and Student Affairs Office of the Dunedin School of Medicine.
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POLICY FOR TRANSFERS BETWEEN SCHOOLS OF THE OTAGO MEDICAL SCHOOL

- Once a student is placed in a Campus School of Medicine (DSM, UOC or UOW) the student is expected to remain at that School until completion of sixth year.
- A student who wishes to transfer to another Campus School of Medicine after being placed in a School for fourth year, but fourth Year has yet to commence, will address his/her request to change Schools directly to the Associate Dean of Student Affairs, Dunedin School of Medicine. This will be dealt with as an allocation of school in third year, as opposed to transfer.
- Transfers will not normally be considered during, or between, fourth and fifth year, but may be considered for sixth year. Applications are to be submitted to the Campus School Associate Deans of Student Affairs/Undergraduate Education by 2 April in the year prior to transfer.
- The Dean of the Otago Medical School, will only approve transfers if places are available and the Deans of the respective Schools support the transfer (principles contained in the MB ChB regulation Division of Class after Third Year in the University of Otago Calendar will be taken into account).
- Transfers between DSM, UOC and UOW are not necessarily on a one-to-one basis but the total numbers at each school will be considered with a view to maintaining the agreed numbers of places for each school (eg 80 – DSM, 110 – UOC, 110 – UOW).
- Criteria for assessing eligibility and priority for transfer shall be determined by the Deans and Associate Deans of Student Affairs/Undergraduate Education – DSM, UOC and UOW
- Elective quarters in 6th Year cannot be guaranteed for transferring students. The School to which the student is transferring shall make the final decision on Elective quarters.

POLICY FOR TRANSFERS BETWEEN OTAGO AND THE MEDICAL PROGRAMME AT UNIVERSITY OF AUCKLAND

- A student who wishes to transfer to the Medical Programme, University of Auckland, for Year 6 will apply in writing to the Associate Dean for Student Affairs/Undergraduate Education at the Campus School of Medicine they are currently attending. The application is to be received by 2 April in the year prior to transfer, i.e. when a student is in Year 5 of the medical course.
- Transfers will only be approved on a one-to-one swap with a student from the Medical Programme, University of Auckland.
- Students must have an acceptable standard of performance in the course.
- The home institution will notify current Vulnerable Children Act 2014 compliance and clearance to the host institution prior to the transfer commencing.
- Students must provide evidence of special reasons for transfer and the Associate Deans for Student Affairs at Otago and the relevant staff at Auckland shall determine the criteria and assess applications against this criteria.
- As Year 6 of the programme in Auckland commences in early January each year, trainee interns from Otago who transfer to Auckland, will be required to commence the year in mid-November with a 4-week elective. Following completion of this in early January, they then join the Auckland programme. Elective attachments in Auckland are for a period of 8 weeks and if undertaken overseas, must be undertaken under one institution.
- The Elective quarter cannot be guaranteed for Otago students transferring to Auckland. The Auckland Programme staff shall make the final decision on Elective quarters. Auckland students transferring to Otago will be allocated 4th Quarter Electives. This enables the Auckland student to complete the programme and meet the earlier graduation deadlines for the Auckland programme.
- Auckland students transferring to Otago will undertake the full Otago sixth year programme, i.e. from November – November.
- Otago students at Auckland are not enrolled students so will 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.

Note:

Deans of Dunedin, Christchurch, Wellington and the University of Auckland delegate to their Associate Deans of Student Affairs/Undergraduate Education (ADSA) and relevant staff at Auckland the authority to recommend transfers out of and into their School. All transfers are monitored by the ADSA (Dunedin) on behalf of the Otago Medical School to ensure applicants from all Schools have equal opportunity to transfer.