

Withdrawing from the Medical Course

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 (Dean's office, Otago Medical School).

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 Campus' 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.

Application for Withdrawal from the Medical Course

Please complete and return this form to your Associate Dean Student Affairs/Undergraduate Student Affairs *no later than the first Friday in August*

_____ seek approval to withdraw
(full names - please print) (ID Number)

from the _____ year class in _____ in order to:
(eg Fourth, Sixth) (eg 2021, 2022 etc)

- | | | | |
|--|--------------------------|--|--------------------------|
| i) Integrated study eg BMedSc(Hons)
BSc, BBiomedSc, BA, DPH/MPH (*specify below) | <input type="checkbox"/> | ii) Other Academic Study (*specify below) | <input type="checkbox"/> |
| iii) Health (Medical Certificate required) | <input type="checkbox"/> | iv) Compassionate (*specify below) | <input type="checkbox"/> |
| v) Travel (attach a statement no more than
one A4 page – will be used for ranking
readmission) | <input type="checkbox"/> | vi) Other (attach a statement no more than
one A4 page – will be used for ranking
readmission) | <input type="checkbox"/> |

***Further Details**

(attach additional pages if necessary)

Permanent Withdrawal Temporary Withdrawal (for one year – refer policy)

I plan to reapply for readmission to the _____ year course in _____
(eg Fourth/Sixth) (eg. 2021, 2022 etc)

Confirmation of withdrawal will be sent to your @student email address:

I shall apply in writing for readmission no later than **1 JUNE** of the year prior to that for which I seek readmission. I shall let you know of any change of address.

Signed: _____

Date: _____

Contact Email address during year off (if other than @student address) : _____

Please Note:

If you will be applying for re-entry into the fourth year of the medical course, please consider which campus you wish to attend, and indicate your choice on the application for readmission form.

This withdrawal has been discussed with the Associate Dean for Student Affairs (Undergraduate Education) and a recommendation for approval is sought from Otago Medical School Academic Board.

Signed: _____ Dated: _____
Associate Dean for Student Affairs (Undergraduate Student Affairs)

Send signed form to Manager, University of Otago Medical School



OTAGO MEDICAL SCHOOL
Te Kura Hauora o Ōtākou

Application for Readmission to the Medical Course

Please complete and return this form to:
**Manager, University of Otago Medical School,
University of Otago, P O Box 56, DUNEDIN 9054**

Students must apply for readmission to the medical course not later than **1 JUNE** of the year prior to that for which they seek readmission.

I seek approval
(full names - please print) (ID Number)

for readmission to the year class in
(eg Fourth, Sixth) (eg 2022, 2023 etc)

Please Note:
If you are applying for readmission into the medical course for fourth year for the first time, please state below which Campus you wish to attend:

My preferred Campus is:
(Dunedin, Christchurch, Wellington)

Confirmation of Application for Readmission will be sent to your @student email address unless an alternative is provided here :
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Signed:

Dated:

Copies:
Associate Dean Student Affairs/Undergraduate Student Affairs