

## PHASE 3 VOLUNTARY SITE REASSIGNMENT PROTOCOL

Date of Approval: 31 March 2016  
Version: 4.0  
Approved by: UME Committee  
Responsible Portfolio: UME  
Responsible Officer: Assistant Dean, Learner Affairs

### 1.0 Overview

This Protocol outlines the conditions whereby a student might change/transfer their Phase 3 location of study. The Protocol strives to be fair and equitable to all students.

### 2.0 Purpose/Rationale

The purpose of this protocol is to:

- 2.1 outline the conditions, requirements and processes that need to be satisfied in order to accommodate a Phase 3 transfer;
- 2.2 establish a clear and transparent process that will be known to all students in advance of their Phase 3 experience;
- 2.3 ensure that students' requests are given a fair hearing and that they are treated equitably; and
- 2.4 clearly identify the measures taken to ensure that sensitive and/or confidential student information is maintained.

### 3.0 Applicability

This protocol applies to any student currently enrolled in Phase 2 who is interested in transferring the location/site of their Phase 3 academic program: a Lakehead University-registered NOSM student who may be interested in completing their Phase 3 experience in Sudbury, for example, or a Laurentian University-registered NOSM student who is interested in completing their Phase 3 program in Thunder Bay. Transfers to locations other than Sudbury and Thunder Bay are not possible.

### 4.0 Conditions

- 4.1 Once a student's request for transfer has been approved and signed-off, they must follow through with that assignment; remaining at their original site for Phase 3 is no longer an option.
- 4.2 Phase 3 transfers take effect on the first day of Phase 3 orientation. Phase 3 transfers are **NOT** possible once Phase 3 has begun (typically in May).
- 4.3 Students interested in a Phase 3 transfer may enquire of their peers to know if others might also be interested in same. While the Phase 3 Coordinator would be interested in potential exchanges, students cannot make such "swaps" on their own: they must fully comply with this protocol.
- 4.4 There are a finite number of positions available on each campus. It is possible that not all campus transfer requests in a given year can or will be accommodated.

## 5.0 Protocol

- 5.1 By September 1 of each year, the Student Records & Electives Officer will inform the Phase 3 Coordinator and Assistant Dean, Learner Affairs of any expected Phase 3 vacancies for the following academic period. This early deadline will allow the Phase 3 Site Transfer process to be finalized prior to the start of the Phase 3 Stream Selection. The Student Records & Electives Officer will also invite students interested in a site transfer to notify [records@nosm.ca](mailto:records@nosm.ca) of their intention to apply at this time, so that NOSM can have an early impression of how many transfer requests will be received in a given year.
- 5.2 Student(s) interested in a Phase 3 Transfer should apply in writing, completely outlining their circumstances and providing sufficient justification. Applications should be sent to the Student Records & Electives Officer ([records@nosm.ca](mailto:records@nosm.ca)) by September 25. Relevant student information such as name, student number and contact information (in case of questions) should be included within this application.
- 5.3 The Student Records & Electives Officer will pass this request on to the Assistant Dean, Learner Affairs who will acknowledge receipt of the student's request and seek any clarification as necessary. A confidential file of all such requests (inclusive of their contents) will be compiled and carefully maintained within Learner Affairs.
- 5.4 By October 1, the Assistant Dean, Learner Affairs will adjudicate the requests. Given the potentially sensitive and confidential nature of the information contained in individual student requests, these determinations are final and are not subject to appeal or review.
- 5.5 Upon completion of the application review process, the Assistant Dean, Learner Affairs will confer with the Associate Dean UME and Phase 3 Coordinator to finalize the proposed Site Transfers.
- 5.6 By October 7, the Assistant Dean, Learner Affairs will communicate to any/all students who requested consideration of a Phase 3 Site Transfer, the status of their request. Formal sign-offs will occur as necessary with the Phase 3 Coordinator and student. Formal letters will be sent from the Associate Dean, UME to all learners whose campus transfer has been approved. This letter will be .cc to the Assistant Dean of Learner Affairs, the Phase 3 Coordinator, the Director of Assessment, the Student Records & Electives Officer, and the Phase 2&3 Clerkship Coordinator.
- 5.7 A student's academic record/affiliation will remain with the host university where they originally registered. A learner who switches sites for Phase 3 will need to register with, and pay all applicable fees including tuition to, their **original host university**. They will also **graduate** from their original host university.

## 6.0 Authority

- 6.1 The Assistant Dean, Learner Affairs is responsible for ensuring that this protocol is adhered to and that it is fairly administered.
- 6.2 Subsequent alterations of this protocol will require input and approval from the Associate Dean UME, the Assistant Dean Learner Affairs, the Phase 3 Coordinator, the Phase 3 Committee, and the UME Committee.

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Version	Date	Authors/Comments/Amendments/Approvals
		There were previous versions however versioning was not used
3.0	15 Oct 2012	Approved by UMEC
4.0	01 May 2014	Revised by Assistant Dean Learner Affairs and Phase 3 Coordinator Approved by UMEC after two readings
	31 March 2016	Reviewed by Learner Affairs and P3C as part of regular review cycle. No changes at this time.