

## **ADMISSIONS POLICY (UME PROGRAM)**

Approval Authority: Senate

Established On: 2005 04 25

Category: Academic

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### **1.0 PURPOSE**

This policy governs the admissions requirements and process for applicants to the Undergraduate Medical Education (UME) Program at NOSM University.

### **2.0 SCOPE**

The Office of Admissions and Learner Recruitment utilizes and implements this policy in the processing of applications as it relates to the Undergraduate Medical Education program (UME) at NOSM University. The Assistant Dean Admissions, in conjunction with the UME Admissions Committee including the Francophone and Indigenous Admissions Subcommittees, the Registrar and the Associate Dean UME are responsible for overseeing the implementation, administration and interpretation of this policy.

### **3.0 DEFINITIONS**

For the purposes of this policy:

- OMSAS means Ontario Medical School Application Service
- GPA means Grade point average

### **4.0 POLICY TERMS**

#### **4.1 Ontario Medical School Application Service (OMSAS)**

Application to the Undergraduate Medical Education (UME) Program at NOSM University is through the Ontario Medical School Application Service ([www.ouac.on.ca/OMSAS](http://www.ouac.on.ca/OMSAS)). The official admissions policy for the UME Program is published in the Ontario Medical School Application and Instruction Booklet available on the OMSAS website.

All deadlines relevant to the application process are published in the OMSAS Instruction booklet. These deadlines are strictly observed. This includes not only the application itself but the receipt of all relevant documentation. Applicants are advised to follow the application instructions precisely. Failure to meet the deadlines or to follow the application instructions will result in disqualification.

#### **4.2 Important Dates**

The following is a list of general dates. For more detailed information, contact.

[www.ouac.on.ca/omsas](http://www.ouac.on.ca/omsas).

- Mid-July: OMSAS online application opens.
- Beginning of October: Deadline for submitting applications.
- Beginning of October: All transcripts and academic documents must be received by OMSAS

#### 4.3 Eligibility

The minimum admission requirement is a 4-year undergraduate university degree, or equivalent, from a recognized institution in any discipline. No preference is given to a particular discipline over another.

A minimum Grade Point Average (GPA) of 3.0 on a scale of 4.0 is required. Only grades from undergraduate university programs will be used in the calculation of the GPA. The GPA calculation is cumulative of all undergraduate university degree level study completed at the time of application. For those applicants whose 4-year degree is completed through a transfer of credits from a college, they are required to have completed a minimum of ten full course credits, twenty half course credits or, a combination of, at the university degree level. The GPA may be adjusted if an applicant has applied to and been granted an exceptional circumstance or a disability-based consideration.

It is recommended that applicants with majors in science complete at least two (2) full course equivalents\* in arts, social sciences and/or humanities, and that applicants pursuing majors in arts, social sciences and/or humanities complete at least two (2) full course equivalents\* in science. The completion of recommended courses will be considered at the selection stage of the Admissions Process and could support an offer of admission to candidates who adhere to the recommendation.

\*Two (2) full course equivalents refer to two (2) full year course credits, four (4) semester courses, or a combination of one (1) full course credit and two (2) semester courses.

Designation of a course as “Arts, Social Sciences, Humanities, or Science” is determined by the institution that the applicant is attending or attended.

Students may apply in the final year of their 4-year undergraduate degree program. However, proof of completion of the 4-year undergraduate degree is required by June 30 of the year of potential enrolment.

Applicants who have completed graduate degrees by the application deadline are required to have met the GPA cut-off with their undergraduate grades, but for the purposes of further screening will have 0.2 added to their undergraduate GPA. Applicants will only receive one 0.2

bonus; they will not receive the additional 0.2 for more than one graduate degree. There will be no additional score added to the GPA or other credit given for applicants who have not completed a graduate degree.

An applicant must be either a Canadian citizen or a permanent resident of Canada by the application deadline for the year in which they apply.

#### 4.4 Transcript Requirements

Applicants are required to report and provide official transcripts for all post-secondary courses/programs attended, including graduate degree work. This includes community colleges, CEGEPs, junior colleges, colleges, and pre-university programs, etc. or graduate school attended. All transcripts must go directly to OMSAS either electronically via the Electronic Request Form or by mail. Failure to report all courses, programs or grades on the Academic Record will result in disqualification of the application.

Applicants who are submitting transcripts for post-secondary education completed at universities outside of Canada or in the United States will be required to have their foreign documents assessed by the World Education Service (WES). This requirement applies to coursework that may have been completed as part of an exchange program, as a visiting student, etc. The evaluation must include a program equivalency conversion, an overall grade point average conversion for each year of study, as well as a course-by-course conversion. This requirement will be waived for those applicants completing foreign coursework of two semesters or less.

#### 4.5 Skills and Abilities

Students in medicine must be able to communicate with patients and colleagues, make observations about patients, gather information, and analyze data in order to arrive at medical judgments. All applicants are responsible for reviewing the Essential Skills and Abilities Requirements on the OMSAS and University websites as well as contacting the Learner Support Services if they require accommodation to undertake the Undergraduate Medical Education program at NOSM University.

#### 4.6 English Language Proficiency

Students at NOSM University must be proficient in written and spoken English. All application materials must be submitted in English except for specific documentation required for the Francophone Admission Stream and the Confidential Assessment Form (CAF) which can be submitted in English or French. The University reserves the right to deny admission to any applicant whose ability in written and spoken English is judged to be inadequate.

#### 4.7 Admission Streams

The UME Program currently has the following streams through which an applicant can apply:

### General Admission Stream

Applicants do not need to select the General Admission Stream in their application. An application will automatically be considered through the General Admission Stream if the applicant:

- did not apply to any other admission stream(s) or;
- did not meet the requirement of the other application stream(s)

### Indigenous Admission Stream

Indigenous applicants may choose to either self-identify as Indigenous and apply to the general admission stream or apply to the Indigenous Admission Stream. Applicants who choose to apply through the Indigenous Admission Stream may receive a slightly higher context score.

Those who wish to be considered through the Indigenous Admission Stream will be required to submit additional documentation as indicated on the NOSM University website.

All required documentation must be submitted to OMSAS by the application deadline.

Applications submitted to the Indigenous Admission Stream with all the required documentation will be reviewed by the Indigenous Admissions Subcommittee. Applicants who do not meet the requirements to be considered through the Indigenous Admission Stream will be considered for admission through the general admission stream.

### Francophone Admission Stream

Francophone applicants may choose to either self-identify as a Francophone and apply to the general admission stream or apply to the Francophone Admission Stream. Applicants who choose to apply through the Francophone Admission Stream may receive a slightly higher context score.

Those who wish to be considered through the Francophone Admission Stream will be required to submit additional documentation as indicated on the NOSM University website.

All required documentation must be submitted to OMSAS by the application deadline.

Applications submitted to the Francophone Admission Stream will all the required documentation will be reviewed by the Francophone Admission Subcommittee. Applicants who

do not meet the requirements to be considered through the Francophone Admission Stream will be considered for admission through the general stream.

Applicants to the Francophone Admission Stream who are invited to interview at NOSM University will be required to demonstrate their proficiency in spoken French by participating in a French language fluency evaluation.

#### Military Medical Training Program (MMTP) Admission Stream

NOSM University's UME program participates in an agreement with the Department of National Defense (DND) in creating additional training positions for Regular Force Members of the Canadian Armed Forces (CAF), subsidized under the Military Medical Training Program (MMTP). Canadian Forces members, who are supported and funded by the DND would be eligible to apply for these positions and offers of admission will be made to those that qualify. Applicants must be serving in the Canadian Armed Forces as a Regular Force Member to apply through the MMTP admission stream.

Applicants who do not meet the requirement for the MMTP Admission Stream will be considered through the General Admission Stream.

#### 4.8 Special Consideration Requests

NOSM University recognizes that some applicants may have faced barriers along their path to applying to medicine. As part of our commitment to equity and inclusion, we wish to mitigate barriers where possible while ensuring fairness for all applicants. Applicants may apply for special consideration through the following:

- Disability-based Consideration Requests – unaccommodated medical
- Exceptional Circumstances - serious personal difficulties such as socio-cultural and/or financial

### **5.0 ADMISSION PROCESS**

The final selection for Admission to the Undergraduate Medical Education Program is based on the application score (GPA, autobiographical sketch and supplementary questions, and context score), the interview score, comments provided from the interview, and consideration of the Confidential Assessment Forms (CAF). The admissions process will award a higher context score to applicants with significant living experience in northern, rural and remote Ontario and rural and remote rest of Canada. Indigenous and Francophone applicants who apply through the respective stream(s) may also receive a higher context score.

Selection procedures include:

Stage 1:

- Application is examined to ensure that it is complete and that minimum requirements are met.

#### Stage 2:

- All applications are initially screened based on three (3) components:
  - Grade Point Average (GPA)
  - Autobiographical Sketch and School Submission Questions
  - Context Score (Not considered for MMTP applicants)

#### Stage 3:

- Invitation to interview

#### Stage 4:

- The final selection of applicants receiving an offer of admission is based on a combination of the pre-interview (50%) and the interview (50%) scores and a complete file review by the Admissions Selection Committee.

#### Stage 5:

- Offers of admission are sent to the top ranked candidates based on the number of available UME seats. A waiting list is also maintained.

### 5.1 Falsification of Application Information

NOSM University reserves the right to determine the veracity of any and all statements in the application. If any application information is found to be false or misleading, concealed or withheld, the application will be disqualified. If this is discovered after an offer of admission is sent, the offer will be withdrawn. If these circumstances are discovered after admittance into the medical program, the student will be required to withdraw from the program and is barred from applying to NOSM University for 5 years.

### 5.2 Additional Admission Requirements

Successful applicants will be required to meet all registration conditions outlined in the offer package no later than September 30 of the 1<sup>st</sup> year of admission into the program.

Failure to comply with any of these requirements may result in students being denied access to clinical settings and/or removal from the UME program.

### 5.3 Unsuccessful Applicants

Applicants who are not invited for an interview will receive a letter in late January or early February of the year following application indicating that they have been unsuccessful at that stage in the

admissions process. Those applicants who are interviewed will be sent notification the second week of May as to their status: offer of admission, on the waiting list or unsuccessful.

Applications are not held over from one year to the next. Unsuccessful applicants are required to reapply through OMSAS with a new application for the following admissions cycle.

#### 5.4 Transfers

Due to the integrated nature of the curriculum, the NOSMU Undergraduate Medical Education program cannot accept transfer students except for students registered in the NOSM Undergraduate Medical Education programs at Lakehead University or Laurentian University.

### 6.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the Assistant Dean, Admissions in the Office of Admissions and Learner Recruitment at admissions@nosm.ca.

### 7.0 RELATED DOCUMENTS

Essential Skills and Abilities Required: <https://www.ouac.on.ca/omsas/omsas-essential/>

### AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: Admissions Committee
- b. Responsible Officer: Assistant Dean, Admissions
- c. Procedural Authority: Director, Admissions and Learner Recruitment
- d. Procedural Officer: Admissions Officer

### Review and Revision History

**Review Period:** Annually

**Date for Next Review:** 2023 September

**Development History – this section will be deleted when the policy is finalized and ready for review/approval**

Date	Action
2005 04 25	Original Policy
2008 05 20	Revision and Update – approved by Senates
2010 02 26	Transcript requirements – revision to calendar

2012 04 17	Transfer revision – due to integrated nature of the curriculum. Formatting changes
2016 04 16	GPA and language updates
2019 10 11	Nominal wording changes
2020 01 21	Wording changes / New Template formatting approved at Senates
2022	Revisions to section 2.0 – with current scope, updated titles 5.3 Transfers amendment to language