



MDCM ADMISSIONS COMMITTEE

MDCM QUALIFYING YEAR

SUBCOMMITTEE (MED-P & NON-TRADITIONAL PATHWAY)

TERMS OF REFERENCE

Mandate

The MDCM Qualifying Year (MQY) Subcommittee of the MDCM Admissions Committee is mandated by the MDCM Admissions Committee to review academic and disciplinary dossiers of students who are required to complete a qualifying year in advance of registration in the MDCM Program (i.e. Med-P and non-traditional pathway candidates). This includes an in-depth review of dossiers not clearly above the required threshold for promotion. The MQY Subcommittee shall be guided by the “Promotions Guidelines for Students Transitioning from the Med-P year or a Qualifying Year to the MDCM Program” [hereinafter the Promotions Guidelines].

The Subcommittee recommends promotional outcomes to the MDCM Admissions Committee, which maintains final authority for the selection and admissions of students to the MDCM Program.

The Chair of the MQY Subcommittee is the Director of the Qualifying Year, who is a faculty member appointed to this role by the Associate Dean UGME, in consultation with the Assistant Dean MDCM Admissions.

Committee Roles and Responsibilities

The MQY Subcommittee:

1. Ensures that students completing a qualifying year know and understand the Promotions Guidelines
2. Ensures that timely feedback is provided to students who, by mid-term of the Fall session, are identified as at-risk of not being promoted to the MDCM Program
3. Reviews the academic and disciplinary records of all students completing a qualifying year, and written submissions of students whose dossiers are not clearly above the required threshold for promotion, and recommends promotional outcomes to the MDCM Admissions Committee

Reporting Structure

The Subcommittee Chair is scheduled to report at an MDCM Admissions Committee meeting once per academic year and submits a written report to the MDCM Admissions Committee annually. In addition to scheduled reporting, the Chair may request that items be added to the MDCM Admissions Committee agenda.

Membership

Members are subject to the Faculty of Medicine's (Admissions) Confidentiality Agreement and the Policy on Conflicts of Interest.

	Functions	Voting privileges
Director of the Qualifying Year	Chair	Yes
Senior Admissions Officer	Secretary	No
1 faculty member from a Basic Science Department in the Faculty of Medicine		Yes
1 faculty member from a Clinical Department in the Faculty of Medicine		Yes
Qualifying Year (Med-P/NTP) Student Advisor (Faculty of Science)	<i>Ex-officio</i>	No
Assistant Dean MDCM Admissions*	<i>Ex-officio</i>	No

*Invited to all meetings and receives all agendas, minutes and other documentation, but is not expected to attend all meetings.

Term of Office

Ex-officio members shall be members for the duration of their term in office; other members shall be appointed for a term of 3 years (renewable).

Conduct of Meetings

Meeting frequency and functioning

The Subcommittee shall meet at least 2 times per year, once in early winter to review Fall term results and identify students needing support/intervention and once in early June following the release of Winter Term results to review candidacies for promotion. Additional meetings may be convened by the Chair as and when necessary.

Quorum

All voting members must be present in order to achieve quorum. Given the nature of the discussions, participation by unsecure teleconference or videoconference is not permitted and attendance in person is expected.

Voting procedure

The Chair will aim to build consensus; however, final recommendations will be determined by voting.

A motion shall pass with the support of a simple majority (50%+1) of voting members. Recommendations of the Subcommittee will be recorded.

Approved by Deanery Executive Committee: August 22, 2016