



## **TERMS OF REFERENCE**

### MDCM Med-P Qualifying Year Subcommittee

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**Approved By:** MDCM Program Committee

**Approved On:** August 22, 2016

**Updated On:** March 6, 2024

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#### **Mandate**

The MDCM Med- P 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 the Med-P qualifying year in advance of registration in the MDCM Program. 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 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 Assistant Dean MDCM Admissions, in consultation with the Associate Dean UGME.

#### **Committee Roles and Responsibilities**

The MDCM Qualifying Year (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 and reports of professionalism concerns for 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 MDCM Program Committee meetings twice per academic year and submits a written report or presentation to the MDCM Program Committee annually. In addition to scheduled reporting, the Chair may request that items be added to the MDCM Program Committee agenda.

### **Membership**

Members are subject to the Undergraduate Medical Admissions Confidentiality Agreement and the Policy on Conflicts of Interest.

	Functions	Voting privileges
Director of the Qualifying Year	Chair	Yes
Manager, Medical Admissions	Ex-officio	No
Admissions Administrator	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
Montreal Med- P Qualifying Year Student Advisor (Faculty of Science)	Ex-officio	No
Outaouais Med- P Qualifying Year Student Advisor (Faculty of Science)	Ex-officio	No
Assistant Dean MDCM Admissions*	Ex-officio	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 remain on the subcommittee for their term of office. For other members, the term of office is 3 years (renewable once).



## 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.

Discussion at the subcommittee will be bilingual; members and invited guests are welcome to address the subcommittee in the language of their choosing.

Minutes will be recorded in English and distributed electronically to all members.

### **Quorum**

All voting members must be present in order to achieve quorum (in person or by remote connectivity.)

### **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.