

Title:	Transfer Between Program Sites	Number:	001
Approved By:	Undergraduate Medical Education Committee		
Approval Date:	14 February 2022	Next Review:	01 February 2025
Effective Date:	01 March 2022		
Audience:	Years 1-4 Students, Faculty and Staff – All Sites		
Purpose:	Outlines the process whereby a student may, under exceptional circumstances, request a transfer to an alternate program site.		
Exclusions:	UBC Senate Policy and Procedure “Change of Campus” Movement between campuses for a portion of the curriculum, such as Year 4 electives and Year 3 Integrated Clerkships. Movement from or between Integrated Community Clerkship (ICC) sites after acceptance.		
Related Policies and Procedures:	None		
Calendar Statement:	Successful applicants are offered a position at a specific regional medical program site in the Faculty of Medicine via the admissions process. An offer is binding to a specific site, as outlined in the offer letter.		
Contact:	Associate Dean, Undergraduate Medical Education		

Preamble

Medical students register in the Faculty of Medicine with a commitment to one of the primary Undergraduate Medical Education program sites, the Island Medical Program (IMP), the Northern Medical Program (NMP), the Southern Medical Program (SMP), or the Vancouver Fraser Medical Program (VFMP). Year 3 VFMP is considered a site for students accepted into the Fraser Cohort. Site assignment is final. Movements to ICCs in year 3 are not considered a site transfer, and students remain members of their primary program site as listed above.

Definitions

Centre for Accessibility (CFA)	The CFA is part of Student Services at UBC. CFA recommends disability-related accommodations and programming initiatives designed to remove barriers for students with disabilities and ongoing medical conditions.
Site	A Regional campus of the MD Undergraduate Program: Island Medical Program (IMP), Northern Medical Program (NMP), Southern Medical Program (SMP), Vancouver Fraser Medical Program (VFMP). Year 3 VFMP is considered a site for students accepted into the Fraser Cohort. Also, program site; primary program site.
Site Transfer	A permanent change in a student’s site of registration (including the Fraser Cohort) that will exist for the duration of the MD Undergraduate Program.
Student Transfer Subcommittee (STS)	A subcommittee of Undergraduate Medical Education Committee with the authority to approve or decline student transfers between sites.

Policy

1. Transfer between program sites will only be considered in the most exceptional circumstances.

2. Students may only request transfers after March 1st of their first year of the MD Undergraduate Program.
3. Site transfers require the approval of the Student Transfer Subcommittee (STS).
4. The STS will not approve reciprocal site transfers (switches) arranged by students.

Procedure

1. The STS meets twice yearly or at the call of the Chair. Dates of meetings can be requested from ugme.teamlead@ubc.ca.
2. Before a student makes a request for site transfer on personal medical grounds, the student must be first assessed by the CFA. The CFA will recommend to the STS whether site transfer is required or recommended as part of an accommodation.
3. If a site transfer is required as part of an accommodation recommended by the CFA, the student must apply to the STS as described below. The nature of the circumstance can be stated as “CFA-recommended Accommodation”.
4. If a site transfer is not required as part of accommodations recommended by the CFA, the student may apply to the STS for consideration of transfer, based on exceptional personal circumstances.
5. Under exceptional circumstances, site transfers may be mandated by the Student Promotions Review Board (SPRB) and the STS will be informed of these transfers for reporting purposes.
6. Requests for site transfer must be made to the STS by completing [this online form](#). Requests must be received at least five (5) business days prior to the next regularly scheduled STS meeting.
7. Letters should be addressed to the Student Transfer Subcommittee at ugme.teamlead@ubc.ca.
8. Requests for site transfer should reference and provide details of the exceptional nature of the circumstance.
9. The Chair may request additional documentation to support the request.
10. In reviewing a site transfer request, the STS will consider:
 - 10.1. The nature of the student’s circumstance(s);
 - 10.2. Capacity and impact on resources at the proposed new site.
11. The Chair will notify the student of the STS decision in writing within ten (10) business days of the STS meeting.
12. If a request for site transfer is declined and the student is unable to continue at their current primary program site, the student may consider applying for a Leave of Absence, or withdraw from the MD Undergraduate program and re-apply, stating their preferred site.
13. Any costs incurred as a result of the site transfer will be the responsibility of the student.
14. The decisions of the STS are final.



Review History

Action	Committee	Date	Status
Review	MD Undergraduate Regional Executive	17 September, 2014	Approved
Revised	MDUEC Policy Advisory Subcommittee	7 December, 2017	Endorsed
Reviewed	MD Undergraduate Education Committee	11 December, 2017	Deferred
Review	MD Undergraduate Education Committee	15 January, 2018	Approved
Revised	Student Transfer Subcommittee	13 May, 2019	Endorsed
Reviewed	Policy Advisory Subcommittee	30 May, 2019	Endorsed
Reviewed	Undergraduate Medical Education Committee	17 June, 2019	Approved
Update	PAS – minor edits to definitions	21 October, 2020	Done
Update	UGMEC - Inclusion of Fraser Cohort	November, 2021	In progress
Reviewed	Policy Advisory Subcommittee	20 January, 2022	Endorsed
Reviewed	Legal Counsel	2 February, 2022	Endorsed
Reviewed	Undergraduate Medical Education Committee	14 February 2022	Approved
Reviewed	Policy Advisory Subcommittee	25 January 2023	Minor Edit to Procedure