



Title:	MD/PhD Program – External Research Rotation	Number:	040
Approved By:	Undergraduate Medical Education Committee		
Approval Date:	15 May 2023	Review Date:	01 May 2026
Effective Date:	01 June 2023		
Audience:	MD/PhD students, faculty and staff		
Purpose:	To inform MD/PhD students about rules for timely completion of external research rotations during their research years		
Related Policies and Procedures:	1. Leave of Absence (#002) 2. Return to Studies Following a Leave of Absence (#037)		
Exclusions:	Non MD/PhD students		
Calendar Statement:	None		
Contact:	MD/PhD Program Director		

Preamble

This policy applies to all students in the MD/PhD Program who are seeking to pursue academic activities off-site during their research years, between commencement of full-time graduate studies at the end of Year 2, and reentry into the Year 3 curriculum.

The MD/PhD Program supports and encourages national and international research training opportunities that scientifically integrate within the trainee's PhD program. These training opportunities can contribute to outstanding thesis work and world-class scientific productivity that contributes to the Faculty of Medicine's commitment to excellence.

Because of the protracted nature of clinician-scientist training and the need for highly trained and fully qualified clinician-scientists, the UBC MD/PhD program is designed to be completed in seven years.

Definitions

Educational/Career Development LOA	An LOA for approved academic, research or training activities that require time away from the Program.
External Research Rotation	An academic activity taking place and requiring temporary residence outside British Columbia for a period longer than four weeks.
Leave of Absence (LOA)	A temporary suspension of all academic, clinical and professional activities for a period of more than four consecutive weeks.
Regional Student Promotions Subcommittee (RSPS)	A Program site-specific subcommittee of the SPRB (see below) that oversees and reviews the academic performance of students at the Program site and assigns course grades according to assessment policies.
Student Promotion & Review Board (SPRB)	A subcommittee of the Undergraduate Medical Education Committee (UGMEC) responsible for student's academic review and promotion.



Policy

1. External Research Rotations can be taken as part of the PhD thesis work prior to thesis defence.
2. External Research Rotations can be taken during unstructured time after thesis defense and before the fixed dates in spring for re-entry into the UGME curriculum.
3. The External Research Rotation should not extend the MD/PhD program beyond seven years. At the discretion of the MD/PhD Program Director, in consultation with student's supervisor and PhD thesis supervisory committee, an individual student's program may be extended to eight years.
4. Students who choose to extend their program beyond eight years will be required to take a formal Educational/Career Development Leave of Absence (LOA) from the UBC Faculty of Medicine.

Procedure

1. The student is required to obtain approvals from the following, prior to committing to an External Research Rotation outside of British Columbia:
 - The student's thesis advisor
 - The student's PhD supervisory committee
 - The MD/PhD Program Director
2. The student and the external preceptor are required to agree in writing to a defined end date for the off-site training, which will not extend their program beyond seven years (or eight years, at the discretion of the MD/PhD Program Director). The defined end date must take into account the re-entry date for Year 3 rotations (typically early June) and the obligation to attend and complete MEDD 422, Transitions into Clinical Education (typically in April). The end date for the off-site training must be approved by the MD/PhD Program Director.
3. The student is responsible for securing their own travel and associated costs during the external research training period.
4. Students whose External Research Rotations meet the above criteria will remain registered as regular students, able to access their stipends per usual conditions (including prorating of MD/PhD program contributions when other sources of support are obtained). They will retain their standing as active students, pay UBC tuition and retain their educational license with the College of Physicians and Surgeons of BC (CPSBC).
5. Students whose External Research Rotations extend their MD/PhD program beyond eight years must take a formal Educational/Career Development LOA from the Faculty of Medicine (see Policy 002). Their stipend support and research allowances will be suspended. Their CPSBC educational license will be Temporarily Inactive. Return to the Program is dependent on reactivation of the student's CPSBC educational license.
6. Students returning from an LOA may be required to undertake Return to Studies (RTS) work at the discretion of the Regional Student Promotions Subcommittee (RSPS). Students not required to complete RTS work may request an RTS plan if there are available resources (see Policy #037).



Review History

Action	Committee	Date	Status
Initiated	MD/PhD Program Director	October 2019	Endorsed
Reviewed	Legal Counsel	November 2019	Endorsed
Reviewed	Policy Advisory Subcommittee	7 November 2019	Endorsed
Reviewed	Undergraduate Medical Education Committee	16 December 2019	Approved
Reviewed	Policy Advisory Subcommittee	27 April 2023	Endorsed
Reviewed	Undergraduate Medical Education Committee	15 May 2023	Approved