

Undergraduate Medical Education

Unprofessional Conduct of an Applicant

Admissions Component: Policy #AD-07

Supersedes: none

Lead Writer: unknown

Approved by Admissions Committee: March 12, 2010

Approved by MD Program Executive Committee: January, 27, 2011

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Preamble:

Professional attributes including integrity, honesty and high ethical/moral standards are essential qualities of a medical student and future physician. Any allegations of unprofessional conduct committed by an applicant will be taken very seriously. All allegations of unprofessional conduct will be reviewed by the Admissions Committee and the resultant decision will be final and binding.

Process:

1. Unprofessional behaviour(s) of a medical school applicant will include but are not limited to: falsified documents, forgery, misleading or untruthful claims, concealed or withheld information and plagiarism.
2. An allegation of unprofessional conduct may be made as a result of our internal review of an application, report from OMSAS, report from another Medical School or report from a third party.
3. The applicant will be immediately notified in writing of the allegation, requesting the applicant's response to the allegation. The applicant will be given 14 days to submit his/her response in writing. At this time, the application will be withheld from processing.
4. The applicant's response will be reviewed by the Admissions Committee. Where necessary additional information may be requested. Upon review, the Admission's Committee will make judgment on the validity of the allegation. Should the applicant not respond to the allegation as requested, the Admission's Committee will treat this as if the allegation was upheld.
5. Should the allegation be upheld, the application will not be processed and the applicant's name will be kept on record with the Admission Office. The applicant will not be eligible for future admission to the Queen's School of Medicine.
6. The applicant will be notified in writing of the Admission's Committee decision.

7. In the event an allegation of unprofessional conduct is discovered and deemed to be valid after an offer of admission has been sent, that offer will be withdrawn. If these circumstances are discovered and deemed to be valid after the student has been admitted into the medical program, the incident will be viewed as an issue of academic integrity and reviewed as defined by the School of Medicine policy. In both cases the student will be provided access to the normal School and University appeal processes.