MD Program

Unprofessional Conduct of an Applicant Policy

Admissions Component: *Policy #AD-07v3*
Supersedes: *AD-07v2*
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Approved by Admissions Committee: *March 12, 2010, September 14, 2023, October 29, 2026*
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Approved by SOMAC: *February 12, 2024, May 12, 2025, pending*
Approved by Faculty Board Executive: *February 27, 2024, August 15, 2025, pending*

Effective Date*: October 29, 2026*

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 resulting decision will be final and binding.

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, plagiarism, any use of Artificial Intelligence (AI), and any interaction in violation of the communication protocol.

2. An allegation(s) of unprofessional conduct may be made as a result of, but is not limited to, our internal review of an application, a report from OMSAS, a report from another medical school, a report from the Admissions or Program staff, or a report from a third party. Unverifiable or anonymous allegations will normally not be considered. How to properly report an allegation will be indicated in our process and procedures.

3. If the Admissions Office or Admissions Committee deems it necessary, the applicant will be notified of the allegation, requesting the applicant's response to the allegation. The applicant will be given a specified timeframe to submit their response in writing. During that time, the application will be withheld from processing.

4. All relevant information, including (if applicable) the applicant's response, will be reviewed by the Admissions Committee. Where necessary, additional information may be requested. Upon review, the Admissions Committee will make a judgment on the validity of the allegation(s). Should the applicant not respond to the allegation as requested, the Admissions 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 and information will be kept on record with the Admission Office for future cycles. The Admissions Committee may also determine that the applicant will not be eligible for future

admission to the Queen's School of Medicine. In the case of the latter, the applicant would be notified in writing of the Admissions Committee's decision.

6. 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 MD Program, the incident will be viewed as an issue of academic integrity or professionalism and reviewed as defined by the MD Program policy. In both cases, the student shall have access to the normal School and University appeal processes.