

REGULATIONS AND POLICIES

Policies

The Queen's School of Medicine operates in accordance with all Policies as set out by the governing bodies of the University (<https://www.queensu.ca/secretariat/>). The Senate is one of the three governing bodies of the University, together with the Board of Trustees and the University Council, all of which are administered by the University Secretariat. A full listing of all Senate and Board policies can be found at <https://www.queensu.ca/secretariat/policies> (<https://www.queensu.ca/secretariat/policies/>).

The School of Medicine Academic Council is empowered to develop basic policies which are in accordance with the long-term goals of the Faculty and the University.

Every effort is made to ensure the accuracy of this website. However, in the event of any discrepancies between the policy documents approved by the authorizing committee within the Faculty and the versions published via this website, the former shall be the governing version.

Admissions Policies

Additional information regarding policies can be found at <https://meds.queensu.ca/academics/undergraduate/policies-committees> (<https://meds.queensu.ca/academics/undergraduate/policies-committees/>).

AD-01
Application to the School of Medicine
Effective Date: April 19, 2008
Last Updated: April 19, 2008

AD-02 v2
Indigenous Admissions Process
Effective Date: September 17, 2020
Last Updated: September 17, 2020

AD-03 v3
Assessment of Graduate Applicants
Effective Date: September 17, 2020
Last Updated: September 17, 2020

AD-04
Applicants with Previous MD Degree
Effective Date: March 18, 2008
Last Updated: March 18, 2008

AD-05 v2
Deferred Registration
Effective Date: October 1, 2020
Last Updated: October 1, 2020

AD-07
Unprofessional Conduct of an Applicant
Effective Date: January 27, 2011
Last Updated: January 27, 2011

AD-08
Police Records Check
Effective Date: July 25, 2007
Last Updated: July 25, 2007

AD-09
Transfer Student
Effective Date: December 16, 2015
Last Updated: December 16, 2015

AD-10 v1
Assessment of QuARMS Students applying to the Undergraduate Medical Education
Effective Date: October 15, 2020
Last Updated: October 15, 2020

Student Assessment Policies & Procedures

SA-02 v2
Examinations Regulations
Effective Date: September 1, 2014
Last Updated: July 14, 2014

SA-05 v8
Student Assessment
Effective Date: August 31, 2015
Last Updated: June 6, 2019

SA-06 v2
Student Progress and Promotion - For the class of QuARMS 2020 please contact the office of Academic Affairs.
Effective Date: July 1, 2019
Last Updated: September 2018

SA-07 v4
Attendance and Absences in UGME
Effective Date: October 1, 2018
Last Updated: September 18, 2018

SA-08 v1
Academic Accommodation
Effective Date: September 1, 2014
Last Updated: July 14, 2014

SA-05P v4
Student Assessment Practices and Procedures
Effective Date: September 1, 2014
Last Updated: November 24, 2016



SA-07P
Attendance and Absences in UGME: Procedure for Requesting Approval for Time Off Undergraduate Medicine
Effective Date: November 7, 2014
Last Updated: October 5, 2016

SA-09P
Electronic Examination Procedure
Effective Date: July 26, 2016
Last Updated: June 4, 2018

Student Conduct Policies & Procedures

N/A
Aesculapian Society's Policy: School of Medicine Building Acceptable Use Policy
Effective Date: February 29, 2012
Last Updated: October 28, 2015

SC-01
Senate Policy on Academic Integrity Procedures
Effective Date: October 23, 2008
Last Updated: October 24, 2011

SC-02 v5
Student Professionalism Policy
Effective Date: September 1, 2015
Last Updated: July 1, 2019

SC-03
Immunization and Communicable Disease
Effective Date: April 21, 2009
Last Updated: June 14, 2013

SC-04
Authorship
Effective Date: July 22, 2010
Last Updated: July 22, 2010

SC-05 v2
Student Complaints Policy
Effective Date: July 22, 2010
Last Updated: March 23, 2016

SC-08
Working Policy with Respect to HB Infected Students
Effective Date: November 14, 2013
Last Updated: March 5, 2014

SC-08P
Communicable Disease Screening Protocol
Effective Date: December 2016
Last Updated: December 2016

Curricular Component Policies & Procedures

CC-02 v7
Student Observership

Effective Date: September 23, 2016
Last Updated: July 26, 2019

CC-04 v1
Ethical Conduct of Clinical Teaching Encounters
Effective Date: April 15, 2008
Last Updated: April 15, 2008

CC-06 v10
Clerkship Electives v10*for the class of Meds 2021 and subsequent classes
Effective Date: June 1, 2019
Last Updated: June 1, 2019

CC-08 v3
Logging of Mandatory Clinical Encounters and Procedures
Effective Date: March 27, 2014
Last Updated: March 27, 2014

CC-10 v2
Teaching Methodology
Effective Date: January 5, 2012
Last Updated: January 5, 2012

CC-11 v2
Use, Revision, and Dissemination of the Queen's UGME Competency Framework & MCC Presentations
Effective Date: January 1, 2014
Last Updated: July 21, 2016

CC-12 v2
Curricular Time in Year 1, Year 2 and the Clerkship Curricular Courses
Effective Date: November 1, 2014
Last Updated: March 23, 2017

CC-13 v1
Distributed Clinical Site
Effective Date: January 1, 2015
Last Updated: December 17, 2014

CC-14 v2
Clerkship Clinical and Academic Activity
Effective Date: October 22, 2015
Last Updated: October 22, 2015

CC-15 v2
Guest Teacher
Effective Date: November 27, 2015
Last Updated: November 12, 2015

CC-16 v1
Audio and/or Video Recording of Learning Events in UGME
Effective Date: December 16, 2015
Last Updated: December 15, 2015

CC-17 v1
Disruption of Educational Activities
Effective Date: July 1, 2016
Last Updated: May 18, 2016

CC-18 v2
Course and Faculty Evaluation
Effective Date: July 1, 2016
Last Updated: September 18, 2017

CC-19
Extension to Clerkship
Effective Date: March 1, 2018
Last Updated: March 1, 2018

CC-02P v7
Student Observerships Procedure
Effective Date: September 1, 2019
Last Updated: July 26, 2019

CC-06P v4
Clerkship Electives Procedure
Effective Date: August 17, 2011
Last Updated: June 1, 2019

CC-11P v4
Use, Revision and Dissemination of UGME Competency
Framework & Medical Council of Canada Presentations
Procedure
Last Updated: Sept 28, 2017

CC-15P
Guest Teacher Procedure
Last Updated: March 18, 2015

CC-16P
Procedure for Course Directors to make changes to Course
Content
Effective Date: January 30, 2014
Last Updated: January 30, 2014

General Component Policies

G-02 v2
International Electives
Effective Date: March 1, 2016
Last Updated: May 17, 2017

G-03 v1
Visiting Medical Electives
December 1, 2014
December 1, 2014

Other Policies & Procedures

Access to Student Records & Privacy
Effective Date: November 2014

Conflict of Interest Procedures
Effective Date: August 2016
Last Updated: November 2019

Funding for Conferences
Effective Date: August 2016

Survey-based External Research
Effective Date: September 2016

Occupational Exposures and Injuries Procedure
Effective Date: March 28, 2019

Student Vehicle Travel Safety Guidelines
Effective Date: May 19, 2016