



Faculty of Medicine

Admissions Committee Terms of Reference

Preamble

The Admissions Committee is a standing committee of Faculty Council.

Purpose

To select from the pool of applicants the most suitable candidates to fill the stipulated number of places available for the Doctor of Medicine (M.D.) program in any year. This selection is made in accordance with the Regulations for the Degree of Doctor of Medicine in the current [University Calendar](#).

Membership

Voting

Appointed Members	Appointed By	Duration
Rural	Assistant Dean for Admissions and Dean of Medicine	1 Year Term
2 Faculty at Large	Assistant Dean for Admissions and Dean of Medicine	2 Year Term
University	Dean of Medicine and President of Memorial University	1 Year Term
Community	Assistant Dean for Admissions and Dean of Medicine	1 Year Term
NLMA	Newfoundland and Labrador Medical Association	3 Year Term
NB	Government of New Brunswick	1 Year Term
PE	Government of Prince Edward Island	1 Year Term
Aboriginal	Aboriginal Communities of NL	1 Year Term

Elected Members	Elected By	Duration
2 Medical Students	Elected by Medical Students Society	1 Year Term
2 Medical Sciences Faculty	Elected by Division	2 Year Term
3 Clinical Medical Sciences Faculty	Elected by Division	2 Year Term
1 Community Health & Humanities Faculty	Elected by Division	2 Year Term

Ex-officio Members (Non-voting)

- Assistant Dean, Admissions (Chair)
- Admissions Officer



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Operations

- In the absence of the Chair, the duties will be delegated to another member of the Committee.
- All membership positions, with the exception of the two (2) medical student positions, can be renewed for additional terms.
- Any member of the Committee that meets one or more of the following conditions must withdraw from the Committee for that admissions cycle by notifying the Assistant Dean, Admissions, so that a suitable substitute can be found by co-option:
 - Member is related by blood or adoption to the applicant or legal guardian of the applicant;
 - Member is or has been related by marriage or common-law marriage to the applicant;
 - Member is to be absent for some considerable time during the admissions cycle.
- The proceedings of the committee will be confidential.
- Faculty members must constitute the majority of voting members at all meetings.
- Quorum will be 50% of voting members. In the absence of quorum, recommendations may be made by those present for ratification at a future meeting.
- If a student's admission is likely to be jeopardized by the absence of a quorum, available members may constitute an emergency meeting to decide upon and to offer admission. In these circumstances, every effort will be made to inform all members of the basis of the emergency meeting and to solicit their opinions by telephone.

Responsibilities

- The Admissions Committee will select from the pool of applicants the most suitable candidates to fill the stipulated number of places available in any year. This selection will be made in accordance with the Regulations for Admission to the Faculty of Medicine in the current University Calendar.
- The Committee will make recommendations to Faculty Council on matters of admissions policies.
- The Committee, through the Assistant Dean, Admissions, will report annually to Faculty Council on the work of the committee and the composition and characteristics of the admitted class.
- The Committee, through the Assistant Dean, Admissions, will cooperate with the Assistant Dean, Student Affairs, and the Associate Dean, Undergraduate Medical Education, in initiating student records.
- The Committee will revise the application form as required.



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- Notification of Decisions
 - The decision of the committee to admit or decline to admit will be communicated to an applicant by an individual letter signed by, or on behalf of, the Assistant Dean, Admissions.
 - An unsuccessful applicant has the right to appeal against the decision of the Admissions Committee not to offer them a place, if it is felt by the applicant that the decision was reached on grounds other than those specified in Clauses 1-4 of the Regulations for the Degree of Doctor of Medicine in the [University Calendar](#). Please see the [Admissions Appeal Procedure](#) for more information.