

Policy Name: Admissions Policy.

Policy Reference Number: COR-GOV-POL-20180620-0005-01

Previous Version of Policy: **New Policy to be approved based on current Admission procedures**

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Latest Version Date: 20th June, 2018

Responsible Office: The Office of Admissions and Student Services and Assistant Dean of Pre-Health

Responsible Officer: Admission Committee Chair person, Director of Admissions

Policy Statement:

The goals of the University are summarized in its Mission statement, which includes preparing students to meet the challenges of the field of modern medicine for doctors and nurses, taking health to the general public through training future physicians in current medical treatments, contributing to humanity by ensuring students know high ethic value in the practice of medicine and providing the best educative environment. To do this, the American International Medical University is committed to fair access and encourages applications from all students who are able to demonstrate the potential to meet the entry criteria for the relevant course and to benefit from study at any level.

Individual applicants are considered on the basis of their merits, abilities and potential, regardless of race, color, nationality, ethnic origin, gender identity, marital status, family responsibilities, sexuality, political or religious beliefs and affiliations or other irrelevant distinction. AIMU places no limitation on the number and proportion of qualified students with disabilities that can be enrolled. These students will be governed by the same criteria for admissions as applied to all other students.

Students can transfer into AIMU at the premedical, basic science, or clinical rotations phase. The University's admissions policies and procedures are designed to ensure that all applicants are considered fairly and consistently and in accordance with professional standards. Further the selection of all applicants should meet the standards set in our mission statement hence students are evaluated on their academic competence to meet the demands that modern medicine will require.

The School of Nursing admissions policies, strategies, and procedures reflect AIMU's mission, goals, and objectives. The University admits qualified students who have completed the age of 16 years.

Objective of policy:

This policy is intended to provide the main framework for University admissions, and to act as a guide for all actions in the admission process. It guides processes like transfer students and handicapped students. The transfer section of this policy is to facilitate student transfer to AIMU, and at the same time ensure appropriate selection and placement to continue the academics in alignment with AIMU's goals and to produce quality physicians to serve the community. The policy also makes note of the different needs of the students in terms of the licensing exam they wish to pursue and informing students of the criteria required by the licensing bodies.

The disabilities section of the policy is a guide in assessing disability in applicants in the admissions process and whether the school has the accommodations to ensure an equal and fair education for the applicant with disabilities.

Related Documents:

1. Admissions and Student Services Operational Procedures
2. ECFMG Information Booklet
3. AMA Graduate Medical Education Directory
4. GMC licensing requirements-<http://www.gmc-uk.org/doctors/licensing.asp>
5. WES- <http://www.wes.org/gradeconversionguide/>
6. World Directory of Medical Schools-
<http://www.faimer.org/resources/world-directory.html>
7. Technical standards for Medical School Administration
8. AAMC Medical Students with Disabilities: A generation of practice
9. West, M. Heath, D. (1982). The Physically Handicapped Student In Medical School: A preliminary Study. *Journal of Medical Education [J Med Educ]* 1982 Dec; Vol. 57 (12), pp. 918-21.
10. Eickmeyer, S. Kim. D. Kirschner, Kristi. Curry, Raymond. (2012). North American Medical Schools Experience with and Approaches to the needs of students with physical and sensory disabilities. *Academic Medicine* 2012 May; Vol 87 (5), pp. 567-573

Who would be affected by the policy: The policy will be implemented by the Admissions Committee and this committee will use the policy to evaluate applicants based on the criteria set forth to determine the qualifications and direct placement. The Admissions Committee consists of Members selected from full-time faculty and the academic administration. Potential students

will also be affected and hence this policy will be made available on the website to ensure the students are aware of the selection criteria for admission.

Redress: Any complaints in the Admission process can be queried through the Office of the Dean.

Penalties: The penalty for not adhering to the principles of the policy will be removal from the Admissions Committee. This is due to the fact that not adhering to this policy will result in failure to meet the duty we have to the student and the institution for quality assessment and maintaining the standard of our graduates. The goal of the admissions policy is to assess potential contribution to the Field of Medicine and Nursing based on essential traits and unique features.

Effective Period: This policy should come into effect before July 2016 and be used as a tool henceforth.

Admission Committee Members:

The admissions committee consists of 3 faculty members; 1 basic science faculty, 1 clinical faculty and 1 pre medical faculty. One of the faculty members will serve as the Chair of the Committee. The committee also has 1 faculty doctor from one of the clinical rotation sites who rotates every 3 years. This member is especially involved in the interview and evaluation process for clinical transfer applicants. The committee will also have two student members – one from the basic sciences and one from the clinical sciences.

Definitions:

1. **Credit/Credit hour:** A credit hour is the unit of measuring educational credit, usually based on the number of classroom hours per week throughout a term. Students are awarded credit for classes on the basis of the Carnegie unit which defines a semester unit of credit as equal to a minimum of three hours of work per week for a semester.
2. **Indian Student:** International Graduate holding the "10+2" pattern of education credentials. In this pattern, study of 12 years is done in schools or in colleges with the +2 years equivalent to post-secondary education.
3. **African Student:** International Graduate holding West African Senior High School Certificate credentials. This level equates to secondary education.
4. **North American:** International Graduate holding a High School Diploma or GED from the American/Canadian Educational System. This level equates to secondary education
5. **Caribbean Student:** International high school graduate with regional CXC credentials, this level equates to secondary education.
6. **A Level Student:** Any student holding A-level/Cape certificate credentials. This equates to post- secondary education.

7. **Transfer student:** Transfer students are applicants who have attended another institution(s) and intend to transfer all or some of previously completed courses toward their study at AIMU.
8. **Disability:** A physical or mental impairment that substantially limits one or more major life activities in an individual.
9. **Physical and Sensory Disabilities:** any physical impairment or impairment of special sense organs including vision and hearing that substantially limits a person's major life activities. Pregnancy is not considered impairment.
10. **Special Accommodations:** changes to the university environment to allow for enrollment of a health challenged individual includes environmental modifications such as ramps or lifts, and wheel chair accessible entrances, multiple mediums of text such as auxiliary aids such as audio- recorded lectures, and degree requirements in terms of academics, attendance and the clinical areas.
11. **TOEFL:** Test of English as a Foreign Language is a standardized test to measure the English language ability of non-native English language speakers wishing to enroll in English-speaking universities.
12. **IELTS:** The International English Language Testing System, or IELTS, is an international standardized test of English language proficiency for non-native English language speakers.
13. **Medium of Instruction Letter:** A letter confirming that the language in which the instruction was given was English.

The Procedure:

Applicant's Documents

Each applicant will be assessed on their capability to contribute to the health field. The submission of the following documents will be used to create a file to be used for evaluation which will be accompanied by an internal School of Medicine (SOM) or School of Nursing (SON) Admission form:

The following is a list of required documents to be submitted to our Admission Office.

- Notarized or Certified Transcripts of courses completed
- Copy of Police Clearance Certificate
- 4 color passport-size photographs
- Copy of Financial/Bank Statement or Affidavit of support (from parents or caretaker whose net worth is 3 times more than the tuition fees)

- Notarized Passport or Passport book where required
- Signed Personal Statement
- 2 Letters of Recommendation
- Immunization and Medical fitness Certificate from Licensed physician with stamp.
- Psychological assessment report from licensed physicians on mental ability /stability for going through the fast paced MD program.

Each applicant will be evaluated by the Director of Admissions and Admissions Committee as an individual using the guidelines set forth. All documents will be verified for authenticity by:

- Ensuring it issued by an academic institution, by an examination board or by a legal entity authorized to issue academic documents. All documents must be received directly from the academic institution that issued them, contain the appropriate seals and signatures and unless issued in English directly by the academic institutions themselves, documents translated in English must be submitted together with the original language documents issued by the institutions.
- Establishing the existence of the institution. This will be accomplished by checking for existence in the International Handbook of Universities/FAIMER or another independent source.
- Verifying the institution offers the program indicated on the document. This can be done through internet, fax or via email.

The verified documents will then be attached to an evaluation form and a folder made, and this folder will be forwarded to the committee for evaluation (See Appendix A for the form)

The University offers prospective students three methods of entry into its courses: at the high school level, Associate /A level OR with an undergraduate degree.

SOM: Academic Entry Requirements:

Indian Students: Completion of 12th Grade Otherwise known as 10+2 to include passes (Grade C or 40 and above) in:

- 1 semester (8-10 Hours) of General and/or Inorganic Chemistry, there must be a laboratory portion to this class.
- 1 semester (8-10 Hours) of Organic Chemistry, there must be a laboratory portion to this class
- 2 semesters (8 hours) of Biology/Lab or Zoology
- 2 semesters (8 hours) of Physics/Lab
- 2 semesters (6 hours) of English
- 2 semesters (6 hours) of Mathematics – Calculus and Statistics

If all the criteria are met then the student will be placed in CMED 1.

African Students: Completion of the West African Senior School Certificate Examination with a high school diploma to include passes (Grade D and above) in:

- English
- Math
- Chemistry
- Biology
- Physics

If all the criteria is met these students will be placed in Pre-Med 1/Foundation 1.

North American. Caribbean Students: should have Completion of 5 CXC subjects with (Grade 3 and above) or a high-school diploma to include (passes with grade C and above):

- English
- Math
- Chemistry
- Biology
- Physics/ Integrated Science

If all the criteria is met these students will be placed in Pre-Med 1/Foundation 1.

Students with the A-level qualifications/ Cape Certificate: students should have passes in the following subjects:

- General Paper
- Math,
- Chemistry,
- Physics,
- Biology

If all the criteria is met these students will be placed in CMED 1.

Students with a Bachelor's Degree: should possess 90 credit hours to include:

- 6 Hours of Biology/Lab
- 6 Hours of Mathematics – Calculus and Statistics
- 8 Hours of Physics/Lab
- One year of Chemistry/Lab:

1 semester (8-10 Hours) of General and/or Inorganic Chemistry, there must be a laboratory portion to this class.

1 semesters (8-10 Hours) of Organic Chemistry, there must be a laboratory portion to this class

- 6 Hours of English
- Humanities Courses (6 Hours) – (can include additional English course work, Languages, Art, Music, History, Philosophy, Psychology, Religion

Further, these students will be required to have one letter of recommendation from their former institution and undertake an interview process (See Appendix A: Criteria And the Interview).

AIMU Administered entry exam. Students meeting the criteria to be placed directly to Med 1 will be given an entry examination administered by AIMU. This exam will attest to the student's basic knowledge. A pass mark of 70% is required. The result of this exam will confirm whether the student can be placed directly to Med 1. A similar exam would be administered to AIMU Pre Med students upon completion of the final semester of Pre Med, before promotion to Med 1.

TOEFL exam with a passing score of 80% is required for all students who are non-native English language speakers. If TOEFL was not done, the student must provide a letter from the last institution of study validating that the language taught in was English and can attest to the proficiency of the student and the program was completed no more than 2 years prior.

(Medium of Instruction Letter)

IELTS: For Students who have not taken TOEFL, IELTS would be the 2nd option for non-native English language speakers. The academic or general version can be taken with an overall band score of 6 or higher. If IELTS was not done, the student must provide a letter from the last institution of study validating that the language taught in was English and can attest to the proficiency of the student and the program was completed no more than 2 years prior. **(Medium of Instruction Letter)**

Other factors which makes the review of the candidate more favorable includes: volunteer service, clinical exposure, research, and leadership positions.

If all the criteria are met, these students will be placed in Med 1.

All applications for the Premedical and the Basic sciences will be screened initially by the Director of Admissions for completed documents and courses of study and will be offered an initial conditional acceptance letter. For the issue of this letter the submission of a signed personal statement is necessary. The admission will be finalized on submission of all required documents, payment of all required fees and an admission eligibility assessment report from the admissions committee following the student interview.

Interview Process: -

Video interviews will be conducted with all potential applicants. An interview is scheduled upon receipt and review of the student's Transcript, Personal Statement, Application Form, Passport Copy, TOEFL or IELTS Result or English Language Verification Letter and 2 Recommendation Letters. Once received, the Admissions Committee members will review the file to reach a decision. Thereafter, the candidate will be informed that they are being

considered for the program they applied for and the interview will be scheduled. During the interview, a series of questions will be asked to the candidate and a general briefing on the campus and island life will be given. After the interview, a report will be presented to the Chair of the Admissions Committee. The chair will in turn inform the Director of Admissions and the Dean of Medicine/Assoc dean of Nursing. After the approval is received, the Admissions Director issues the offer letter to the candidate.

The process from applying, to interview, to receiving the offer letter should turn around within 1 week or 5 working days.

Completion of the 4 semester program of Pre-med will also award direct entry in the Medical Program due to candidates holding 90 credits and being assessed for intellectual, physical, and behavioral eligibility during the program.

- Students not meeting the criteria upon evaluation will be instructed to register for additional courses according to the deficiency and placed accordingly.
- Students whose academic records do not meet the minimum requirements, whose applications are incomplete, and/or whose admission is not supported by the program will not be granted admission.
- Students wishing to transfer into the university will be evaluated based on the transfer requirements.
- Students claiming disability will be evaluated based on the disability requirements.

Other Requirements:

Health Insurance: All students joining the Medical and Nursing programs at AIMU must have Health Insurance from the beginning of the program throughout the entire program.

SON: Academic Entry Requirements:

Caribbean Secondary Examination Certification (CSEC) in English, Mathematics, Chemistry, Biology and any other subjects (general proficiency grades one, two and three) or General Certificate Examinations (GCE) with grades A, B, C. or students with the equivalent grades for subjects relevant to the entry requirement of the university of AIM-U.

Acceptance of transfer of nursing students from another University:

A student studying in an undergraduate BSN Nursing Course can be allowed transfer to the Nursing Program, providing that the Nursing School to which they are or previously attended is

a recognized and approved School of Nursing. Students will be placed in the program according to their level and credits given for courses that were pursued and which reflected the same as that of the Nursing School in the University. Students with disabilities will be evaluated according to University Policies.

Additional Considerations

Fraud: AIMU will not admit any applicant on the strength of information considered to be fraudulent or plagiarized, and can reject the application under these circumstances. The presence of 1 or more of the following indicators may provide a suspicion of fraud:

- The document shows grades that are very high by the standards of a system where grades are typically clustered at the lower end.
- The format of the document is unusual for the institution or the system of education.
- The document contains inconsistent typeface elements.
- The document contains spelling errors.
- The document is marked as "confidential" and yet it is submitted by an applicant.
- The transcript or diploma is a colored photocopy.
- Lines, words, numbers, etc. appear crooked on the page.
- Lines, words, numbers, etc. are missing from the use of white-out.
- The document is not signed and/or sealed.

Where an applicant is suspected of having provided a fraudulent or plagiarized application the application will be assessed through verification with the academic institution or referee.

All applicants should be aware that the University reserves the right to routinely investigate all documents submitted with an application.

Criminal Convictions: It is the duty of the applicant to disclose any relevant convictions. Any application with a criminal conviction or suspicion thereof, will be referred to Mr. Leo for further investigation of the relevant criminal conviction and an offer will be made based on Mr. Leo's recommendations and the applicants other admission documents.

Interactions between the University and the applicant: AIMU will not tolerate any communication from an applicant that is not conducted in a professional, courteous, and respectful manner. Hostile, aggressive or otherwise inappropriate behavior or language, whether expressed verbally or in writing, and excessive levels of contact, will be viewed seriously and may adversely affect the consideration of an application or complaint.

Transfer Students

All transfer students are evaluated by Dean/Assoc Dean of Clinicals, Admission Committee and Registrar.

AIMU medical curriculum is a traditional curriculum divided into 3 main phases:

-Basic Medical Sciences – M1 to MD4

-MD5 – Preparation for standardized exams and ICM

-Clinical rotations

The students are allowed to transfer to any phase of the curriculum except the final year of the program.

Students who wish to be considered for transfer to AIMU Basic Sciences must meet all of the following criteria:

1. Medical school transferred from must be listed in the World Directory of Medical Schools
2. Medical curriculum transferred from must be compatible to AIMU curriculum
3. Successful verification of credentials
4. Must have written letter of good standing from a faculty at previous institution
5. Must have successfully completed the courses for appropriate placement

Transfer students must complete the required application form and submit all mandatory documents required for new students, including an official transcript from their present institution as well as all past academic institutions.

If there are any red flags mentioned in the World Directory of Medical Schools regarding the Institution being transferred from, the red flag would be considered on a case by case basis and a decision would be made by the Admissions Committee based on the severity of the red flag

For students transferring into the Premedical program, the transferability of course credit earned at a post-secondary institution is limited to a total of 60 semester hours, regardless of the total number of hours earned.

Applicants must have a cumulative grade-point average (GPA) of 2.0 or more for all college-level work attempted at the last institution attended, provided at least 12 credit hours (or the equivalent thereof) were attempted there.

For Medical Students transferring into the Basic Medical Sciences, credits will be evaluated and awarded accordingly. Placement examination(s) in specific subjects may be required for accurate transfer credit and determination of placement. Please see below.

If there is a significant gap in the time off taken, as specified below in the Breaks in academic progress, NBME examinations are given.

Students transferring into Basic Sciences should have completed 60% of the prerequisite courses before consideration into next stage. Subject exams will be given for the 40% of incomplete courses and upon passing them students will be placed in the next phase of MD program. If students fail the exam(s), they can be considered for next stage but will be limited to the number of courses and will have to take the monthly exams for the failed courses. Student support through mentoring, extra classes, practice questions and study skills and self-reflection classes will be provided.

Medical students transferring into the Clinical Phase of the MD Program are expected to have passed USMLE step 1 or NBME basic sciences comprehensive exam. If neither of these exams has been passed, the student is expected to pass the NBME basic science comprehensive exam (Exit 1 Exam) administered by AIMU.

Students transferring to clinical after completing part of their clinical will be admitted after review of the assessments and logbooks from the previous rotations. Students will be expected to clear Exit 1 exam (NBME basic science comprehensive) and exit 2 (NBME comprehensive clinical exam) before graduation certificate is granted. Transfer students should not be accepted into the final year of the program except under rare circumstances.

REVALIDATION PROCESS FOR TRANSFER STUDENTS INTO CLINICALS.

The process is called Credit revalidation / - through standardized exam NBME subject exams, clinical and NBME Exit I or USMLE I and Exit II or USMLE II exams. The level of exam depends on the level of transfers. Student must register for a minimum of one year of study.

If you encounter the following situation, credit re-validation must be recommended for the candidates.

1. Previous school closure,
2. Inability of the other school to verify its transcripts before transfer admission , Premedical transcripts , MD admission , unofficial transcripts , course attendance must be verified , the fear is that the transcript verification service may not available for that particular student .
3. If the candidates choose to perform Voluntary revalidation to get consolidated transfer credits (only recommended for MCI).
4. Should be done within 7 years of the course work,
5. Curricula equivalency must be certified by Dean.

6. Customize the revalidation process with a credit revalidation application

Transfer to clinical process

Responsible office: Admission committee and Director of admissions

Report to: clinical monitoring committee and the Deans

Transfer to clinical enquiries reaches Mrs. Jyoti – Clinical coordinator (US)

1. Clinical coordinator will direct the enquiries to Director of admission (DOA)
2. DOA – will provide provisional acceptance on receipt of official/unofficial transcript
3. DOA – will request required documents for transfer (See **RDT**)
4. Admission committee will arrange interview with the applicant within 48hrs of initial enquiry
5. Interviewer will use Transfer admission interview form (**TAIF**)
6. TAIF will be submitted to admission committee within 24hrs of interview
7. Admission committee will review the TAIF and supporting documents, using transfer student policy and protocols to determine the acceptance of applicant.

(Refer to transfer student protocols **TSP** – to determine if students require to fulfill any further requirements)
8. Decision on applicant by the admission committee will be reported to the DOA
9. DOA will offer the final acceptance letter after receipt of all the required documents (see RDT) and

Fee and malpractice insurance clearance
10. DOA arranges career counseling before student commences rotation

Transfer student protocol (TSP)

Types of transfers:

1. Student transferring after basic sciences (**ABS**)

2. Student transferring in the middle of clinical to third or final year (Final year is only accepted under exceptional circumstances)

Student transferring after basic sciences

1. Intends to take MCI and practice in India (For single transcript)

- a. Transfer from one MCI approved foreign medical school to another

- Student understands and agrees to the transfer regulations of Medical Council of India (MCI)
- Should consult with the MCI or refer to MCI website on the current updated regulations
- If there are no clear regulations available for your reference then the student must seek no Objection before transfer
- Student has to fill and sign the form (**Understanding of MCI regulations**)

- b. Take all the basic science exams and NBME comprehensive basic science exams

- c. Break – If more than 12-month break, the student is expected to join from MD5 after successful completion of each of the previous semester exams.

2. Intends to take USMLE and practice in US (No single transcript)

- a. Normal protocol

- b. Breaks – same as 1.c

Students transferring from clinical to clinical

Transfer to final year (Semester 4-6) will be only considered under exceptional circumstances and also follow the below protocol

1. Intends to take MCI and practice in India (For single transcript)

- a. Transfer from one MCI approved foreign medical school to another

- Student understand and agrees to the transfer regulations of Medical Council of India (MCI)
- Should consult with the MCI or refer to MCI website on the current updated regulations

- If there are no clear regulations available for your reference then the student must seek no Objection before transfer
 - Student has to fill and sign the form (**Understanding of MCI regulations**)
- b. Take all the basic science exams and NBME comprehensive basic science exams.
- c. Required to complete all 6 semesters of clinical

2. Intends to practice in US

- a. Follow the normal protocol for transfer to first 3 semesters of clinical (final year will be dealt with on a case-by case as determined by the admission committee)
- b. Break of more than 6 months the student will be expected to successfully complete the NBME exams in each of previous rotations.

BREAKS in academic progress:

- **Basic sciences to basic science** - Students wishing to transfer to basic sciences after a more than 1 year break are required to take the subject based NBME exam administered by AIMU for all completed courses before decision can be taken for appropriate placement. This will be required regardless when the courses were passed.
- **Basic science to clinical** – More than one year and if the student has not completed USMLE step 1 – will be required to pass NBME basic science comprehensive science exam administered by AIMU (Exit 1 exam). The same rules for students who have passed step 1 but have 2 years break after basic sciences.

Any MD/MBBS holder from another institution cannot be awarded any transfer credits toward any part of AIMU Medical Program, including Basic Medical Sciences and Clinical Sciences.

Any Courses completed through distance/online learning programs are not eligible for transfer.

Advanced standing credit is not given for courses taken in graduate or professional degree programs, such as Chiropractic, Dentistry, Podiatry, Pharmacy, Physical Therapy, and other health professional programs.

Based on the medical school from where the medical student is transferring from, the student may need to repeat certain courses to satisfy specific licensure (and/or eligibility) requirements.

Transfer of graduate credit and course revalidation are separate issues. Transfer of graduate credit refers to evaluating and approving graduate credit taken at another institution to be counted toward an IU graduate degree. Course revalidation applies to coursework older than seven years. All coursework, whether taken at IU or transferred in, is subject to the course revalidation requirements based on the student's degree program. Approval of coursework for transfer credit does not satisfy the course revalidation requirements.

Transfer of Graduate Credit

If you have taken graduate course work at another institution, you may be able to count it toward a graduate certificate, degree, or licensure program. This course work must meet the following requirements:

- All course work transferred must be from an accredited college or university.
- An official transcript is required for course work to be transferred.
- No transfer credit will be given for a course with a grade lower than B.
- Courses graded P (Pass) may not ordinarily be transferred into education graduate programs.
- Courses graded S (Satisfactory) may be transferred only if a letter is received from the course instructor stating that the student's performance in the course was at or above a grade of B.
- All transferred courses must be relevant to the student's program of studies.
- A course description or syllabus may be required in order to judge the appropriateness of course work to be transferred.

Readmission of Former Students

Definitions:

Former student: A student who was admitted to AIMU, registered and attended classes without completing their degree.

Withdrawn Student: A student who has submitted a withdrawal request, and has received approval from the Dean and Registrar's Office.

Dismissed Student: A student who has received notice from the Registrar's office to discontinue their tenure based on academic or non-academic reasons.

Academic break: a period that a student can apply for as a break from the program which should not exceed 1 semester. If the period exceed 1 semester, the student must re-apply.

Procedure:

1. Students that have withdrawn, been dismissed or exceeded the limitations of the academic break must apply for readmission.
2. All readmission students are mandated to fulfill the current admission requirements.

3. Placement will be determined on a case by case basis with evaluations from both the promotions and academic committee to make the final decision on whether the re-admission will be approved.

Disabled Students

All supporting documents will be needed for submission for any student with a health challenge or disability. Documents required for the evaluation process includes:

- Student Medical Certificate.
 - Supporting documents- lab tests, doctor's notes, and list of medications
1. The supporting documents will be forwarded by the Director of Admissions to the Admissions committee for evaluation of each applicant. The claim will be affirmed for disability by the supporting documents in each of area for physical and mental impairment, limiting major life activities, and substantially limiting, according to the AAMC Manual of Medical Students with Disabilities.
 2. Then each applicant will be assessed according to the admissions criteria for intellectual, ethical, physical, and emotional capabilities according to the technical standards listed below:

Disabled Students

3. All supporting documents will be needed for submission for any student with a health challenge or disability. Documents required for the evaluation process includes:
4. Student Medical Certificate.
5. Supporting documents- lab tests, doctor's notes, and list of medications
6. The supporting documents will be forwarded by the Director of Admissions to the Admissions committee for evaluation of each applicant. The claim will be affirmed for disability by the supporting documents in each of area for physical and mental impairment, limiting major life activities, and substantially limiting, according to the AAMC Manual of Medical Students with Disabilities.
7. Then each applicant will be assessed according to the admissions criteria for intellectual, ethical, physical, and emotional capabilities according to the technical standards listed below:
8. Certain handicaps may prevent some candidates from meeting the minimum technical standard, if the school cannot take the necessary steps to accommodate the student admission will be denied.
9. On receipt of communication from the Admissions Committee the student will be notified in the usual manner on the status of acceptance.

10. If a student is accepted notice will be given to the Deans' office and Registrar's office to ensure staff is informed of the disability, that responsibility is taken with respect to the disability accommodation, and all parties know their role in meeting compliance obligations.
11. AIMU welcomes applications from individuals with disabilities and recognizes that high achievements despite such adversity often reflect personal potential beyond other applicants. The University will not be prejudiced by any disclosure of disability. We encourage you to contact us as early as possible to allow individual circumstances and support requirements to be considered if this might be relevant. All disabled students applying to medicine are encouraged to request a prospective visit to the University's department of student services. Students who indicate that they have a disability will be referred to the University's department of student services on enrolment. Please note that candidates are personally responsible for ensuring that evidence is provided about any specific learning disability or other factor affecting their physical or mental ability to practice as a doctor. AIMU invites all applicants to declare any significant adverse circumstances they believe have appreciably affected their ability to construct a competitive application and it is appropriate to include health or disability details on this. We are always happy to consider any potential concerns in advance.

Applicants with Specific Learning Difficulties (e.g. Dyslexia)

12. Applicants with a specific learning disability will be asked to provide the University with evidence of this in the form of a recent (within the last 3 years) diagnostic assessment by an educational psychologist or other appropriately qualified professional. This evidence may also provide indications of recommendations for support, which can then be followed by a full assessment of need in higher education. Most commonly this relates to dyslexia which can be quite simply adjusted for. A further specialist assessment may be requested if the diagnostic report recommends support which is not obviously reasonable within a higher education or clinical setting.
13. Additional time is allowed for some students with specific learning disabilities in the written exam component in accordance with the usual University policies. However, there are no alternative arrangements for students in clinical examinations, since these are designed to carefully assess examinees against specific standards of fitness to practice.
14. If the specialist's report recommends support beyond additional time in written examinations, then this will be discussed by the Admission Committee to consider if the condition is of sufficient severity to prevent that person practicing safely as a doctor.

Mental health or behavioral difficulties

15. Applications from people with significant mental health difficulties, past or present (e.g. personality disorders, deliberate self-harm or drug addictions, including alcohol) will be considered just as any other health or disability issue. **Concentration, awareness, memory and ability to learn and understand** are very important for medical and nursing students. It may be appropriate to ensure an applicant has sustained a good full recovery over at least a two year period before they enter a highly competitive course such as medicine or nursing.

Legal and Fitness to Practice Obligations

16. The practice of medicine or nursing requires the highest standards of professional competence. This means the University must evaluate whether there are particular circumstances that preclude a candidate being able to practice as a doctor or a nurse. Health matters will be separately considered by a separate panel informed by an Occupational Health assessment. This process would be run in parallel with the general selection process. A *disability*, for example, need not be a bar to becoming a doctor if the student can fulfill the rigorous demands of professional fitness to practice as a newly qualified doctor or nurse. Students with disabilities should seek prior advice from AIMU well in advance so that their individual circumstances can be considered. Applicants are expected to declare a history of any serious physical or mental disorder, and each applicant's circumstances will be dealt with on a case by case basis. A history of serious ill health will not jeopardize a career in medicine or nursing unless the condition affects professional fitness to practice.
17. Accepting someone who is unlikely to fulfill the demands of professional fitness to practice would not be in the interests of the student or the University. It would raise inappropriate expectations and would be contrary to the University's overriding duty of care to the public. Failure to disclose such a history would be regarded as dishonest and inappropriate conduct.
18. **If a student is found to have deliberately failed to disclose information that would have made him or her ineligible or given false information, the school can consider removing them from training on grounds of dishonesty.**

Technical Standards for Medical Admission (AAMC, 1979)

I. OBSERVATION: Candidates must be able to observe demonstrations and participate in experiments of science, including but not limited to such things as dissection of cadavers; examination of specimens in anatomy, pathology and neuroanatomy laboratories; and microscopic study of microorganisms and tissues in normal and pathologic states. Candidates must be able to accurately observe patients and assess findings. They must be able to obtain a medical history and perform a complete physical examination in order to integrate findings based on these observations and to develop an appropriate diagnostic and treatment plan.

II. COMMUNICATION: Candidates must be able to communicate effectively and efficiently with patients, their families, and members of the health care team. They must be able to obtain a medical history in a timely fashion, interpret non-verbal aspects of communication, and establish therapeutic relationships with patients. Candidates must be able to record information accurately and clearly, and communicate effectively in English with other health care professionals in a variety of patient settings.

III. MOTOR FUNCTION: Candidates must possess the capacity to perform physical examinations and diagnostic maneuvers. They must be able to respond to emergency situations in a timely manner and provide general and emergency care. They must adhere to universal

precaution measures and meet safety standards applicable to inpatient and outpatient settings and other clinical activities.

IV. INTELLECTUAL-CONCEPTUAL, INTEGRATIVE AND QUANTITATIVE

ABILITIES: Candidates must have sufficient cognitive (mental) abilities and effective learning techniques to assimilate the detailed and complex information presented in the medical student curriculum. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology. Candidates must be able to memorize, measure, calculate, reason, analyze, synthesize, and transmit information across modalities. They must recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events. They must be able to formulate and test hypotheses that enable effective and timely problem-solving in diagnosis and treatment of patients in a variety of clinical modalities.

V. BEHAVIORAL AND SOCIAL ATTRIBUTES: Candidates must demonstrate the maturity and emotional stability required for full use of their intellectual abilities. They must accept responsibility for learning, exercising good judgment, and promptly completing all responsibilities attendant to the diagnosis and care of patients. They must understand the legal and ethical aspects of the practice of medicine and function within both the law and ethical standards of the medical profession. Candidates must be able to work effectively, respectfully, and professionally as part of the healthcare team, and to interact with patients, their families, and health care personnel in a courteous, professional, and respectful manner. They must be able to tolerate physically taxing workloads and long work hours, to function effectively under stress, and to display flexibility and adaptability to changing environments. They must be capable of regular, reliable, and punctual attendance at classes and in regard to their clinical responsibilities. Candidates must be able to contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes. It is expected that minimum accommodation will be requested with regards to this set of standards.

VI. ETHICAL AND LEGAL STANDARDS: Candidates must meet the legal standards to be licensed to practice medicine in St. Lucia and the United States. As such, candidates for admission must acknowledge and provide written explanation of any felony offense or disciplinary action taken against them prior to matriculation. In addition, should the student be convicted of any felony offense while in medical school, they agree to immediately notify the Student Mentor as to the nature of the conviction. Failure to disclose prior or new offenses can lead to disciplinary action by that may include dismissal.

19. Certain handicaps may prevent some candidates from meeting the minimum technical standard, if the school cannot take the necessary steps to accommodate the student admission will be denied.
20. On receipt of communication from the Admissions Committee the student will be notified in the usual manner on the status of acceptance.

21. If a student is accepted notice will be given to the Deans' office and Registrar's office to ensure staff is informed of the disability, that responsibility is taken with respect to the disability accommodation, and all parties know their role in meeting compliance obligations.

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This document consists of nineteen (19) pages