

Complete Policy Title	Conflict of Interest in Admissions Process
Approved by MD Executive Committee	February 4, 2015
Date of Original Approval	
Date of Most Recent Approval	
Supersedes/Amends Policy dated	

McMaster University's official Conflict of Interest Policy states: Faculty members and University officers normally shall not take part in any proceedings at any level which affect the academic standing of an immediate family member (spouse, common-law partner, parent, in-law, sibling, child or step-child). Such proceedings include admission, scholarships, financial assistance and reviewing. This applies to the MD Program as follows:

### General Principles

- The MD Program is committed to a fair and equitable admissions process.
- Conflicts of interest jeopardize the fairness of the process and must be identified and avoided.

### 1. Definitions

1.1. ***"Individuals involved in the admissions process"***: For the purposes of this policy, this includes

- Members of the Admissions committee and any sub-committees;
- Faculty, community members and students who act as volunteers in the admissions process in any capacity which includes preparing admissions materials, reading admissions files, assessing admissions applications, interviewing candidates, reviewing files at collation;
- Faculty, community members and students who are considering participation in the admissions process;
- MD Program staff who are involved in the admissions process.

1.2. ***"Conflict of Interest"***:

- a situation in which a person has a personal, professional or business interest sufficient that it may influence or appear to influence her or his objectivity and impartiality during participation in the admissions process
- a situation in which a person stands to benefit or appear to benefit personally or financially from participating in the admissions process or from information gained through such participation.
- a situation in which a person has a perceived bias against an applicant which will negatively or positively impact an application.

### 2. Conflicts of Interest in the Admissions Process

2.1. A conflict of interest will be considered to exist for an individual involved in the admissions when a current applicant or a person likely to apply within the next 3 years is:

- Related to the individual by blood or marriage which includes common law partnerships;
- A friend;

## *UGME POLICY: CONFLICT OF INTEREST IN ADMISSIONS PROCESS*

- A person with whom the individual has had a significant social relationship;
  - A person with whom s/he has had a significant therapeutic relationship;
  - A person with whom s/he has had a significant relationship in the educational system, including as a teacher, student, advisor, mentor or classmate;
  - A person the individual does not feel comfortable assessing for any other reason.
- 2.2.** A conflict of interest may arise when the individual holds another role or position other than in the admissions process that may influence or appear to influence his or her impartiality in the admissions process.
- 2.3.** A conflict of interest may arise when the individual stands to benefit personally or financially from information gained through participation in the admissions process.
- 3. Procedures:** Individuals involved in the admissions process must:
- Turn their attention to the possibility of conflicts of interest before becoming involved;
  - Sign conflict of interest statements when requested to do so;
  - Disclose any potential conflict of interest to the Chair, Admissions as soon as it is discovered;
  - Step down from positions on the Admissions Committee if in the opinion of the Chair, Admissions the potential conflict of interest requires it;
  - Refrain from participation in or withdraw from participation in the admissions process or parts thereof if in the opinion of the Chair, Admissions the potential conflict of interest requires it;
  - Notify the appropriate event supervisor immediately if an unforeseen conflict of interest arises;
  - Recuse themselves if necessary if an unforeseen conflict of interest arises.