

GENERAL GUIDELINES FOR CONDUCT OF THE MATCH
To Be Reviewed By TMDSAS Advisory Committee March 28, 2006

The Match is a process that selects for the participating schools the applicants to whom an initial offer of acceptance will be extended. The selections are made from lists of applicants considered acceptable by the respective schools as a result of an evaluation process. The Match is conducted as follows:

- Applicants rank the schools by order of preference.
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- Applicants ranked by the schools in a range to be accepted are placed into schools in accord with their preference by a computer program. In cases where applicants are in the selection range for more than one school, they are placed into the school most preferred by the applicant.

The Match is unique to the participating schools in the State of Texas. No other group of medical or dental schools in the U.S. has a comparable process for selecting their entering class that also includes limiting the number of positions an applicant may hold at one time. The process is conducted in a spirit of cooperation and trust among the participating schools and respect and consideration for the applicants and their choice of schools.

The Texas Medical and Dental Schools Application Service was created by its participating schools to facilitate applications to medical and dental schools. It presupposes that each school will present to interested applicants its strengths and advantages of attending it. Nothing in the guidelines below is designed to prohibit a school from presenting itself in the best light and encouraging interested applicants to select that school. The applicants are best served by providing them with information and encouragement. They are poorly served when schools attempt to manipulate the Match process by persuading applicants to modify their school rankings with promises of acceptance or other inducements. The following guidelines, adopted by representatives from the participating schools, are designed to address these issues.

- All recruiting activities before and after applicants formally apply to TMDSAS participating schools should be conducted in a manner preserving the integrity of the Match. Integrity is defined as respect for the process that provides applicants the freedom to select the schools they wish to attend according to their preference.
- No actions should be taken by a participating school or its representative to persuade applicants to rank the school high on their rank list in exchange for a promise of acceptance or other inducements.
- No offer of acceptance or implication of an offer of acceptance should be made, either verbally or through correspondence, by a participating school or its representative prior to the Match.
- No statements or inferences indicating “guaranteed admission” are to be made to an applicant unless he/she is a participant in a formal Special or Assured Admission Program.
- Scholarships will be offered only to applicants accepted to the school offering the scholarship after the Match is completed.

- Any communication to applicants who have interviewed should be sent from the Admissions Office and should clearly identify that it is a communication to all interviewed applicants.
- All contacts and correspondence with interviewed applicants by interviewers and other school representatives should be conducted within these guidelines.
- **The following information regarding the Match should be clearly communicated to all applicants at interview sessions, recruiting trips and conferences held for potential applicants.**
 1. Participating schools do not have access to the applicants' school rankings.
 2. Admission decisions at the participating schools are independent of the applicants' school rankings because the schools have no knowledge of the applicants' rankings.
 3. Two factors are involved in the matching process: the applicants' ranking of the schools and the schools' ranking of the applicants. An applicant must be ranked within a schools' selection range to be matched into that school. The schools' ranking of the applicants determines who gets matched into a school through the process, not the applicants' ranking of the school. The applicants' ranking of the school simply matches the applicant who is ranked high enough to be selected by more than one school into the school most preferred by the applicant.
- **Deans/Directors of Admission will distribute these guidelines to all people involved in the admissions process at their school including, but not limited to, admissions committee members, interviewers, alumni, recruiters and staff.**

PROCEDURE FOR HANDLING VIOLATIONS TO THESE GUIDELINES
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1. Violation is reported to TMDSAS Director when discovered.
2. TMDSAS Director will notify the Deans/Directors of Admission at all participating schools of the reported violation.
3. TMDSAS Director will appoint a four-member committee composed of Deans/Directors of Admission from two U. T. schools and two non-U. T. schools to evaluate the effect of the reported violation on the status of the current years' Match and recommend action to be taken.
4. The Committee recommendation will be distributed to Deans/Directors of Admission at all participating schools for approval. A majority vote of participating schools is required for approval.
5. The violation report including the approved Committee recommendation will be distributed to Medical School Deans and Presidents of all participating schools.