

# Sydney Medical School Medical Program Attendance Policy

## **Stages 1 and 2: attendance requirements**

### **Timetabled PBL and Patient-Doctor tutorials**

Students are required to attend all timetabled PBL and Patient-Doctor (clinical day) tutorials (Communication, Physical examination and Procedural Skills) in Stages 1 and 2.

Students who attend less than 90% of the timetabled tutorials in any Block may be prevented from progressing to the next Stage.

In the spirit of professionalism, students should be punctual for tutorials. Any student who arrives for a tutorial more than half an hour late will be recorded as having been absent.

Anticipated absence: Students who anticipate having to miss timetabled sessions for unavoidable reasons (such as the need to undergo planned surgery) should complete an application form for Short Leave of Absence.

Unanticipated absence: Students who are unavoidably absent from timetabled sessions (e.g. because of illness, misadventure or other personal crises) are encouraged to complete an application form for Special Consideration. In the case of illness, the Professional Practitioner Certificate must be completed by a doctor or other registered practitioner (such as a clinical psychologist) attesting to the student's extent of disability. Where the absence is for other reasons, appropriate supporting documentation should be provided where possible.

In the event of either anticipated or unanticipated absence, students are strongly advised to consult one of their Stage Sub-Deans and Clinical School Coordinator or Executive Officer (if clinical days are missed) to discuss arrangements for remediation and, if necessary, personal support. The application form for Short Leave of Absence should include the Sub-Dean's comments in the space provided. Students should also seek the Sub-Dean's endorsement on the application for Special Consideration.

As a professional courtesy, students who are absent from timetabled sessions should, as soon as practicable, also inform (1) their PBL Tutor, (2) their Clinical Tutors, (3) members of their PBL and Clinical Groups, and (4) the Executive Officer of their Clinical School. For longer absences they should also inform the relevant Associate Dean/ Stage Coordinator. This may be done by e-mail or telephone.

The approval of Short Leave of Absence or the granting of Special Consideration does not alter the requirement that students must not miss more than 10% of the timetabled sessions in any Block.

*Approved by the USydMP Policy Committee 27 May 2009*

### **Stage 3: attendance requirements**

Students are expected to attend all teaching sessions, clinical sessions and assessment activities for all Blocks (both Core and Specialty).

In general, a student who is absent from more than ten per cent of these activities will be required to make a submission to show why he/she should not be subject to disciplinary action.

#### **Absence due to illness or misadventure**

Non-attendance due to illness or misadventure must be authorized by the Faculty Block Co-ordinator for Specialty Blocks and the Associate Dean for Core Blocks.

Students must provide a written explanation of their absence and provide supporting evidence if requested. A medical certificate will be required for cumulative absence, due to illness, in excess of three days during a single Block.

Students will normally be required to undertake remedial learning activities to cover the learning activities that have been missed.

In general, students who miss more than five days of a Block, because of illness or misadventure, will be required to repeat a component of the Block or the Block in its entirety.

#### **Planned absence**

Students occasionally prospectively seek permission to be absent from a Block. Such permission may be granted at the discretion of the Faculty Block Co-ordinator, following discussion with the student's Associate Dean and the Stage 3 Coordinator. Students who obtain such permission will be required to undertake remedial work to cover the learning activities that have been missed.

Examples of such circumstances include sitting for overseas qualifying examinations, presenting research at scientific meetings and competing in elite sporting events. It is emphasised that students should endeavour to undertake such activities outside the times allocated for their Core and Specialty Blocks. For example, overseas examinations may be undertaken at a number of different times throughout the year.

Absence during planned assessment activities causes particular difficulties. Students cannot undertake a Specialty Block assessment in a subsequent Specialty or Core Block, for both logistic and pedagogic reasons.

Absence is not permitted for family celebrations or to allow students to travel on a cheaper fare.

Applications for absence from a Block should be submitted in advance to the Faculty Block Co-ordinator for Specialty Blocks and the Associate Dean for Core Blocks.

An appropriate and reasonable period time should be allowed for the Faculty to consider the application. The application must be finally approved by the Stage 3 Coordinator.

*Reviewed by OME (TH & CMD) in February 2009 & at the Medical Program Committee on 13 August 2009*

*Minor amendments made by CMD December 2010*