FACULTY OF SCIENCE –DVM
ATTENDANCE PROVISIONS 2018

1 Purpose and application

(1) The Doctor of Veterinary Medicine is structured as a full-time immersion program and students who accept a place in the program do so with this knowledge. Satisfactory attendance is a requirement for progression.

(2) These provisions apply to all students enrolled in the Doctor of Veterinary Medicine.

2 Commencement

These provisions commence on 1 March 2018

3 Definitions

Doctor of Veterinary Medicine (DVM) means the Doctor of Veterinary Medicine (DVM) award course.

OSCE means Objective Structured Clinical Examination (OSCE)

Required Learning Activity (RLA) means any activity identified as such by the Sydney School of Veterinary Science in handbooks, scheduled timetables or unit of study outlines.

School means Sydney School of Veterinary Science

Student Administration Services (SAS) means the University Student Administration Services portfolio.

Student Relationship Engagement System (SRES) means the software used by the Sydney School of Veterinary Science to monitor student attendance in the DVM.

4 Principles

(1) Experiential learning in clinical settings is essential to the development of the necessary clinical and professional skills for academic and professional success.

(2) Satisfactory attendance is a requirement for progression in the DVM program.

(3) The School is responsible for certifying that students have met the requirements of the program.
(4) Non-attendance can be an important “flag” for students at risk of academic failure or a symptom of health issues. The School seeks to provide support for such students.

(5) Absences do not relieve a student of the obligation to meet all academic requirements of the course and, in particular, demonstrating all required learning outcomes.

(6) The DVM is based on principles of adult learning. Students have primary responsibility for promptly attending all RLAs and meeting their learning and progression goals.

(7) Attendance is an important marker of professional behaviour.

5 Key attendance expectations

(1) Satisfactory attendance requires being present for the specific class component at the scheduled time and for its duration. Students must arrive on time and stay for the duration of the learning activities intended for that class.

(2) DVM students must attend:
   (a) all assessments;
   (b) at least 90% of lectures; and
   (c) all RLAs.

(3) Marks or grades are not awarded for attendance.

(4) In Years 1 to 3 of the DVM, the School will monitor attendance at RLAs using the SRES or a similar system, requiring scanning of a student’s unique barcode or QR code.
   (a) If the relevant system is unavailable, a class roll will be taken.

(5) In Year 4 of the DVM, during final year capstone professional placements, the supervising clinician or supervisor will monitor attendance.

(6) Students must notify absences from assessment tasks and RLAs at the earliest opportunity, using the Student Administration Services (SAS).
   (a) If special consideration or special arrangements are sought, the student must make the necessary application in accordance with the Coursework Policy 2014.

(7) Unexplained absences will be noted by the School as a potential indicator of a student who is in difficulty.

6 Attendance at RLAs

(1) For Professional Skills units of study (i.e. VETS6102, VETS6106, VETS6202, and VETS6206), 100% attendance and successful completion of all classes is required.
   (a) Absence from one of these classes requires the student to attend a compulsory make-up session within the semester at a date specified by the Sydney School of Veterinary Science.
   (b) Absence, for any reason, from more than 10% of RLAs for any unit of study may:
      (i) lead to the award of a fail grade for the unit of study; and
(ii) constitute failure to make satisfactory progress for the purposes of the Coursework Policy 2014.

(c) Irrespective of the reason for absence or type of learning activity missed, it is a student’s responsibility to ensure all relevant learning outcomes associated with the learning activities are addressed.

(2) In Year 4, students are veterinarians in training who are required to meet standards of professional conduct and responsibility.

(a) Students must attend all activities on each of the required days of all Year 4 rotations.

(i) Failure to attend, irrespective of the reason, will require the student to attend additional days; and

(ii) in the case of unexplained or unapproved absences, may result in a fail grade for the rotation.

(b) Students must inform their supervising clinician or supervisor about any absence from teaching activities and submit an application for special consideration or special arrangements (as appropriate) through Student Administration Services (SAS) at the University.

Note: See clauses 67 and 69 of the Coursework Policy 2014 and clauses 13 and 14 of the Assessment Procedures 2011.

(c) Students must make arrangements for remediation for any time missed on placement. Students must complete the number of days required of every rotation to be considered eligible for satisfactory completion of the rotation.

(d) Details of final year placements are provided in the DVM Final Year Handbook, and at DVM Year 4 information sessions (facilitated during DVM Year 3) and student orientation sessions.

(e) Examples of clinical activities include:

(i) any direct patient centred activity;

(ii) clinical rounds; and

(iii) seminars or lectures that form part of the final year placement as deemed appropriate by the placement supervisor.

7 Notifying absences

(1) Students must notify relevant staff of absences in writing as soon as possible and preferably well in advance.

(2) Applications for special consideration must be lodged via Student Administration Services (SAS) at the University.

Note: See clauses 67 and 69 of the Coursework Policy 2014 and clauses 13 and 14 of the Assessment Procedures 2011.
NOTES
Faculty of Science – Doctor of Veterinary Medicine Student Attendance Provisions 2018

Date adopted: 07 February 2018
Date registered: 21 February 2018
Date commenced: 01 March 2018
Approved by: Professor Trevor Hambley, Dean, Faculty of Science

Review date: 21 February 2023
Rescinded documents: Not applicable
Related documents: Coursework Policy 2014
Assessment Procedure 2011

AMENDMENT HISTORY

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