

SYDNEY MEDICAL SCHOOL - SYDNEY MEDICAL PROGRAM ATTENDANCE PROVISIONS 2016

1 Purpose and application

- (1) The Sydney Medical Program 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 Sydney Medical Program.

2 Commencement

These provisions commence on 1 January 2016.

3 Definitions

block	means one of five blocks of teaching delivered throughout each year of the SMP.
block chair	means the academic responsible for the delivery of each block in the SMP.
Bulletin	means the online official notice board on the Sydney Medical Program website.
co-ordinator	means, as appropriate, the Co-ordinator (Foundation Studies) or the Co-ordinator (Clinical Studies)
elective term	means the flexible elective term which occurs over an eight week period between years 3 and 4 of the SMP
MD Research Project	means the MD Research Project unit of study in stage 3 of the Doctor of Medicine award course
Personal and Professional Development (PPD)	means the Personal and Professional Development theme, one of four curriculum themes in the SMP
Problem Based Learning (PBL)	means a student-centred pedagogy in which students learn about a subject through the experience of solving an open-ended problem
Required Learning Activity (RLA)	means any of the Required Learning Activities in the three stages of the SMP

Research Methods	means the Research Methods unit of study in Stages 1 and 2 of the Doctor of Medicine Award course
SCORPIO	means Structured, Clinical, Objective, Referenced, Problem Oriented, Integrated, Organised clinical session
Stage 1	means year 1 of the Sydney Medical Program
Stage 2	means year 2 of the Sydney Medical Program
Stage 3	means years 3 and 4 of the Sydney Medical Program
Sydney Medical Program (SMP)	means the Bachelor of Medicine and Bachelor of Surgery (MBBS) award course or the Doctor of Medicine (MD) award course

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) The SMP is responsible for certifying that students have met the requirements of the program. Satisfactory attendance is a requirement for progression.
- (3) Non-attendance can be an important “flag” for students at risk of academic failure or a symptom of health issues. SMP seeks to provide support for such students.
- (4) Absences do not relieve a student of the obligation to meet all academic requirements of the course or clinical attachment.
- (5) SMP is based in principles of adult learning. Students have primary responsibility for attending all RLAs and meeting their learning and progression goals.
- (6) Attendance is an important marker of professional behaviour.

5 Key attendance requirements

- (1) Satisfactory attendance requires being present for the specific class component at the scheduled time. Students must arrive on time.
- (2) Students in all stages must attend:
 - (a) all RLAs; and
 - (b) all assessments.
- (3) The School will monitor attendance at RLAs.
- (4) Students must notify absences from RLAs as set out in clauses 7 and 8 of these provisions at the earliest opportunity.
- (5) Marks or grades are not awarded for attendance.
- (6) Unexplained absences will be noted by the School as a potential marker of a student in difficulty, and considered in conjunction with the [SMP Professionalism Provisions 2016](#).
- (7) **For Stages 1 and 2**, attendance at less than 80% of RLAs in any one block will be considered by the relevant co-ordinator, head of the relevant Clinical School and

the co-directors of SMP. It may result in ineligibility to sit the barrier examinations and may therefore prevent progression to the next stage of the SMP.

- (8) **In Stage 3**, clinical exposure is critical to learning the skills of medicine which cannot be mastered by text book or online teaching material. Attendance at all teaching and learning activities is therefore expected.

Note: See clause 7 below. Category 1 and 2 absences will be considered on an individual basis.

- (9) A student who is absent for six weeks or more will normally be required to repeat the year as critical RLAs will have been missed.

6 Attendance at RLAs

- (1) RLAs are determined by the MD Program Committee.
- (2) **In Stages 1 and 2**, attendance is required at the following RLAs:
- (a) PBLs;
 - (b) Clinical School days;
 - (c) PPD workshops;
 - (d) practical classes;
 - (e) Research Methods workshops as part of the MD Research Project; and
 - (f) Other sessions as announced by Bulletin.
- (3) **In Stage 3**, students are doctors in training who are required to meet standards of professional conduct and responsibility.
- (a) Clinical exposure is a key component of Stage 3, and attendance is required at all clinical activities.
 - (b) Students must inform their Clinical School about any absence from teaching activities and make arrangements for remediation for the time missed. This also applies to the elective term.
 - (c) Details of clinical placements are provided in the Stage 3 Handbook, Specialty Block Handbooks and at Stage 3 orientation sessions.
 - (d) Examples of clinical activities include:
 - (i) any direct patient-centred activity, e.g. ward work, clinics, ward rounds, seminars or lectures with patients in attendance;
 - (ii) SCORPIOs;
 - (iii) clinical or practical skills sessions or simulation sessions; and
 - (iv) formative or summative workplace or classroom assessments.

7 Categories of absence

- (1) **Category 1 absences** involve medical and family emergencies outside the student's control.
- (a) The student must contact the Clinical School or relevant co-ordinator as soon as possible.

- (b) For any absence of greater than two days due to illness, a professional practitioner certificate must be submitted.
 - (c) If necessary, the student should apply for special consideration.
Note: See the [Coursework Policy 2014](#) and the [Assessment Procedures 2011](#)
- (2) **Category 2 absences** include, but are not limited to:
- (a) religious holidays;
 - (b) legally required attendances such as jury duty;
 - (c) conscription requirements (for international students);
 - (d) absences due to special events such as weddings, graduations or family gatherings;
 - (e) attendance at state, national or international conferences where the student has an oral or poster presentation;
 - (f) attendance at student association conferences if the student is an elected officer or holds a leadership position.
- (3) Proposed Category 2 absences must be notified to the relevant co-ordinator or Head of Clinical School in advance and permission obtained from the relevant co-ordinator, Head of Clinical School or head of Specialty Block (in stage 3).
Note: See also the [Coursework Policy 2014](#), in relation to special arrangements.
- (4) Absences relating to research or leadership activities, while encouraged, must not occur at the expense of a student's required coursework and attendance.
- (a) A minimal amount of time should be taken, and remediation plans arranged by the student in advance.
 - (b) Normally, no more than three days per year of Category 2 absences will be approved
- (5) Permission will not be granted for Category 2 absences of the kinds listed in subclauses 6(2)(d) to (f) during assessment periods.
- (6) **Category 3 absences** are unexplained absences.
- (a) Unexplained absences will be noted by the relevant co-ordinator, block chair or Clinical School.
 - (b) Repeated or extended absences will require a meeting with the relevant co-ordinator or Head of Clinical School.
 - (c) Failure to notify absences will be seen as a failure of professionalism, and will be considered in conjunction with the [SMP Professionalism Provisions 2016](#).

8 Notifying absences

- (1) Students must notify relevant staff of absences as soon as possible, and preferably well in advance.
- (2) Students in stages 1 and 2 must:
 - (a) document any absences; and
 - (b) inform their Clinical School if they are absent on a Clinical School day.

- (3) Students in stage 3 must:
- (a) document any absences; and
 - (b) inform their Clinical School and chair of specialty block (if relevant).

Note: All such records are subject to and must comply with the [University Recordkeeping Policy](#), [Privacy Policy 2013](#), [Recordkeeping Manual](#) and [Privacy Management Plan](#).

NOTES

Sydney Medical School - Sydney Medical Program Attendance Provisions 2016

Date adopted: 7 December 2015
 Date commenced: 1 January 2016
 Date amended: 1 October 2016
 Approved by: Professor Arthur Conigrave, Acting Dean
 Signature:
 Related documents:

University of Sydney (Coursework) Rule 2014

Coursework Policy 2014

Assessment Procedures 2011

SMP Professionalism Provisions 2016

SMP Statement of Expectations Provisions 2013

AMENDMENT HISTORY

Provision	Amendment	Commencing
3; 7(6); 8(2); 8(3)	Remove reference to Advocate	17 October 2016
8(3)(b) note	New note	17 October 2016
5(6); 7(6)(c); related documents	Amended reference to rescinded document	17 October 2016

