

FACULTY OF MEDICINE AND HEALTH SYDNEY MEDICAL PROGRAM ATTENDANCE PROVISIONS 2019

1 Purpose and application

- (1) The Sydney Medical Program (“SMP”) is structured as a full-time immersion program and students who accept a place in the program do so with this knowledge.
- (2) Satisfactory attendance is a requirement for progression.
- (3) These provisions apply to all students enrolled in the Sydney Medical Program.

2 Commencement

These provisions commence on 1 October 2019.

3 Definitions

block	means teaching blocks delivered throughout each year of the SMP.
Bulletin	means the online official notice board on the Sydney Medical Program website.
Canvas	means the University learning management system.
co-ordinator	means, as appropriate, the Co-ordinator of a year or block.
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 the Doctor of Medicine award course.
PPD or ELP	means the Personal and Professional Development theme, or Ethics Law and Professionalism theme.
Required Learning Activity (RLA)	means any of the Required Learning Activities in the SMP

SCORPIO

means Structured, Clinical, Objective, Referenced, Problem Oriented, Integrated, Organised clinical session.

Sydney Medical Program (SMP)

means the Doctor of Medicine (MD) award course.

Team Based Learning (TBL)

means an evidence-based, collaborative-learning teaching strategy designed as modules that are taught in a three-step cycle: preparation, in-class readiness assurance testing and application-focused exercise.

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 on 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 and stay until the completion of the session.
- (2) Students in all years 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) Students must submit special consideration or special arrangement applications where applicable, and notify absences as required by these provisions.

Note: See clauses 7 and 8.

- (6) Marks or grades are not awarded for attendance.
- (7) Unexplained absences will be noted by the School as a failure of professionalism and a potential marker of a student in difficulty, and considered in conjunction with the [SMP Professionalism Provisions 2016](#) and the [SMP Professionalism Requirements Provisions 2017](#).

- (8) In Years 1 and 2, attendance at less than 80% of RLAs in any one block is unsatisfactory and will be considered by the relevant co-ordinator, head of the relevant Clinical School and the Director of the SMP.
- (a) This may result in ineligibility to sit examinations and may therefore prevent progression to the next year of the SMP.
- (9) In Years 3 and 4, 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. Applications for special consideration or special arrangements will be considered on an individual basis.
- (10) Students' attendance hours for their clinical days will depend on the working hours of the team to which they are allocated.
- (11) 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 Years 1 and 2, attendance is required at the following RLAs:
- (a) TBLs;
- (b) Clinical School days;
- (c) PPD/ELP workshops;
- (d) Practical classes;
- (e) Public Health workshops
- (f) Workshops conducted as part of the MD Research Project;
- (g) Research Methods workshops as part of the MD Research Project; and
- (h) other sessions as announced by Bulletin or provided on Canvas.
- (3) In Years 3 and 4, students are doctors in training who are required to meet standards of professional conduct and responsibility.
- (a) Clinical exposure is a key component of Years 3 and 4, 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 Year 3 and 4 Handbooks, Specialty Block Handbooks and at Year 3 and 4 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) workplace or classroom assessments.

7 Categories of absence

- (1) **Special consideration** is required for absences that involve illness, injury or misadventure outside the student's control. This includes unforeseeable absences such as sickness and family emergencies.

Note: See clause 67 of the [Coursework Policy 2014](#) and clause 14 of the [Assessment Procedures 2011](#).

- (2) Special consideration applications must be lodged electronically through the Sydney Student portal, with supporting documentation.
- (3) **Special arrangements** are required if a student is unable to meet attendance requirements for foreseeable reasons, including but not limited to:
- (a) essential religious commitments or essential beliefs (including cultural and ceremonial commitments);
 - (b) birth or adoption of a child;
 - (c) legally required attendances, such as jury duty;
 - (d) conscription requirements (for international students);
 - (e) Australian defence force or emergency service commitments (including Army Reserve);
 - (f) absences due to special events such as weddings, graduations or family gatherings;
 - (g) attendance at state, national or international conferences where the student has an oral or poster presentation;
 - (h) attendance at student association conferences if the student is an elected officer or holds a leadership position;
 - (i) sporting or cultural commitments, including political or union commitments, where the student is representing the University, state or nation; or
 - (j) employment of an essential nature to the student that would be jeopardised and in relation to which the student has little or no discretion with respect to the employment demand.

Note: See clause 68 of the [Coursework Policy 2014](#) and clause 13 of the [Assessment Procedures 2011](#).

- (4) Special arrangements applications must be lodged electronically through the Sydney Student portal, with supporting documentation.
- (5) **Other absences** do not require lodgement of a special consideration or special arrangements application.
- (a) Absences of this category may not be granted if they involve missing required assessments, and whilst students may be granted an alternative assessment time, this will normally not permit the same number of attempts at an assessment.
 - (b) Absences relating to research or leadership activities, while encouraged, must not occur at the expense of a student's required coursework and attendance.
 - (i) A minimal amount of time should be taken, and remediation plans arranged by the student in advance.

- (6) Students in all years are permitted up to 5 single day other absences per year with no more than one single day absence per block or term, and only when a satisfactory attendance record per block can be maintained.
- (7) Falsification of attendance will be referred to the University Academic Integrity unit for investigation. This may result in a finding of academic dishonesty or student misconduct.

Note: See [Academic Honesty in Coursework Policy 2015](#) and [University of Sydney \(Student Discipline\) Rule 2016](#).

8 Notifying absences

- (1) Students must notify relevant staff of absences as soon as possible, and preferably well in advance.
- (2) Students in Years 1 and 2 must:
 - (a) notify smp.attendance@sydney.edu.au of all absences, specifying if it is the subject of an application for special consideration or special arrangements; and
 - (b) inform their Clinical School by email if they are absent on a Clinical School day.
- (3) Students in Year 3 and 4 must inform their Clinical School and Chair of specialty block by email (if relevant).

Note: All such records are subject to and must comply with the [Recordkeeping Policy 2017](#), [Privacy Policy 2017](#), [Recordkeeping Manual](#) and [Privacy Procedures 2018](#).

- (4) Failure to appropriately notify or document absences will be seen as a failure of professionalism and will be considered in conjunction with the [SMP Professionalism Provisions 2016](#) and the [SMP Professionalism Requirements Provisions 2017](#). Students may be referred to the Student Professionalism Support Committee.

9 Rescission and replacement

These provisions replace the *Sydney Medical School – Sydney Medical Program Attendance Provisions 2016*, which are rescinded as from the date of commencement of these provisions.

NOTES

Faculty of Medicine and Health - Sydney Medical Program Attendance Provisions 2019

Date adopted: 4 April 2019
Date commenced: 1 October 2019
Approved by: Professor Robyn Ward, Executive Dean
Signature:
Review date: 30 April 2022
Rescinded documents: Sydney Medical School – Sydney Medical School Attendance Provisions 2016
Related documents:

University of Sydney (Coursework) Rule 2014

Coursework Policy 2014

Recordkeeping Policy 2017

Privacy Policy 2017

Assessment Procedures 2011

Privacy Procedures

Recordkeeping Manual

SMP Professionalism Provisions 2016

SMP Statement of Expectations Provisions 2013

AMENDMENT HISTORY

Provision	Amendment	Commencing
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