

FACULTY OF SCIENCE – DOCTOR OF VETERINARY MEDICINE – 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.
- (2) Satisfactory attendance is a requirement for progression.
- (3) 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.
required learning activity (RLA)	means any required learning activity identified by the school in handbooks, scheduled timetables or unit of study outlines.
school	means the Sydney School of Veterinary Science, within the Faculty of Science.
Student Administration Services (SAS)	means the University Student Administration Services team.
Student Relationship Engagement System (SRES)	means the software used by the school 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) DVM students must be present for all scheduled classes to achieve satisfactory attendance. Students must arrive on time and stay for the duration of the learning activities intended for each class.
- (2) DVM students must attend:
 - (a) all RLAs; and
 - (b) all assessments.
- (3) DVM students are expected to attend at least 90% of lectures.
- (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 with a written record of attendance, 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 will not be awarded marks or grades for attendance. A student’s attendance record for each unit of study will be recorded as satisfactory or unsatisfactory.
- (7) Students must notify the school if they will be absent from assessment tasks or RLAs at the earliest opportunity.
 - (a) If special consideration or special arrangements are sought, the student must make the necessary application in accordance with the [Coursework Policy 2014](#).
 - (b) SAS will process [each application](#) in accordance with the [Coursework Policy 2014](#) and the [Assessment Procedures 2011](#).

Note: See the [Special consideration and arrangements website](#).

- (8) The school will note unexplained absences as a potential indicator of a student who is in difficulty.

6 Attendance at RLAs

(1) DVM students in years 1, 2 and 3

- (a) Students should achieve:
 - (i) 100% attendance; and
 - (ii) satisfactory completion;
in all RLAs.
- (b) Students who are absent from any of the following professional skills units of study must attend a compulsory make-up session within the semester at a date specified by the school:
 - (i) VETS6102;
 - (ii) VETS6106;
 - (iii) VETS6202; or
 - (iv) VETS6206.
- (c) Students who are absent from one of the RLA classes for any other unit of study in Years 1, 2 and 3 must:
 - (i) attend a compulsory make-up session; or
 - (ii) complete a compulsory make-up activity;
within the semester by a date specified by the school.
- (d) Students who are absent for any reason, and have not completed a compulsory make-up session or activity, from more than 10% of RLAs for any unit of study may:
 - (i) fail the unit of study; and
 - (ii) fail to make satisfactory progress for the purposes of the [Coursework Policy 2014](#).
- (e) Irrespective of the reason for absence or type of learning activity missed, students must meet all learning outcomes associated with the learning activities.

(2) DVM students in year 4

- (a) Students are veterinarians-in-training who are required to meet standards of professional conduct and responsibility.
- (b) 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) unexplained or unapproved absences may result in a fail grade for the rotation.

- (c) 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) in accordance with the relevant process determined by the University.
- Note:** See clauses 67 and 69 of the [Coursework Policy 2014](#) and clauses 13 and 14 of the [Assessment Procedures 2011](#) and the [Special consideration and arrangements website](#).
- (d) Students must make arrangements for remediation for any time missed on placement.
- (e) Students must complete the number of days required for every rotation to be considered eligible for satisfactory completion of the rotation.
- (f) 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. Examples of final year clinical activities include:
- (i) 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 the [Special Considerations Portal](#) 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 amended:	14 August 2020
Date commenced:	01 March 2018 1 September 2020
Approved by:	Professor Trevor Hambley, Dean, Faculty of Science Professor Iain Young, Dean Faculty of Science
Review date:	21 February 2023 Rescinded documents: Not applicable
Related documents:	Coursework Policy 2014 Assessment Procedures 2011

AMENDMENT HISTORY

Provision	Amendment	Commencing
5	Renumber clauses	1 September 2020
5(4)	Add 'with a written record of attendance'	1 September 2020
5(6)	Add a student's attendance record for each unit of study will be recorded as satisfactory or unsatisfactory	1 September 2020
6	Renumber clauses	1 September 2020
6(1)	Add 100% attendance and satisfactory completion of all RLAs required	1 September 2020
6(1)(A)	Add reference to Professional Skills unit of study	1 September 2020
6(1)(B)	Add student to attend compulsory make-up session or activity within the semester	1 September 2020
7(2)	Delete reference to student administration services (SAS). Add hyperlink to special consideration portal.	1 September 2020