

**FACULTY OF
MEDICINE**
MEDICAL PROGRAM
ATTENDANCE GUIDELINES – PHASE 2

OVERVIEW

The Medical Program is a full-time progression program. Students must maintain continuous full-time enrolment and are expected to attend all timetabled learning activities.

Phase 2 comprises years 3 and 4 of the Medical Program. The Faculty of Medicine requires students to attend all learning activities across Phase 2 of the Medical Program, including out-of-hours sessions that students are rostered to attend. Classes commence in January each year and conclude in November (key dates relating to the academic calendar for the medical program are published on the [Faculty's website](#)).

In accordance with the [UQ Student Charter](#) the University expects you to:

- acquaint yourself with University policies and procedures relevant to your enrolment and studies and observe the statutes, rules and policies of the University;
- attend classes, maintain steady progress in courses undertaken and submit required work on time (except in unforeseen or exceptional circumstances, in which case an approved extension is obtained) [Guidelines for late submission of progressive assessment](#);
- conduct yourself in a professional manner while undertaking all activities on University of Queensland premises and all external activities directly related to your study and research; and
- conduct yourself in a professional manner while undertaking industrial placements or other forms of clinical or practice-based experience, and respect the confidentiality of patient, client or commercial information made available to you as part of your practical learning activities inform your course coordinator or faculty as soon as possible of anything which might affect your studies.

The Faculty of Medicine recognises that students may need to take leave from time-to-time due to illness, exceptional circumstances or planned important activities. However, periods of leave are considered a privilege not a right, and must be approved.

DEFINITIONS

Clinical Placement Day: each scheduled teaching day of the clinical rotation.

Clinical School: means an organisational unit within the Faculty of Medicine, comprising of a number of teaching hospitals and other relevant medical teaching sites within a geographical region.

Elite Athlete: as defined in University's PPL [3.50.07 Program and Assessment for Elite Athletes](#), is a student who is identified and recognised by one of the following organisations as an elite athlete representing Australia, or a State or Territory of Australia:

- Australian Institute of Sport
- [National senior squad members from Athlete Career and Education \(ACE\) supported sports](#)
- State Institutes or Academies of Sport
- AFL Players Association
- Australian Cricketers' Association
- Rugby Union Players' Association
- Rugby League Professionals' Association
- Australian Professional Footballers' Association

Athletes who fall outside the above are to [apply directly to the Academic Registrar](#) for consideration

Immediate Family: means parents, siblings, and children. This may also include other members of the student's immediate household (as approved by the Faculty on a case-by-case basis).

Interruption to Studies: refers to ceasing study for a period in excess of 10 consecutive days after starting the Medical Program.

Medical Program: refers to the Bachelor of Medicine, Bachelor of Surgery (MBBS), and the Doctor of Medicine (MD) program.

Planned Leave: is leave that may be approved for a student who requests permission to be absent from clinical placement activities for matters relating to:

- Significant Family Events involving Immediate Family;
- Significant service-related activities (e.g., student representation on government committee);
- Official Faculty of Medicine events or activities (e.g. Teaching and Learning Conference, or research conferences);
- Academic conference or meeting that is relevant to student's current studies;
- Significant Religious Events;
- Representation at State, National or International level in sports as an Elite Athlete, or in the arts;
- International medical licensing examinations;
- Intern or residency interviews or orientations; or
- Defence reservists, military commitments or emergency volunteering.

Determination in each application is taken at the sole discretion of the Faculty of Medicine.

Sick/Exceptional Circumstances Leave: leave that may be approved for a student that is absent from timetabled learning activities due to illness or urgent family matters (relating to Immediate Family) such as birth of own child, death, serious illness, or other crisis. Determination in each application is taken at the sole discretion of the Faculty of Medicine.

Exceptional Circumstances specifically do **not** include:

- holiday arrangements;
- employment commitments; or
- social or leisure events including family commitments other than Significant Family Events, as defined below.

Significant Family Events: means crucial or important events relating to Immediate Family.

Significant Religious Events: means a crucial event relating to the religious orientation of a student.

THE GUIDELINES

1. LEARNING ACTIVITIES

Opportunities for clinical learning often occur after hours and on weekends. Some students may be rostered to spend part of their clinical rotation outside of a standard Clinical Placement Day, in order to gain the necessary clinical experience and training to meet the learning requirements of the rotation.

Some Clinical Schools may schedule additional tutorials, or other learning events, that may not be specific to a particular rotation. Students are expected to attend all timetabled teaching and clinical sessions, including any out-of-hours or additional sessions to which students are rostered to attend.

Non-timetabled learning activities: In addition to timetabled Clinical Placement Days, students **must** supplement their learning by:

- Indirectly supervised and student-directed clinical contact time with patients;
- Personal study and reflection time.

2. ATTENDANCE REQUIREMENTS

- a) Students are expected to be punctual and to attend all Clinical Placement Days, some of which may be after hours or on weekends.
- b) 100% attendance is expected for all Clinical Placement Days.
- c) All absences must be explained and approved on the criteria set out under section 3 'Leave of Absence'.

3. LEAVE OF ABSENCE

- a) Students may apply for a 'leave of absence' from a Clinical Placement Day for Sickness/Exceptional Circumstances Leave, Planned Leave, or Elite Athlete events in accordance with the criteria set out in subsections 3.1 and 3.2.
- b) Students must use the appropriate form to apply for a 'leave of absence'.
- c) To be clear, students who are granted a Leave of Absence will not be exempt from mandatory course requirements including assessment.

3.1 SICK/EXCEPTIONAL CIRCUMSTANCES LEAVE

- 3.1.1 When a student is absent from any Clinical Placement Day in a rotation due to illness or exceptional circumstances they **must notify** the Student Co-ordinator and/or Preceptor immediately, via email (as listed above) no later than **24 hours** after the event.
- 3.1.2 A formal, written application (on the requisite form) for Sick/Exceptional Circumstances Leave must be submitted within five business days of the last day of leave.
- 3.1.3 Where a student is absent on Sick/Exceptional Circumstances Leave for more than three consecutive days, they must provide a medical certificate (for illness) and/or other appropriate supporting documentation.
- 3.1.4 Where a student is absent on Sick/Exceptional Circumstances Leave for more than five days or more during a given rotation, they may be required to take an 'Interruption to Studies' under section 5. Requests for Sick/Exceptional

Circumstances Leave in excess of five days per rotation will be considered on a case-by-case basis, and will be determined at the sole discretion of the Faculty of Medicine.

- 3.1.5 A student will only be granted a maximum of ten days of Sick/Exceptional Circumstances Leave per calendar year of enrolment.
- 3.1.6 Applications for Sick/Exceptional Circumstances Leave in excess of ten days will be considered by the Faculty of Medicine on a case-by-case basis in conjunction with section 5 'Interruption to Studies'.

3.2 PLANNED LEAVE

- 3.2.1 Any application for leave in circumstances not covered by the definition of Planned Leave will not be accepted.
- 3.2.2 A student will only be granted **a maximum of ten days** of Planned Leave per calendar year of enrolment.
- 3.2.3 Students who are undertaking an external medical licensing examination will be permitted one day of leave to sit the examination without it reducing their Planned Leave allowance. To request approval, students must present evidence of registration for the examination to the head of discipline of the relevant rotation.
- 3.2.4 No more than five days Planned Leave will be approved per clinical rotation.
- 3.2.5 Unless otherwise approved by the Faculty of Medicine, applications for Planned Leave should be submitted **at least four weeks** prior to the first day of Planned Leave. Applications submitted less than four weeks prior to the first day of Planned Leave must include a personal statement and documentation explaining why the application could not be submitted on time. Approval will be made by the Faculty of Medicine on a case-by-case basis.
- 3.2.6 The application for Planned Leave must include:
 - a) A personal statement outlining the reason for the request; and
 - b) Appropriate supporting documentation (for example, an application for conference leave must include evidence of the dates of the conference and registration/payment details, or a letter of invitation to present at the conference).

The student must comply with the requirement to submit a leave of absence form including ensuring it has been submitted correctly. Any form incorrectly submitted will not be accepted on administrative grounds.

- 3.2.7 Students must make up any Clinical Placement Days missed during Planned Leave and fulfil the attendance requirements for the rotation (unless otherwise approved by the Faculty of Medicine). Students must arrange with the relevant discipline to make up sessions for which they are absent. All make up sessions must be arranged with the student's preceptor and approved by the head of discipline. These sessions may consist of:
 - i. Additional out-of-hours clinical experience.
 - ii. Additional clinical placement time out-of-hours and on weekends during the remaining weeks of the rotation to ensure that the student has fulfilled the clinical requirements of the rotation.
 - iii. All make-up time must be completed by the final Clinical Placement Day of the clinical rotation, unless otherwise approved by the discipline.

The Faculty of Medicine is under no obligation to arrange for students to make up time missed.

3.2.8 Planned Leave will not normally be approved during orientation week and will only be considered for compelling extenuating reasons.

3.2.9 Planned Leave will not be approved during the assessment week.

3.2.10 Students who take in excess of 10 days of Planned Leave per calendar year may be required to take an 'Interruption to Studies' under section 5 'Interruption to Studies'. Requests for Planned Leave in excess of 10 calendar days per semester will be considered on a case-by-cases basis, and will be determined at the sole discretion of the Faculty of Medicine.

4. UNAPPROVED ABSENCE FROM A CLINICAL ROTATION

4.1 A student will receive an unsatisfactory mark on their clinical participation assessment (CPA) and fail the course/rotation if they are absent without approved Sick/Exceptional circumstances or Planned Leave or if all time missed has not been made up by the final Clinical Placement Day of the rotation (unless otherwise approved by the discipline), even if they have passed the end of rotation examinations and/or assessments.

4.2 A student who fails a CPA will not be eligible for supplementary assessment and will be required to repeat the course/rotation including all clinical placement and assessment requirements. Students should also refer to the Medical Program Phase 2 Allocation Guidelines and the Program Rules regarding progression.

5. INTERRUPTION TO STUDIES

5.1 The [MBBS/MD Program Rules](#) require that, unless approved by the executive dean (or delegate), a student must enrol as a full-time student and undertake the program without interruption.

5.2 Ceasing study for:

a) a continuous period in excess of 10 calendar days after starting the Medical Program;

b) Sick/Exceptional Circumstances Leave in excess of:

i. 10 calendar days per year; or

ii. 5 calendar days per rotation; or

c) Planned Leave in excess of 10 calendar days per year;

is considered an 'interruption to studies'.

5.3 Students may only interrupt their studies on medical grounds, or other exceptional circumstances beyond their control, as evidenced by appropriate supporting documentation (e.g. medical certificate).

IMPORTANT

- Student visa holders are required to complete an International Student Withdrawal From Program [form](#). The University is required to report student visa holders who are not enrolled to the Department of Immigration and Border Protection (DIBP).
- Students who are interrupting their studies for compassionate or compelling reasons should ensure they are familiar with the University's rules regarding [withdrawal from courses](#) without financial and/or academic penalty.

Review Schedule	
Date Last Amended/Approved: <i>(Teaching & Learning Committee)</i>	13 July 2016
Related Policies and Guidelines:	PPL 3.60.01 Student Charter PPL 3.50.07 Programs & Assessment for Elite Athletes PPL 3.50.06 Academic Adjustments Program Rules Phase 2 Allocation Guidelines