

## SCHOOL OF MEDICINE MEDICAL PROGRAM ATTENDANCE GUIDELINES – PHASE 1

### 1. OVERVIEW

The Medical Program at UQ is a full-time program. Classes commence in January/February each year and conclude in November (key dates relating to the academic calendar for the medical program are published on the [School's website](#)).

Phase 1 comprises the first two years of the Medical Program. A number of teaching and learning activities in this phase occur in small groups, and a number of practical classes are only offered once a year to each student. Students are required to pass all assessment items in order to pass each course. Absences can impede a student's academic performance and progression, and have a negative impact on other students' learning.

These guidelines provide details about the attendance requirements and the procedures students must follow in order to apply for a leave of absence.

### 2. BACKGROUND

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;*
- *not engage in conduct which disrupts the teaching, learning or research activities of other students and staff, or which interferes with others performing their duties;*
- *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);*
- *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;*
- *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;*
- *incorporate feedback on assessment into your learning and make sure you use the assessment criteria with which you are provided; and*
- *inform your course coordinator or school as soon as possible of anything which might affect your studies.*

Students are expected to conduct themselves in a manner consistent with the standards of behaviour set out in the Student Charter. Accordingly, students are required to abide by the attendance and leave processes outlined in these guidelines.

### 3. DEFINITIONS

**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.

**Interruption to Studies:** refers to suspending 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 Scheduled Learning Activities for matters relating to:

- Significant Family Events involving immediate family;
- Significant service-related activities (e.g., student representation on government committee);
- Official School of Medicine events or activities (e.g. Teaching and Learning Conference, or research conferences);
- Academic conference or meeting that is directly relevant to student's current studies;
- Significant religious events;
- Representation at state, national or international level in sports as an Elite Athlete, or participation in events of equivalent standing in the arts;
- International medical licensing examinations;
- Defence reservists, military commitments or emergency volunteering.

Determination in each application will be made on a case-by-case basis and is at the sole discretion of the School of Medicine.

**Scheduled Learning Activities:** courses in Phase 1 of the medical program include a wide range of learning activities including those listed below. These activities are timetabled for individual students and although some teaching activities are held consistently week-by-week, others are scheduled on an irregular or *ad hoc* basis. It is each student's responsibility to check their timetable and attend classes as required.

**Sick/Exceptional Circumstances Leave:** is leave that may be approved for a student that is absent from timetabled learning activities due to:

- Illness/accident involving the student or Immediate Family;
- Urgent and unexpected family matters (relating to immediate family) such as death, serious illness, or other crisis; or
- Other unforeseen, extenuating circumstances.

Determination in each application will be made on a case-by-case basis and is at the sole discretion of the School 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 (e.g. weddings).

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

#### 4. ATTENDANCE REQUIREMENTS

- a) Students are expected to be punctual and to attend all Scheduled Learning Activities, some of which may be after hours or on weekends.
- b) 100% attendance is expected for all Scheduled Learning Activities.
- c) All absences must be explained and approved on the criteria set out under section 5 'Leave of Absence'.

#### 5. LEAVE OF ABSENCE

- a) Students may apply for a 'leave of absence' from Scheduled Learning Activities for Sickness/Exceptional Circumstances Leave, Planned Leave, or Elite Athlete events in accordance with the criteria set out in subsections 5.1 and 5.2.
- b) Students must use the appropriate [form](#) to apply for a 'leave of absence'. Applications must be emailed to the relevant email address stated below:
  - Year 1 MD – [year1md@uq.edu.au](mailto:year1md@uq.edu.au)
  - Year 2 MD – [year2md@uq.edu.au](mailto:year2md@uq.edu.au)
  - Year 2 MBBS - [mbbs2@som.uq.edu.au](mailto:mbbs2@som.uq.edu.au)
- c) To be clear, students who are granted a Leave of Absence will not be exempt from mandatory course requirements including assessment.

##### 5.1. SICK/EXCEPTIONAL CIRCUMSTANCES LEAVE

- 5.1.1. Students who are unable to attend Scheduled Learning Activities due to sickness or other unforeseen circumstances **must notify** the School about the absence by email to the relevant year /campus email address (as listed above) no later than **24 hours** after the event.
- 5.1.2. 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.
- 5.1.3. Where a student is absent on Sick/Exceptional Circumstances Leave for more than three consecutive days, he or she must provide a medical certificate and/or other relevant supporting documentation.
- 5.1.4. All applications for Sick/Exceptional Circumstances Leave will be considered by the Program Director/s.
- 5.1.5. Where a student is absent on Sick/Exceptional Circumstances Leave for a cumulative period of more than 10 days during a given semester, they may be required to take an 'interruption to studies' under Section 6. Requests for Sick/Exceptional Circumstances 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 School of Medicine.
- 5.1.6. Students with a permanent or temporary disability which is likely to impact on their attendance must see a [Disability Advisor at Student Services](#) in order to ensure appropriate adjustments are put in place in a timely manner.

**Please Note: Students who are unwell on the day of an examination or assessment may apply for a deferred examination under a separate process. Please see [MyAdvisor](#) for information on the deferred examination criteria.**

## 5.2. PLANNED LEAVE

- 5.2.1. Any application for leave in circumstances not covered by the definition of Planned Leave will not be accepted.
- 5.2.2. A formal, written application (on the requisite form) for Planned Leave should be submitted **at least four weeks** prior to the event. Approval will be made by the School of Medicine on a case-by-case basis.
- 5.2.3. Applications submitted less than four (4) 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.
- 5.2.4. The application for Planned Leave must include:
  - a) A personal statement outlining the reason/s for the request;
  - 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).
- 5.2.5. Students must make arrangements to make up for any compulsory/assessable activities they will miss due to the Planned Leave.
- 5.2.6. A maximum of **10 days of Planned Leave** will be granted per calendar year of enrolment. Students who take in excess of 10 days of Planned Leave may be required to take an 'interruption to studies' under section 6. Requests for Planned Leave in excess of 10 calendar days per year will be considered on a case-by-case basis, and will be determined at the sole discretion of the School of Medicine.
- 5.2.7. 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.

## 6. INTERRUPTION TO STUDIES

- a) 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.
- b) Ceasing study for:
  - a continuous period in excess of ten (10) days after starting the Medical Program;
  - Sick/Exceptional Circumstances Leave in excess of 10 calendar days per semester; or
  - Planned Leave in excess of 10 calendar days per year;is considered an 'interruption to studies'.
- c) Students who exceed the leave requirements under these guidelines may be required to take an 'interruption to studies'.
- d) Students may only request to interrupt their studies on medical grounds, or exceptional circumstances, as evidenced by appropriate supporting documentation (e.g. medical certificate).

**IMPORTANT: Student visa holders who interrupt studies are also required to complete an ['International Student – Withdrawal from Program'](#) form. The University must report student visa holders who are not enrolled to the Department of Immigration and Border Protection (DIBP).**

Review Schedules	
<b>Date Last Amended/Approved:</b>	13 July 2016
<b>Related Policies, Rules and Guidelines:</b>	<a href="#"><i>The University of Queensland Student Charter;</i></a> <a href="#"><i>Bachelor of Medicine/Bachelor of Surgery Program Rules</i></a> <a href="#"><i>Doctor of Medicine Program Rules</i></a> <a href="#"><i>Doctor of Medicine (Ochsner) Program Rules</i></a> <a href="#"><i>PPL 3.50.07 Programs and Assessment for Elite Athletes</i></a> <a href="#"><i>PPL 3.50.06 Academic Adjustments</i></a>