Medical Student Attendance: Phase 2

1. Overview:

Phase 2 comprises years 3 and 4 of the MBBS Program, and is a full time program, commencing in January and concluding in late November of each year. To access the academic calendar for requirements and dates that apply to Phase 2, see the MBBS Guide under the Key Dates tab.

The Student Charter (3.40.1) states:

3.2 While participating in their education, students can be expected to:
   a. acquaint themselves with University policies and procedures relevant to their enrolment and studies and observe the statutes, rules and policies of the University
   b. attend classes, maintain steady progress in courses undertaken and submit required work on time (unless unforeseen or exceptional circumstances, which are communicated to the relevant staff member as soon as possible, arise)
   c. conduct themselves 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 them as part of their practical learning activities

The School of Medicine requires all students to attend all timetabled learning activities and clinical sessions as they appear on the individual student timetables, across Phase 2 of the MBBS program; including those out-of-hours sessions that students are rostered to attend.

The School of Medicine recognises that students may need to take leave for specified purposes. However, periods of leave are considered a privilege not a right, and must be approved.

All applications for leave will be considered on a case by case basis.

1.1 Definitions

1.1.1 Core clinical teaching time: timetabled learning activities that are designated by the Head of Discipline, or the Head of the Clinical School, to be essential to the students' learning for that core rotation/clinical placement.

1.1.2 Timetabled learning activities: examples of timetabled learning activities include:
   - Workshops/symposia
   - Tutorials
   - Problem-based learning sessions
   - Short and Long Case Presentations to clinicians and fellow students
   - Specialist Clinical Coaching
   - Ward Rounds
   - Student Case of the Week
   - Clinical Skills workshops,
   - Inter-professional learning sessions.

Timetabled learning activities also include any additional, or alternative, learning activity deemed essential by the clinical placement supervisor, and may be campus, or placement, specific.

2. The Guidelines
2.1 Timetabled and Non-timetabled Learning Activities

2.1.1 Opportunities for clinical learning often occur after hours and on weekends. Some clinical rotations may roster students to spend part of their clinical rotation outside of a standard Monday to Friday working day, in order to gain the necessary clinical experience and training to meet the learning requirements of the rotation.

2.1.2 Some Clinical Schools may schedule additional tutorials, or other learning events, that may not be specific to a particular rotation.

2.1.3 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.

2.1.4 All absences from the Timetabled Learning Activities must be explained in writing, and approval sought. Forms and requirements are available on the MBBS Guide under the Leave tab.

2.1.5 Non-timetabled learning activities: In addition to timetabled learning activities, students must supplement their learning by:

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

2.2 Attendance requirements

2.2.1 100% attendance is expected.

2.2.2 All absences must be explained and approved.

2.2.3 Any unexplained absence could lead to failure of the clinical rotation/course.

2.2.4 Even with approved absences, if a student attends less than 80% of the timetabled learning activities in a clinical rotation/course then the student will fail the clinical rotation/course.

2.3 Leave

During a clinical rotation, students may experience minor illness or an unanticipated personal circumstance, and be unable to attend the timetabled learning activities for one or more days.

2.3.1 Students must notify, via email or otherwise in writing, the administrative officer in the Discipline when they are absent from any of their timetabled clinical placement time in that rotation:

   2.4.1.1 Appropriate supporting documentation and/or a statutory declaration must be provided.
   2.4.1.2 An illness leading to an absence of more than two days requires a medical certificate.

2.3.2 Periods of absence from a clinical rotation, from one day up to a maximum of five days must be approved by the Head of Discipline, or their delegate.

2.3.3 Periods of absence from a clinical rotation of more than five (5) days must be approved by the Head of Discipline (or their delegate) and the Head of Phase 2.

2.3.4 Period(s) of absence of more than eight (8) days must be approved by the Head of School.

2.4 Conference/Special Leave

If a student wishes to attend an academic conference or meeting that is relevant to their current studies they must obtain formal permission for the planned leave. The need for such leave is usually known well in advance.

2.4.1 Students must apply for leave on the appropriate form at least eight weeks, or one full clinical rotation, prior to the conference or meeting.
Forms are available on the *MBBS Guide* under the *Leave* tab.

**2.4.2** All applications for conference or special leave must be approved by both the relevant Discipline Head and the Head of Phase 2 at least 8 weeks, or one full clinical rotation, prior to the leave period. Forms are available on the *MBBS Guide* under the *Leave* tab.

**2.4.3** Each application for leave will be decided on a case-by-case basis.

2.4.3.1 Students may apply for leave to give a presentation at a conference related to an area in which they are conducting research.

2.4.3.2 A student’s academic record and conduct will be considered in the approval process.

2.4.4 Students will only be permitted leave to attend one conference per year, except in exceptional circumstances.

2.4.5 Students must negotiate with the relevant Head of Discipline to make up sessions for which they are absent. These sessions may consist of:

2.4.5.1 Additional out-of-hours clinical experience.

2.4.5.2 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.

2.4.5.3 All make-up time must be completed by the final day of the clinical rotation.

**2.5 Absence from more than 20% of timetabled learning activities in a Clinical Rotation**

2.5.1 A student will fail a clinical placement rotation if they are absent for more than eight working days (i.e., 20%) of a clinical placement rotation.

2.5.3 A student who fails a clinical rotation/course because of non-attendance will be required to repeat the entire rotation including all timetabled learning activities and assessment requirements. Students should also refer to the MBBS program rules regarding progression.

2.5.4 A student who has not completed the clinical placement attendance requirements of the rotation may not pass the rotation even if they have passed the end of rotation examinations and/or assessments.

2.5.5 Where a student has not met the minimum clinical placement time and have exceptional circumstances, they may apply to withdraw from the clinical placement rotation without academic penalty. All cases will be determined on a case-by-case basis by the Head of School on the recommendation of the Head of Phase 2.

2.5.2 Exceptional Circumstances specifically do not include:

2.5.2.1 Holiday arrangements;

2.5.2.2 Employment commitments;

2.5.2.3 Social or Leisure events including family commitments.

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**Date Approved:**
**MBBS Curriculum Committee:**
**Head of School & Dean of Medicine**
14 December 2011

**Related Policies and Guidelines:**
3.40.1 Student Charter:
MBBS Program Rules