School of Medicine MBBS
Attendance Guidelines - Phase 1

1. Overview

Phase 1 comprises the first two years 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 1, see the MBBS Guide > Program Requirements tab > Key Dates and MBBS Academic Calendar tab.

The Student Charter- https://ppl.app.uq.edu.au/content/3.60.01-student-charter (3.60.01) 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

2. The Guidelines

2.1 Timetabled Learning Activities

Courses in the MBBS contain a wide range of learning activities including those listed below. These activities are timetabled for individual students and although some teaching activities are scheduled consistently week by week, others are not. It is each student’s responsibility to check their timetable and attend classes as required.

Compulsory timetabled learning activities include, but are not limited to:
- pathology tutorials
- anatomy, physiology, microbiology and histology practicals and tutorials
- coronial autopsy symposium
- problem based learning tutorials (PBL)
- evidence based practice tutorials (EBP)
- clinical coaching tutorials
- clinical communication skills tutorials
- procedural skills workshops
- master-classes (Year 2)
  - clinical ophthalmology workshop
  - women’s and men’s health
  - suturing workshop

2.2 Absence from Timetabled Learning Activities

2.2.1 A student will fail a course if they are absent for more than 20% of any specified course component in a course in Phase 1 of the MBBS program, unless there are exceptional circumstances. Details of the course structure can be found on the MBBS Guide under > Student Information tab > Enrolment Information tab > Enrolling in the MBBS program tab.
2.2.2 A student who fails a course because of non-attendance will be required to repeat the entire course. Students should refer to the MBBS Program Rules regarding progression.

2.2.3 Where a student has not met the minimum attendance requirements and have exceptional circumstances, they may apply to withdraw from the course without academic penalty. All cases will be determined on a case-by-case basis by the Director of the Program on the recommendation of the Head of Phase 1. The process for withdrawing from a course can be found on the UQ My Advisor site here: http://www.uq.edu.au/myadvisor/changing-or-withdrawing

3. Attendance

- Students are expected to attend all compulsory timetabled teaching activities for each course in which they are enrolled.

- All absences must be explained and approved. Any unexplained absence could lead to failure of the course.

- Even with approved absences, if a student attends less than 80% of any of the timetabled learning activities in a course then the student may fail the course see 3.2 below that adds ‘unless there are exceptional circumstances’.

- Other specific attendance requirements will be included in the ECP for each course as appropriate. There may be additional activities or events students are expected to attend (e.g. exam briefings, elective information evenings etc).

- Students must be punctual for all timetabled learning activities.

- Application for Leave forms and information on the process for taking leave can be found on the MBBS Guide under the Student Information tab > under Taking Leave or Withdrawing tab.

3.1 Process for Taking Leave (Planned)

3.1.1 Students must notify the School, via the appropriate generic email for their year, when they are absent from any of their timetabled learning activities. Planned leave is considered as:

- Wedding arrangements (immediate family members only)
- Funerals (immediate family members only)
- Other urgent circumstances

The MBBS is a full time course and leave will only be granted under exceptional circumstances. Exceptional circumstances specifically do not include:

- Holiday arrangements;
- Employment commitments;
- Social or leisure events.

All notifications of absences are to be lodged through these email addresses. The generic email details for each year/campus are:

St Lucia/Herston  Year 1 - mbbs1@som.uq.edu.au
St Lucia/Herston  Year 2 - mbbs2@som.uq.edu.au
Ipswich Year 1 Ipswich - ipswichmbbsyear1@som.uq.edu.au
Ipswich Year 2 Ipswich - ipswichmbbsyear2@som.uq.edu.au
3.1.2 An Application for Leave form must be submitted via the generic year/campus email (as above) with documented evidence on occasions such as:
- Any planned leave
- Any sick/unforeseen leave for more than 3 days.

3.1.3 Appropriate supporting documentation must be provided.

3.1.4 An illness leading to an absence of more than three (3) days requires a medical certificate.

3.1.5 All periods of absence from timetabled learning activities, up to ten (10) days must be approved by the Head of Phase 1.

3.1.6 Period(s) of absence of more than 10 days must be approved by the Director of MBBS program.

3.1.7 Students who have repeated unexplained non-attendance will be asked to attend a meeting with Head of Phase 1.

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

3.2 Sick/Unforeseen Leave (Unplanned)

We realise that students, on occasion, are unable to attend timetabled classes due to sudden illness or unforeseen circumstances. Students must notify the School on such occasions via the MBBS generic year/campus email address as listed above. Students who are absent for more than 3 days need to produce a doctors certificate/supporting documentation and fill out the Application for Leave.

Examples of typical leave are outlined below:
- illness/accident involving the student
- illness/accident involving a close relative/partner
- other unpredicted serious circumstances

3.3 Conference 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 of such an event.

- Conference leave will be approved by Head of Phase 1 of the MBBS Program (or nominee) prior to the event.
- Students must negotiate with Course Coordinators to make up sessions for which they are absent due to the special leave.
- Each application for conference leave will be decided on a case-by-case basis.
- Students will only be permitted leave to attend one conference per year, except in exceptional circumstances. A student's academic record and conduct will be considered in the approval process.
Under normal circumstances a maximum of 5 days conference leave will be granted.

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| Related Policies and Guidelines: | 3.60.01 Student Charter: [https://ppl.app.uq.edu.au/content/3.60.01-student-charter](https://ppl.app.uq.edu.au/content/3.60.01-student-charter)  