School of Medicine MBBS Program Guidelines

Medical Student Attendance: Phase 2

OVERVIEW

The Program Rules for the MBBS Program require that, unless approved by the Head of School, a student must enrol as a full-time student and undertake the program without interruption.

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. The Phase 2 academic calendar is available on the MBBS Guide.

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 students to attend all learning activities 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 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: a medical training facility designated by the University for the MBBS Program.

Elite Athlete: 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 ceasing study for a period of time in excess of 10 days after starting the MBBS Program.

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

- Significant Family Events involving Immediate Family;
- Significant Religious Events;
- Representation at State, National or International level in sports as an Elite Athlete, or in the arts;
- Service-related activities (e.g., student representation on government committee);
- Academic conference or meeting that is relevant to student’s current studies;
- 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 School 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 School of Medicine.

**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:

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

2. **ATTENDANCE REQUIREMENTS**

   100% attendance is expected. All absences must be explained and approved. Any period of absence must be made up prior to the end of the rotation.

3. **LEAVE**

3.1 Students are required to apply for leave using the appropriate form when absent from Clinical Placement Days (Planned Leave and Sick/Exceptional Circumstances Leave).

3.2 Students must make up any clinical placement days missed during leave and fulfil the attendance requirements for the rotation. 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:

   3.2.1 Additional out-of-hours clinical experience.
   3.2.2 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.
   3.2.3 All make-up time must be completed by the final Clinical Placement Day of the clinical rotation.

The School of Medicine is under no obligation to arrange for students to make up time missed. The student must arrange to make up time missed within a realistic time prior to the final Clinical Placement Day of the rotation.

4. **SICK/EXCEPTIONAL CIRCUMSTANCES LEAVE**

4.1 When a student is absent from any clinical placement day in a rotation due to illness or exceptional circumstances they must notify the School of Medicine, via email or otherwise in writing no later than 24 hours after the event.

4.2 Sick/Exceptional circumstances leave must be applied for within five (5) business days of the last day of leave.

4.3 A student will only be granted a maximum of ten (10) days of Sick/Exceptional Circumstances Leave circumstances leave per calendar year of enrolment.

4.4 Where a student is absent on Sick/Exceptional Circumstances Leave for more than two (2) consecutive days, they must provide a medical certificate (for illness) and appropriate supporting documentation and/or statutory declaration.

5. **PLANNED LEAVE**

5.1 Any application for leave other than Planned Leave will not be accepted.
5.2 Applications for Planned Leave must be submitted at least four (4) weeks prior to the first day of Planned Leave.

5.3 Applications for Planned Leave must be accompanied by a personal statement outlining the reason for the leave together with supporting documentation.

5.4 Applications submitted within four (4) weeks of 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 on a case-by-case basis by the School of Medicine.

5.5 A student will only be granted a maximum of ten (10) days of Planned Leave per calendar year of enrolment.

5.6 No more than five (5) days Planned Leave will be approved per clinical rotation.

5.7 Planned Leave will not be approved during orientation or examination weeks.

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

6. UNAPPROVED ABSENCE FROM A CLINICAL ROTATION

6.1 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, even if they have passed the end of rotation examinations and/or assessments.

6.2 A student who fails a clinical placement rotation/course 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 MBBS Phase 2 Clinical Placement Guidelines and the MBBS Program Rules regarding progression.

6.3 Exceptional Circumstances specifically do not include:
   6.3.1.1 holiday arrangements;
   6.3.1.2 employment commitments; or
   6.3.1.3 social or leisure events including family commitments other than Significant Family Events, as defined above.

7. CONTINUOUS ENROLMENT AND INTERRUPTION TO STUDIES

7.1 The MBBS Program Rules (5.5) require that, unless approved by the head of school, a student must enrol as a full-time student and undertake the program without interruption.

7.2 Ceasing study for a period of time in excess of ten (10) days after starting the MBBS Program is considered an interruption to studies.

7.3 The application form for interruption to studies must be submitted to the Head of School, providing appropriate supporting documentation and/or a statutory declaration.
| Date Approved:  
Head of School & Dean of Medicine | 3.40.1 Student Charter:  
MBBS Program Rules:  
MBBS Phase 2 Clinical Placement Guidelines:  
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