



uOttawa

Faculté de médecine
Faculty of Medicine

Undergraduate Medical Education

Policy on Attendance in Pre-Clerkship

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Approved by the Council on Undergraduate Studies: June 01, 2017

Approved by the Executive Committee of the Senate: June 13, 2017

Revisions:

Effective date: August 31, 2017

PURPOSE

The purpose of this request is to clarify the attendance policy. The proposed changes are identified in the document below.

Attendance Policy in Pre-Clerkship

- i. Attendance is mandatory in interactive small group activities and certain large group activities or clinical sessions including, but not restricted to, Case-based learning (CBL), Physician Skill Development (PSD), Society, the Individual and Medicine (SIM), Year 1 Community Week, and Year 2 Clinical Week.
- ii. In addition, some key large group sessions are mandatory, as indicated in the scheduling system.
- iii. All absences from mandatory activities must be excused. Make-up work may be required at the discretion of the Pre-clerkship Director. Any unexcused absence will be considered a lack of professionalism and will be brought to the attention of the Vice-Dean, UGME or a delegate and could be grounds for failure.
- iv. Students are allocated four (4) professional/personal days per academic year to provide them with the ability to attend to personal and/or professional development activities and commitments that would otherwise not be excused.

- v. Students absent for reasons of illness or **unexpected** exceptional circumstances must inform the Coordinator as soon as possible in writing, and give the reason for the absence. (Note that email is acceptable, provided it is sent using the student's University of Ottawa email account.) Daily updates are required. Two consecutive absences of mandatory days because of illness may require written documentation from the treating physician at the discretion of the pre-clerkship director.
- vi. In all other instances, students must request an approved absence from the Pre-clerkship Director as soon as possible and no later than **four weeks** in advance. Examples include legal proceedings, acting as a representative of the Faculty of Medicine or presentation at a scientific meeting.
- vii. **For religious holidays:** Pre-clerkship students must comply with the [University of Ottawa regulations, section 15](#).
- viii. The **cumulative maximum** number of days of excused absences per academic year is **ten**. Students exceeding ten absences will be brought to the attention of the Pre-clerkship Director and will be considered on a case by case basis. Any staff or faculty member concerned about any student with fewer than ten absences may bring this to the attention of the Pre-clerkship Director.
- ix. Approval of deferral of an examination may only be granted by the Vice-Dean, UGME or a delegate.
- x. To be eligible for academic credit, excused absences cannot exceed 50 percent of a course. Absence of more than 50 percent of a course will require repetition of that course during an additional academic year.
- xi. Attendance will be monitored regularly including performing spot checks during mandatory sessions. All instances of a student who is found absent during a random spot check, and who does not have an approved absence, will be brought to the attention of the Vice-Dean.