

Title:	Instructional Hours per Week in Years 1 and 2	Number:	024
Approved By:	Undergraduate Medical Education Committee (UGMEC)		
Approval Date:	16 October 2023	Next Review:	16 October 2026
Effective Date:	16 October 2023		
Audience:	Students, Staff and Faculty		
Purpose:	This policy defines the maximum number of hours per week UBC medical students can be scheduled for required learning activities during Years 1 and 2.		
Related Policies and Procedures:	1. Unstructured Time in the Curriculum in Years 1 and 2 (#009)		
Exclusions:	None		
Calendar Statement:	None		
Contact:	Director, Curriculum		

Preamble

To ensure UBC medical students experience an appropriate balance between time spent in required learning activities and time for studying and personal well-being, the maximum number of instructional hours per week in Years 1 and 2 of the curriculum is defined.

Related to but not covered by this policy, medical students are expected to commit a significant amount of their personal time outside of the scheduled curriculum for preparation and study to successfully complete the MD Undergraduate Program at UBC. It is recognized that balancing the need to devote such time for study and preparation with other activities and personal commitments is a major challenge throughout medical education and practice as a physician. Faculty and students are encouraged to discuss this important element of career development and its impact on medical student and physician wellness and career satisfaction.

Policy

1. The maximum number of instructional hours per week during Years 1 and 2 of the UBC MD Undergraduate Program curriculum is 40.
2. Students will typically be scheduled for 8 hours a day (8:00am to 5:00pm, with one hour for lunch) from Monday to Friday. In exceptional circumstances, students may be scheduled for curricular activities (e.g., clinical experiences or UBC Health Sessions) outside of these hours and will be provided appropriate time off during curricular time to compensate.
3. The maximum number of instructional hours per week includes time scheduled for independent study (see Unstructured Time in the Curriculum in Years 1 and 2, Policy 009 for details) and all curricular activities, including but not limited to CBL sessions, labs, lectures, clinical experiences sessions, large group discussions and time in lieu for completion of mandatory online learning resources.

Monitoring

1. UGMEC will review and approve the master timetable for each course annually, to ensure compliance with the above criteria.
2. Scheduling of instructional time in excess of the 40-hour weekly maximum should be reported to the Year 1&2 Site Director, Associate Director of Curriculum for Years 1 & 2, the Site Assistant Dean, Undergraduate Education, or the Director, Curriculum.

Review History

Action	Committee	Date	Status
Reviewed	Policy Advisory Subcommittee	13 September 2016	Endorsed
Reviewed	MD Undergraduate Education Committee	19 September 2016	Approved
Reviewed	Policy Advisory Subcommittee	17 September 2020	Endorsed
Reviewed	Legal Counsel	24 September 2020	Endorsed
Reviewed	Undergraduate Medical Education Committee	19 October 2020	Approved
Reviewed	Policy Advisory Subcommittee	19 May 2022	Endorsed
Reviewed	Undergraduate Medical Education Committee	20 June 2022	Approved
Reviewed	Policy Advisory Subcommittee	17 August 2023	Endorsed
Reviewed	Undergraduate Medical Education Committee	16 October 2023	Approved