



Title:	<b>Attendance Policy and Absence Procedure</b>	Number:	<b>006</b>
Approved By:	Undergraduate Medical Education Committee (UGMEC)		
Approval Date:	18 October 2022	Next Review:	01 September 2025
Effective Date:	18 October 2022		
Audience:	Years 1-4 Students (all sites), Faculty and Staff		
Purpose:	Provides students, faculty and staff with the expectations for attendance in the MD Undergraduate Program and the procedures to be followed to report or request Absences. Reference CACMS Standards 12.4.		
Related Policies and Resources:	<ol style="list-style-type: none"> <li>1. Leave of Absence (#002)</li> <li>2. Student Absence Forms (#006C)</li> <li>3. Deferred Examinations (#013)</li> <li>4. UBC Senate Policy V-135: Academic Concession</li> <li>5. UBC Board of Governors Policy LR7: Disability Accommodation Policy</li> <li>6. UBC Senate Policy J-136: Academic Accommodation for all students' Religious Observances and for the Cultural Observances of First Nations, Métis, and Inuit Students</li> </ol>		
Calendar Statement:	<a href="#">UBC Campus-wide Policies &amp; Regulations: Attendance For students entering UGME in 2015/16 or later</a>		
Contact:	Associate Dean, Undergraduate Medical Education		

## Preamble

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This policy describes the MD Undergraduate Program's expectations for student attendance at scheduled learning activities and details the procedures that students must follow when they report or request an absence from Required Learning Activities. The policy also describes how and when missed content may be made up for extended absences.

A student must request a Leave of Absence if it is anticipated that they will miss more than four weeks of the Program (Policy #002).

## Definitions

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Absence	When a student is unable to attend a Required Learning Activity or assessment.
Unforeseen Absence	An absence that arises due to an urgent, unforeseeable event. Examples include personal or family illness (physical and mental)/distress, injury or emergency and bereavement.
Foreseen Absence	<p>An absence that is requested for a foreseeable event, and must be pre-approved. The Program notes two types of Foreseen Absences:</p> <ul style="list-style-type: none"> <li>• <b>Negotiated Absence</b> is a type of Foreseen Absence that includes reasons listed in the UBC policy on Academic Concession and some professional and personal events as detailed in the procedure below.</li> <li>• <b>Personal Day</b> is a type of Foreseen Absence that a student may request when the reason for the absence does not meet the criteria for a Negotiated Absence</li> </ul> <p><i>**note: Personal Days are not intended for acute concerns about student health and wellness. If a student requires an absence for acute health-related issues/distress, they should report an Unforeseen Absence.</i></p>



Asynchronous learning activity	An activity which has been recorded and is available for viewing at a time determined by the student.
Leave of Absence (LOA)	A temporary suspension of all academic, clinical and professional activities for a period of more than four (4) consecutive weeks. See Policy # 002
Required learning activity	A learning activity at which student attendance is mandatory. Such activities include the following: clinical learning experiences, synchronous scheduled (in-person or virtual) small group learning activities, large group sessions involving guests, and gross anatomy labs. Student attendance may be monitored at any of these sessions.
Synchronous learning activity	An activity taking place in 'real time', virtually, such as over Zoom, or in-person.
Teacher	For the purposes of this policy, teacher refers to the specific instructor, tutor or preceptor who expects the student to be present for the learning activity. See <b><i>Absence Procedure Year Specific Contacts</i></b> for a list of contacts.

## Attendance Policy

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1. Students are responsible for meeting the learning objectives of all scheduled learning activities.
2. Students are required to attend all Required Learning Activities.
3. Students must report Unforeseen Absences for all Required Learning Activities and assessments, including those that occur during out-of-province or out-of-country electives and FLEX activities.
4. Students must submit requests for all Foreseen Absences and receive approval in accordance with the Absence Procedure. Approval should not be assumed until the student has received confirmation. The Regional Associate Dean (RAD) or designate approves all such absences.
5. Absences will be tracked across all four years of the Program. A pattern of absences will be reviewed by the Regional Student Promotions Subcommittee (RSPS) and may be referred to the Student Promotion and Review Board (SPRB) if any action is required or if there is an impact on the timing of advancement, promotion or graduation.
6. Students are permitted three (3) Personal Days per academic year in Years 1 and 2, and two (2) Personal Days per academic year in Years 3 and 4. Personal Days are not carried forward into the next academic year.
7. Foreseen Absences related to Disability will be managed under UBC Policy on Academic Concession (V-135) and UBC Policy on Accommodation for Students with Disabilities (LR7) and considered Negotiated Absences.
8. Foreseen Absences related to Religious or Cultural Observances are managed under UBC Policy on Academic Concession and UBC Policy on Academic Accommodation for all students' Religious Observances and for the Cultural Observances of First Nations, Métis, and Inuit Students (J-136) and are considered Negotiated Absences.
9. Failure to follow the Attendance Policy and Absence Procedure is considered a breach of professionalism and may be reviewed by the RSPS to determine the need for any action and referral to the SPRB.



## Absence Procedure

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### 1. Consequences of Extended Absences (both foreseen and unforeseen)

- 1.1. Curricular content missed due to absences of two weeks or less may be accommodated within the term or year of study. Make-up requirements and assessments may have to be scheduled during the student's non-curricular time, at the discretion of the course/clerkship/site director.
- 1.2. Curricular content missed due to absences of more than two and up to four weeks will be considered on a case-by-case basis, and usually will require a Student Development and Support Subcommittee (SDSS) meeting to develop an academic plan which is approved by the RSPS. Make-up requirements and assessments may not always be possible in the same academic year.
  - 1.2.1. **A Year 1 or 2 student** absent for more than two and up to four weeks, including Personal Days, in any one term **may** be required to repeat the term or course when it is next offered.
  - 1.2.2. **A Year 3 student** absent for more than two and up to four weeks may be:
    - 1.2.2.1. required to repeat the affected rotation(s) when next offered unless the curricular schedule can reasonably accommodate the make-up requirements and assessments within the current academic year, usually during periods of non-curricular time;
    - 1.2.2.2. offered the block written exam or Comprehensive Written Exam at the end of the block or after completion of clinical experiences at the end of the make-up time. The timing of the written examination for each student must be decided on a case-by-case basis, in consultation with the SDSS and the Director of Assessment, and approved by RSPS;
    - 1.2.2.3. offered the Year 3 Summative Objective Structured Clinical Exam (OSCE) at the end of Year 3 with the rest of the class; or the supplemental/deferred OSCE following completion of the missed clinical experiences. The timing of the OSCE for each student must be decided on a case-by-case basis, in consultation with the SDSS and the Director of Assessment, and approved by the RSPS.
  - 1.2.3. **A Year 4 student** absent for more than two and up to four weeks:
    - 1.2.3.1. may be required to complete all or part of the affected elective within the current academic year, usually during periods of non-curricular time. If a student is unable to complete all or part of the affected elective within the current academic year, graduation may be delayed. Decisions will be made on a case-by-case basis;
    - 1.2.3.2. may need to delay their Year 4 OSCE as part of their Academic Plan. Decisions will be made on a case-by-case basis, in consultation with the SDSS and the Director of Assessment, and approved by the RSPS;
    - 1.2.3.3. must complete all required elements of the Transition to Postgraduate Education and Professional Practice (TIPP) course (MEDD 448), FLEX (MEDD 449) and pass the Year 4 OSCE (MEDD 451) prior to graduation.



## 2. Reporting an Unforeseen Absence

- 2.1. The student or designate must notify the teacher(s) who were expecting them to be present at the first possible opportunity. The student must:
  - 2.1.1. Follow site-specific processes.
  - 2.1.2. Submit a Student Absence Form with the “Report of Unforeseen Absence” section completed, as soon as possible but no later than seven calendar days, following the absence.
  - 2.1.3. For an Unforeseen Absence due to a confidential issue, the student is required to contact their site Assistant Dean of Student Affairs to discuss. They should write “Confidential – Student Affairs aware” on the absence form.

## 3. Requesting a Foreseen Absence

### 3.1. General

- 3.1.1. Students should attempt to schedule appointments, including those that are part of an accommodation that has been approved by the UBC Centre for Accessibility, when they least impact learning, clinical duties and assessments.
- 3.1.2. Students must complete the “Foreseen Absence Request” section of the Student Absence Form.
- 3.1.3. Under “reason” please note the type of Foreseen Absence (Negotiated or Personal). For a Negotiated Absence include a short description of the reason. For a Personal Day, no description is required.
  - Example: Negotiated Absence – wedding of a family member
  - Example: Personal Day
- 3.1.4. If the reason for the Foreseen Negotiated Absence is confidential in nature the student is required to state the type of absence and the description can state “Confidential – Student Affairs aware”. The student must have spoken with Student Affairs before submitting the form.
- 3.1.5. The process of requesting and receiving approval for Foreseen Absences should be started as soon as the absence is anticipated. This is particularly important for extended absences.
- 3.1.6. The student will be notified of whether or not their request for a Foreseen Absence has been approved. The student should not assume a request has been approved until they have received confirmation from the RAD or designate.
- 3.1.7. Foreseen Absences are considered on a case-by-case basis. The following are taken into consideration when determining if the absence will be approved as a Negotiated Absence or if the student will be required to use a Personal Day:
  - Reason for the request
  - Duration and type of learning activities that will be missed
  - The Program’s ability to reschedule the learning activities
  - The student’s overall attendance record
  - The student’s academic record



### 3.2. Information Specific to each type of Foreseen Absence

3.2.1. **Negotiated Absence:** The types of activities that **may** be considered for a Negotiated Absence include Professional and Other Activities including, but not limited to:

- 3.2.1.1. **Academic Concession:** See UBC Policy on Academic Concession (V-135) which lists examples of activities that are considered for Academic Concession, such as:
  - 3.2.1.1.1. being required to attend a court session.
  - 3.2.1.1.2. religious or cultural observances
  - 3.2.1.1.3. representing UBC or Canada in a competition or performance.
- 3.2.1.2. **Professional:** Normally one request per academic year may be granted. Any subsequent requests will be considered under exceptional circumstances by the RAD or designate.
  - 3.2.1.2.1. Presentation at a conference of a poster, oral presentation or workshop whose abstract has been accepted through a peer-review process. Attendance at a conference solely for learning purposes requires the use of a Personal Day.
  - 3.2.1.2.2. Participation in a designated Faculty of Medicine event that does not qualify for "protected time", for example:
    - 3.2.1.2.3. Elected representation on a committee
    - 3.2.1.2.4. MDUP Admissions interviews
    - 3.2.1.2.5. Select non-curricular activities as approved by the RAD or designate
    - 3.2.1.2.6. Attendance at a university, provincial, national or international meeting in connection with an elected leadership role or after being selected to attend via a competitive application process.
- 3.2.1.3. **Other**
  - 3.2.1.3.1. Healthcare appointment that cannot be scheduled outside of required learning activities and assessments.
  - 3.2.1.3.2. An important one-time life event, such as a wedding or graduation of a family member or close friend

3.2.2. **Personal Days:** are intended to allow students discretion to attend events, or pursue personal activities, that are important to them but which do not meet the criteria for a Negotiated Absence, as described in "Academic Concessions", "Professional" or "Other" above.

- 3.2.2.1. Personal Days are not intended for acute concerns about student health and wellness. If a student requires an absence for acute health-related issues/distress, they should submit an absence form for an Unforeseen Absence.
- 3.2.2.2. At least one week's notice for a Personal Day is required in Years 1 and 2. Two weeks' notice is required for Years 3 and 4.
- 3.2.2.3. Generally, Personal Days will not be granted for consecutive days.
- 3.2.2.4. Unused Personal Days cannot be carried over into subsequent years.
- 3.2.2.5. In Years 3 and 4, certain missed learning activities (e.g. call shifts and shifts in Emergency) due to a Personal Day may or may not be rescheduled at the discretion of the site/department.
- 3.2.2.6. A reasonable effort will be made to accommodate Personal Day requests. However, personal days will not be approved for:



- 3.2.2.6.1. any day that includes an assessment or equivalent (all years).
- 3.2.2.6.2. any day the student is scheduled for a small group Clinical Skills session (including Communication Skills) (Years 1 and 2).
- 3.2.2.6.3. the first day of a rotation/elective when orientation activities normally occur (Years 3 and 4).

## Review History

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Action	Committee	Date	Status
Review	MD Undergraduate Education Committee (MDUEC)	20 May 2015	Approved
Revised	Assistant Deans	January 2016	Submitted
Review	MDUEC Policy Advisory Subcommittee	10 March 2016	Endorsed
Review	MD Undergraduate Education Committee (MDUEC)	21 March 2016	Approved
Revision	MDUEC Policy Advisory Subcommittee	16 May 2016	Endorsed
Review	MD Undergraduate Education Committee (MDUEC)	16 May 2016	Approved
Minor Revision	MDUEC Policy Advisory Subcommittee	4 May 2017	Endorsed
Review	MD Undergraduate Education Committee (MDUEC)	15 May 2017	Approved
Review	MDUEC Policy Advisory Subcommittee (PAS)	2 November 2017	Revised
Review	MDUEC Policy Advisory Subcommittee (PAS)	7 December 2017	Endorsed
Review	MD Undergraduate Education Committee (MDUEC)	11 December 2017	Approved
Revised	Policy Advisory Subcommittee	2 August 2018	Endorsed
Reviewed	Undergraduate Medical Education Committee	21 August 2018	Approved
Reviewed	Policy Advisory Subcommittee	6 August 2020	Endorsed
Reviewed	Undergraduate Medical Education Committee	17 August 2020	Approved
Reviewed	Legal Counsel – minor revisions	19 August 2020	Endorsed
Updated	Undergraduate Medical Education Committee	19 October 2020	Approved
Revised	Policy Advisory Subcommittee	15 April 2021	Endorsed
Reviewed	Legal Counsel	28 April 2021	Endorsed
Reviewed	Undergraduate Medical Education Committee	17 May 2021	Approved
Engaged	Years ½ Subcommittee	October 2021	Endorsed
Reviewed	Consulted with student reps from Class and WIN re: changes to year 3,4 personal days		Endorsed
Reviewed	Year 3&4 Subcommittee – reviewed changes to year 3,4 personal days		Endorsed
Reviewed	Policy Advisory Subcommittee	18 November 2021	Revised
Revised	Policy Advisory Subcommittee	16 December 2021	Endorsed
Reviewed	Legal Counsel	5 January 2022	Endorsed
Reviewed	Undergraduate Medical Education Committee	17 January 2022	Approved
Reviewed	Policy Advisory Subcommittee	15 September 2022	Endorsed
Reviewed	Undergraduate Medical Education Committee	18 October 2022	Approved
Review applied to all policies	Policy Advisory Subcommittee	20 June 2024	Minor Edit to policy specification