



Title:	<b>Return to Studies Following a Leave of Absence</b>	Number:	<b>037</b>
Approved By:	Undergraduate Medical Education Committee		
Approval Date:	15 October 2018	Next Review:	01 October 2021
Effective Date:	29 October 2018		
Audience:	Years 1-4 Students, Faculty and Staff at all sites		
Purpose:	Describes the Return-to-Studies requirements before students return to undergraduate medical education following a Leave of Absence.		
Related Policies:	<ol style="list-style-type: none"> <li>1. Leave of Absence Policy #002</li> <li>2. Attendance Policy and Absence Procedure #006</li> <li>3. Academic Advising: Requested, Recommended and Required #015+036</li> </ol>		
Exclusions:	None		
Calendar Statement:	<a href="http://calendar.ubc.ca">calendar.ubc.ca</a>		
Contact:	Associate Dean, Undergraduate Medical Education		

## Preamble

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Students returning to medical education after a Leave of Absence (LOA) may benefit from, and may be required to participate in, an interval of supplemental clinical training to ensure that they have the requisite skills for a smooth transition back to clinical work. This re-introduction is known as a Return-to-Studies (RTS) Plan.

## Definitions

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Leave of Absence	A temporary suspension of all academic, clinical and professional activities for a period of four or more consecutive weeks
Return to Studies (RTS) Plan	An additional experience to re-introduce students returning from an LOA, to ensure readiness to re-enter the program.
Student Promotion & Review Board (SPRB)	A subcommittee of the Undergraduate Medical Education Committee (UGMEC) responsible for student's academic review and promotion
Regional Student Promotions Subcommittee (RSPS)	A Program site-specific subcommittee of the Student Promotion & Review Board that oversees and reviews the academic performance of students at the Program site and confirms assignment of course grades to SPRB according to assessment policies.
Student Development and Support Subcommittee (SDSS)	Ad hoc subcommittees of the Regional Student Promotions Subcommittee that support students experiencing academic difficulties, returning from a Leave of Absence (LOA), or experiencing other special circumstances.



## Policy

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1. Students returning from Leave of Absence (LOA) may be offered or required to complete Return to Studies (RTS) work. This may include a customized RTS clinical experience or assigned course work based on the timing of the LOA, individual student needs, and available resources. A Student Development and Support Subcommittee (SDSS) will design the RTS plan with the student, for approval by the relevant Regional Student Promotions Subcommittee (RSPS). The Student Promotion Review Board (SPRB) will approve the RTS plan if the LOA was greater than one year, and/or when the circumstances are complex, or when major curricular adjustments are required.
2. A student returning from a medical LOA must first be assessed by UBC Centre for Accessibility to ensure that the circumstances that led to the LOA have been satisfactorily addressed and that the student is ready to resume studies.
3. Students returning from an LOA may be required to undertake RTS work at the discretion of the RSPS. Students not required to complete RTS work may request an RTS plan if there are available resources.
4. The RTS plan may not be used to finish previously incomplete curricular requirements (e.g., courses, blocks, rotations, electives). Such curricular requirements must be completed once studies have resumed within the regular curriculum.
5. Per the [UBC Academic Calendar](#), students returning from an LOA will not necessarily have access to an identical curriculum as at their departure, but will instead be required to complete the curriculum in the format available upon returning to studies.
6. Students undertaking an RTS plan will register their RTS plan in the extra-curricular activity database to ensure they qualify for UBC liability insurance coverage.

## Guidelines

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1. The RSPS will determine the need for an RTS plan based on length and type of the LOA, the year in which the LOA is taken, prior academic or professional difficulties, and available resources.
2. Recommendations for the length of the RTS plan for a student returning from an LOA will be determined on an individual basis. The length will normally be between 1-4 weeks.
3. Students in good standing who have completed Year 2 before they go on an LOA may be required to re-take the Year 3 orientation components of MEDD 422 before they start Year 3. There will be no formal assessment of these components.
4. An assessment of students' readiness to undertake clinical work will be done by the supervising preceptor of the RTS plan, using the Workplace Based Assessment (e.g., End of Rotation or End of Elective) forms, and must be deemed satisfactory for the students' level of training.
5. Students returning from a medical LOA may undertake a more gradual RTS schedule if mandated by the UBC Centre for Accessibility.

### Assessment of RTS

1. Assessment of the RTS plan is formative but must ensure that the student can demonstrate the ability or skill to meet the learning objectives of the upcoming courses, rotations, or electives without risk to patients.
2. If a student is deemed unprepared to return to studies, the RTS period will be extended by an additional two to four weeks, with a different preceptor, at the discretion of the RSPS.



3. If the student is still deemed unprepared to return to study after the extended training period, the student will be formally reviewed by the SPRB.

### **Review History**

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<b>Action</b>	<b>Committee</b>	<b>Date</b>	<b>Status</b>
Initiated	RADs	May, 2018	Draft
Reviewed	Site Assistant Deans	September 2018	Revised
Reviewed	Policy Advisory Subcommittee	4 October 2018	Endorsed
Reviewed	Undergraduate Medical Education Committee	15 October 2018	Approved