Policy Number: HSMLTR 4.02AP
Policy Name: Medical Program Attendance Policy
Applicability: Bond Medical Program
Contact Person: Dean of Medicine
Policy Status: Ratified
Date of approval: 2018
Date last amended: December 2018
Date of next review: January 2021
Related policies:
- Assessment Policy – TLR 4.01
- Student Support Policy – COR 4.01
- Elite Athletes’ Policy – TLR 3.02
- Student Handbook Part 2: Academic Regulations
- Student Handbook Part 3: Discipline Regulations
- HSM – Management of Allegation of Student Misconduct
- Years 1 - 5 Student Guides (ref: Medical Program iLearn site specific to cohorts)
- Medical Program Rules of Assessment and Progression (ref: Medical Program iLearn site applicable to all cohorts)

1. Medical programs are by nature intensive and include lectures, seminars, workshops, tutorials, laboratory or practical sessions, clinical skills sessions, clinical placements and rotations. This combination of learning opportunities at Bond are carefully designed and scheduled to guide students towards meeting intended learning outcomes. **Students are strongly advised to attend ALL scheduled sessions. Students are required to attend ALL sessions that are identified as compulsory sessions.**

   It is however, recognised that circumstances may prevent students from attending a scheduled compulsory session. Hence, this policy is to assist students to manage absences and still achieve their intended learning outcomes. This policy follows similar procedures as those in the workplace and it is essential that medical students act professionally in notifying the Medical Program of ALL absences through the appropriate process.

   Absence from the learning environment can potentially affect a student’s development of competence and potentially result in being underprepared for the next stage of the program. Absence from sessions identified as compulsory is a concerning and unprofessional behaviour.

   It is recognised that absence can be due to a range of reasons/situations such as serious illness, family illness or death, jury duty and religious holidays. However, it is expected that students will always provide **NOTIFICATION OF ABSENCE** for ALL compulsory session or part thereof where a student is not present.

   Notification MUST be recorded on OSLER and accompanied by medical certificates or other supporting documentation.
### Years 1, 2 and 3 (Phase 1)

Medical students are expected to attend 100% of the following compulsory sessions or any of these sessions that have been rescheduled:

- Small Group Learning (SGL) including Problem-based (PBL) and Case-based learning (CBL)
- Clinical sessions (including clinical skills, procedural skills, clinical communication skills and physical examination skills, volunteer patient sessions, standardised patient sessions);
- Clinical Placements (now linked to competency – please review year-based assessment tab and rules of progression and point 3.5)
- Additional sessions identified as compulsory and published on the iLearn website such as forums.

#### Should any sessions be rescheduled, it is anticipated that students will be informed of the updates / changes within one (1) to two (2) working days of the date of the rescheduled or additional session via the iLearn website.

- Students may be asked to sign an attendance register in addition to checking-in on Osler, where required.

### Years 4 and 5 (Phase 2)

Medical students are expected to attend 100% of the following compulsory sessions or any of these sessions that have been rescheduled:

- Clinical sessions (including attendance on all allocated days of each clinical rotation and any associated shifts or sessions that the student is allocated or rostered);
- On-campus clinical skills sessions as directed by the Medical Program;
- Clinical site or on-campus teaching sessions (such as back-to-base, clinical tutorials or case studies);
- MD conference
- Additional sessions identified as compulsory and published on the iLearn website.

2. **It is the student’s responsibility to ensure that they adhere to the Attendance Policy and be aware of their attendance status. Students should contact the Office of Student Affairs and Service Quality (SASQ) with any concerns.**

3. **NOTIFICATION OF ABSENCE**

   3.1 **NOTIFICATION OF ABSENCE (NOA) should be recorded on OSLER**

   If based on medical grounds the NOA should be accompanied by a [medical certificate](#) completed by a *registered medical or dental practitioner* stating:

   i) the date on which the medical or dental practitioner examined the student;

   ii) the severity and duration of the complaint expressed as a medical opinion. Certificates merely reporting the student’s account of an illness will not be accepted and

   iii) that in the practitioner’s opinion the student was unable to attend the compulsory session on the scheduled date due to the medical condition.

   (*Registered medical or dental practitioner: 1) should not be a relative of the student; 2) should not present a conflict of interest; 3) should reside in and be registered in Australia.*)
3.2 NOTIFICATION OF ABSENCE based on non-medical grounds should be accompanied by independent documentation supporting the case attesting to the unexpected and/or exceptional circumstances beyond the student’s control that precluded them from attending the relevant compulsory session (e.g. being a sole carer needing to attend to a family emergency).

The following reasons would be considered unacceptable:
- Travel or holiday arrangements;
- Misreading the timetable;
- Events and sporting commitments that are not at a state, national or international representative level (see 3.3)

_Fraud or misrepresentation when submitting notification of absence for either planned or retrospective absence is a form of misconduct as per the signed Medical Program Charter and University student Code of Conduct within the Part 3 Bond University Disciplinary Regulations and is grounds for immediate referral to the Chair of the Faculty Disciplinary Committee (FDC) for review._

Students must complete the DNA entry on OSLER for any medical-related conditions and / or unexpected circumstances as outlined in points 3.1 and 3.2 of this policy. Students should attach supporting documentation and upload to Osler directly. For notification to be recorded, it must be lodged within two (2) working days from:
1) the date of the event (unexpected circumstances); OR
2) the expiration date of the medical certificate (note that placements in Years 1 - 3 that are linked to assessment need to follow point 3.5)

3.3 For planned absences applicable to sporting-related activities referencing the Elite Athletes Policy Issue Two - TLR 3.02, notification is expected to be submitted via OSLER to the Medical Program no less than two (2) working weeks prior to the start date of the planned absence.

_In the Bond Medical Program, ‘...given the nature of the teaching and learning experience and the way in which it is structured, these accommodations are more difficult to put in place’ (ref: Elite Athletes Policy –TLR 3.02)._ 

3.4 There is NO make-up or replacement session for sessions that are missed by students. However, students are strongly encouraged to be proactive in remediating any learning deficiencies arising due to absence and where appropriate, refer to the SASQ Office or Manager, Health and Well-being to seek guidance and support.

3.5 In Years 1 – 3, attendance at a placement is linked to competency and progression to the next year. Students should follow the guidelines outlined above and on the iLearn placement tab around notifying the placement site. Students are required to complete the Application for Extension of Assessment Items form. If approved by the Phase Lead/and or assignment lead, one reallocation of placement will be arranged in week 12.
**Years 1, 2 and 3 (Phase 1)**
In Years 1, 2 and 3, absence greater than or equal to 15% of sessions from scheduled compulsory sessions in a single semester may result in a student being identified as a Student Requiring Academic Support.

In Years 1, 2 and 3, students may* receive a notification email from Osler when their non-attendance reaches 15% or more of sessions in a semester.

In Years 1, 2 and 3, absence greater than or equal to 25% or more sessions** from scheduled compulsory sessions in a single semester (in any year) will result in a grade of Fail (F) recorded for the specific year. Students may not be permitted to sit the end-of-year examination.

**Academic year**
In Years 1, 2 and 3, students may* receive notification when their non-attendance reaches 15% or more of sessions across their academic year.

If it is determined that a student has been absent from greater than or equal to 25% or more from compulsory sessions across an academic year, the student will be referred to the Dean of Medicine or delegate.

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**Years 4 and 5 (Phase 2)**
In Years 4 and 5, absence greater than or equal to three (3) days within a clinical rotation may result in a student being identified as a Student Requiring Academic Support.

In Years 4 and 5, students may* receive a notification email from Osler when their non-attendance reaches three (3) rostered sessions within a clinical rotation and 15% of compulsory scheduled teaching sessions and/or rostered hours for the rotation.

In Years 4 and 5, absence of five (5) rostered sessions and/or 25% of compulsory scheduled teaching sessions and/or rostered hours for the rotation results in the student being unable to meet the workplace-based requirements for the given rotation and a grade of Fail (F) for that rotation being recorded (regardless of ITA results).

During the Year 5 Critical Care and Orthopaedics (CCO) rotations absence of 3 rostered sessions in any 2-week component will result in a grade of Fail (regardless of ITA results).

Failure of two (2) rotations results in failure of the year-based subject.

**Academic year**
In Years 4 and 5, students may* receive notification when their non-attendance reaches seven (7) or more rostered sessions across their academic year (ref: Attendance Policy HSMTLR 4.02AP).

If it is determined that a student has absence of more than ten (10) rostered sessions across their academic year and/or 25% of compulsory scheduled teaching sessions and/or rostered hours for the rotation, the student will be referred to the Dean of Medicine or delegate.

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* Notifications will be via OSLER to medical students. However, medical students are responsible for adhering to the policy and monitor their own attendance via the OSLER platform.

**At the discretion of the Board of Examiners, Executive Dean or delegate, a student who to this point is not identified as a student at risk of exclusion or a Student Requiring Academic Support and has provided independent documentation of absence as documented in section 3 of this policy, may be permitted to sit the end of year examination and/or continue in the program.
Absence in this policy includes but not limited to:

- late arrival
- late check-in
- early exit
- failure to check-in
- failure to check-out (Years 4 – 5)
- non-attendance at compulsory sessions
- check-in from a different geographical location to the actual teaching site (note: this may also constitute fraud or misrepresentation within the [Part 3 Bond University Disciplinary Regulations](#))

As stated above in (section 2) it is the student’s responsibility to ensure that they adhere to the Attendance Policy and be aware of their attendance status. Students should contact the SASQ Office with any concerns.

**Years 1, 2 and 3 (Phase 1)**

**Late arrival for PBL, facilitated tutorials and clinical Sessions**
For PBL and Facilitated Tutorials, students are strongly encouraged to arrive and check-in five (5) minutes before the start time.

For Clinical sessions, students are strongly encouraged to arrive and check-in ten (10) minutes before the start time to confirm their groupings and be informed of any briefing.

It is the student’s responsibility to ensure that he/she is aware of the start time for compulsory sessions.

The student will be marked absent if he/she is five (5) minutes late checking-in after the start time of the compulsory sessions.

**Late arrival for other compulsory sessions**
It is the student’s responsibility to ensure that he/she is aware of the start time for sessions where a penalty for lateness, resulting in the Medical Program recording an absence (DNA), will apply.

**Years 4 and 5 (Phase 2)**

**Late arrival for clinical rotations / teaching**
Students are strongly encouraged to arrive and check-in ten (10) minutes before the start of their clinical rotations/teaching.

The student will be marked absent with a DNA if he/she is fifteen (15) minutes late after the start time of the clinical rotations/teaching.

**Late arrival for other compulsory sessions**
It is the student’s responsibility to ensure that he/she is aware of the start time for sessions where a penalty for lateness, resulting in the Medical Program recording an absence (DNA), will apply.
Years 1 to 5

Early exit from sessions
The academic/facilitator/clinician/staff member in charge of a session, where attendance is compulsory, should be informed if the student chooses to leave a session prior to its conclusion and relevant documentation uploaded to OSLER.

Absent from placements / rotations
All placements / rotations provide students with an opportunity to learn or apply learning in a real-world context and can be key experiences enhancing students’ personal and professional development. These placements occur in conjunction with Bond’s external partners. The maintenance of the relationship between the University, the Medical Program and external partners is imperative to the success of the Medical Program. As such, students are expected to display outstanding professionalism whilst on all placements and clinical attachments. Supervisors and facilities are notified in advance of your placement therefore if you are absent, you MUST adhere to the following in conjunction with filling out the stated paperwork in this document:

- Phone your clinical supervisor/facility (BEFORE you are to start) to let them know of your absence.
- Phone the hospital coordinator (if applicable to placement) to advise of your absence (BEFORE you are due to start).
- Email placements team on MED-placements@bond.edu.au
- Where attendance at a placement is linked to an assessment item, students should follow the guidelines above and on the iLearn Placement tab and complete the Application for Extension of Assessment Items along with recording a notified absence on Osler.