



The Hull York Medical School
Code of Practice on Student Absence

Updated: Dec 17th 2009
Frequency of Update: As required
Responsibility to Update: HYMS Associate Dean for Students

1. General

- 1.1. This Code of Practice applies to students on the MB BS in the Hull York Medical School.
- 1.2. This Code of Practice is a Public Document and will be available on the HYMS website.

2. Expectations

- 2.1. The medical course not only requires students to pass their examinations but also to have 'suitable clinical experience in hospitals under appropriate supervision'¹ and to be able to perform clinical and practical skills safely².
- 2.2. Poor attendance by students is a strong indicator that they may be unable to reach the progression requirements in terms of knowledge and ability.
- 2.3. normally students with attendance levels below 80% would be deemed not to have gained sufficient experience to progress
- 2.4. Notwithstanding 2.3, students are expected to attend every timetabled clinical teaching session unless a valid reason is given
- 2.5. As a result attendance of students on the MB BS course is monitored and students failing to reach attendance requirements may be excluded from summative examinations, not permitted to progress to the next Phase, or not permitted to qualify.

3. Rules governing absence

- 3.1. All students are expected to be present at all required sessions.
- 3.2. In Phase 1 attendance is recorded for PBL, clinical skills practice and clinical placement sessions (see the Code of Practice on Assessment and Examination for MB BS in Phase 1)
- 3.3. In Phase 2 and 3 attendance is recorded at the Academic Half Day, Clinical Skills sessions, and at tutored clinical sessions where practicable.
- 3.4. In Phase 3 students will be subject to NHS/Trust procedures on staff attendance.

4. Permission for absence

- 4.1. If students want leave of absence for any reason they should seek permission beforehand from HYMS Student Office (student.office@hyms.ac.uk. Students are responsible for informing tutors and the relevant Student Liaison Officer of such absences.

¹ European Council Directive 93/16 Article 23

² GMC Tomorrow's Doctors 4c.

- 4.2. It is accepted that there are various reasons why absence might be justified (including illness and doctor's appointments, certain religious festivals, major family events, care responsibilities, compassionate leave) and permission for a limited number of absences will not be unreasonably withheld.
- 4.3. If students have to be absent for an urgent reason, they must contact the HYMS campus office or HYMS Student Office in Phase I and the Student Liaison Officer on a clinical campus in Phase II; staff will offer any help needed, as well as informing the relevant tutors of the absence.
- 4.4. In all cases the student must accept the responsibility for making up work missed through absence.

5. If students are ill they should:

- 5.1. inform staff at the relevant HYMS office as soon as possible. Phase 2&3 students should advise clinical placement tutors and/or Student Liaison Offices.
- 5.2. certify their absence by submitting a self-certified Notification of Illness form, available from (and to be returned to) the relevant HYMS office. This certificate will be valid for absences of up to five consecutive days, and does not need to be signed by a medical practitioner.
- 5.3. Notification of Illness is not valid for:
 - 5.3.1. absence through illness for more than seven consecutive days
 - 5.3.2. absence from examinations and other summative assessments
 - 5.3.3. late submission of assessed work, unless with the signed approval of the tutor/supervisor to whom the work is being submitted, or in the case of SSCs, the approval of the Associate Dean for Students via the HYMS Student Office.
- 5.4. The certificate cannot be accepted if submitted more than two weeks after the date of illness.
- 5.5. A maximum of two self-certified absences is permitted in any term.
- 5.6. If any student is absent through illness for more than seven consecutive days, or suffers a third episode of brief illness in a term, a certificate authorised by a medical practitioner must be submitted to the HYMS office as soon as possible.
- 5.7. If students are asked to provide further evidence for the Academic Progress Committee, or to support a request to suspend study, they should ask their GP to provide more detailed documentation.

6. Extended periods of absence

- 6.1 Absence for any longer than 2 weeks overall may cause students to miss significant amounts of the curriculum. In this case, they should discuss their work with HYMS Student Office, their personal advisor (PBL facilitator), or a senior advisor.

7. Consequence of poor attendance

- 7.1. Records of student attendance are routinely reported to the Academic Progress Committee as part of the Record of Achievement. Students who fail to achieve 80% attendance at required sessions will normally be determined not to have a satisfactory Record of Achievement and thus fail the requirements for being allowed to sit a summative examination, or for progressing in the course, or for qualification.
- 7.2. The Academic Progress Committee will refer to the Fitness to Practise Committee any student where the Record of Achievement indicates that the student fails to observe expected standards of professional behaviour in terms of punctuality or taking absence without notification.