

STUDENT ABSENCE
SCHOOL OF MEDICINE POLICY 2016/ 17

DEFINITIONS

1. **Absence.** The School defines absences as per the [University Policy](#)
2. **Term time.** Term time is those days scheduled for teaching, revision or examinations. Students are expected to be available for the entire semester as listed in the University calendar.

STUDENT RESPONSIBILITY

3. In all circumstances students must complete an online Self-Certificate of Absence for all absences via [e-Vision](#)
4. If you miss an element the expectation is that you will arrange to catch up on any material you have missed. In some circumstances, it may be possible to attend this element on another date. The student is responsible for asking the appropriate staff member about rearranging attendance. Completion of a Self-Certificate form does not exempt a student from fulfilling compulsory elements of a module.
5. Students are responsible for ensuring they sign themselves into compulsory classes.

SELF-CERTIFICATES

6. Specific requirements:
 - a. All absences must be reported as soon as practical. The normal submission deadline is within 3 working days of the absence.
 - b. Students must complete a self-certificate truthfully and accurately and accept that lying in such submissions will be viewed as fraudulent and may be a Fitness to Practise concern.
 - c. Students should use the free text box, not the drop down menu, to describe the conditions associated with the absence. As this text box can be read by a number of staff with permission to see student absences any student with a serious or confidential health concern should enter 'confidential health issue – will discuss with ProDeans' in the free text box.
 - d. Any absence from any clinical element of the course should be reported in advance of the transport leaving for that session, or if no transport is involved, in advance of the start of the session.
 - e. If a planned or unavoidable absence¹ is predicted then the student should alert the module controller or the placement administrator as applicable prior to the event and explain the reason for the absence. The student must also submit the self-certificate. The student must then make arrangements to take the missed activity at another time.
 - f. Documentary evidence may be required. The School will indicate to the student when further evidence² is required in addition to existing self-certification.

¹ For example; health appointments, participation in official University competitions, funerals, job or course interviews etc

² For example; medical evidence from a doctor who is not related to the student, a memo from Student Services, a note from the police or evidence from a member of staff who was alerted to the circumstances at the time.

This version of the policy supersedes all previous editions

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7. **Self-Certificated Absences.** The reason cited in the self-certificate will be monitored. If the reasons are considered reasonable the absence will be approved. If the reason for absence is not viewed as acceptable the absence will not be approved.

8. **Non Self-certified Absences.** If a student does not complete a self-certificate within the specified timescale they will be emailed a Galen reminder. If they do not submit a self-certificate 3 working days after the reminder, the absence will be marked as unapproved.

IMPLICATIONS OF ABSENCE

9. The implications include:

a. Students may be referred to the Pro Deans if their absence or self-certification is on medical or personal grounds.

b. On the first episode of unapproved absence within a Semester the student is to email the Module Controllers an explanation of the circumstances.

c. On the second episode of unapproved absence in the same Semester the student will be called to an interview with the Module Controllers.

d. The third episode of unapproved absence in the same Semester will result in attendance at the School Academic Progress Committee and referral to the School Welfare and Professionalism Committee.

e. As per [University of St Andrews Senate Regulations](#), no student who has been absent from a module for more than two consecutive weeks or more than 10 consecutive teaching days, or a total of 15 non-consecutive teaching days shall be permitted to continue in that module, save in exceptional circumstances and with the consent of the Dean of the Faculty.

f. Students who accumulate 3 absences within a Semester, whether approved or unapproved, will be called to an interview with the Module Controllers.

g. Students who accumulate further absences within a Semester after they have had an interview with the Module Controllers will be referred to the ProDeans.

h. Students who accumulate 6 absences within a Semester will be called to an interview with the Director of Teaching and a Module Controller and advised they may receive a 0X for that module or be referred to the Welfare and Professionalism Committee.

i. Incomplete attendance in MD4003 may result in referral to the School Academic Progress Committee for consideration of awarding of a 0 for that module.

j. Individual patterns of attendance, but not the reasons for absence, will be passed to the partner medical schools on graduation.

ROLES

10. **Module Controllers.** All Module Controllers will have access to the student self-certificates through e-vision and access to registers of class attendance at the compulsory elements of a module through Galen. Teaching Administrator will monitor absences from compulsory activities for all modules and may refer students to their personal tutor, module controller or ProDean if the reason cited warrants referral. This will be done on a weekly basis. Teaching Administrator or Module Controllers can delete absences if there has been a mistake.

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11. **Pro-Deans:**

- a. The Pro-Dean will monitor self-certificates to identify and investigate if necessary students who have substantial absences of less than 15 days. Students who are absent for 15 or more days during term-time will be required to take Leave of Absence and may be referred to Occupational Health.
- b. The Pro-Dean will assist the University in its legal obligation to monitor attendance of international students and to inform the Home Office if an international student is absent from study for 10 days without the University's permission.
- c. The Pro-Dean will interview students who are referred by module controllers or Student Services and use discretion in investigating these absences.
- d. The Pro-Dean will have responsibility for subsequent monitoring of the self-certification record of referred students and liaise with module controllers over the outcomes of these investigations.

12. **Galen.** Galen has an attendance recording function, it sends automatic summary emails of absence every Sunday evening of term time to the DOT, Module Controllers, relevant Personal Tutors, the Pro-Deans for Student Support and the Teaching Administrator. The elements owners are responsible for ensuring that absences are recorded within Galen from all compulsory elements.

13. **All staff.** Staff may choose whether to complete this attendance function online at the time or later with referral to the attendance sheets. Absence should be recorded on Galen within 24 hours of the activity taking place. Paper attendance sheets should be retained for a semester as proof of signature may be relevant in any disciplinary hearings.

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