Policy for Student Attendance on the MBBS/GEP Programmes

1. Introduction

1.1 Attendance at scheduled teaching sessions is associated with higher academic achievement. This is also a feature of the professional behaviour expected of MBBS students.

1.2 This policy sets out to define standards regarding attendance at taught sessions and is applicable to all students and staff who teach on the MBBS and GEP programmes. It should be read in conjunction with the School's policies on illness, compassionate and other leave, and the responsibilities of students to keep the School informed of such absences. It is the responsibility of students and staff to make themselves aware of this information, which can be found on QMPlus.

2. Principles

2.1 Students are expected to attend all scheduled taught sessions and to keep in touch with the School, read email correspondence and notify the School of illness and other unavoidable causes of absence through the appropriate channels.

2.2 In the event that a student is unable to attend a small group teaching session, it is the student's responsibility to notify the teacher and/or the Student Office in advance that they will be absent. Such sessions include:

- All small group teaching sessions, including PBLs, clinical and communication skills sessions, tutorials, and anatomy sessions;
- All scheduled clinical placement sessions, including MedSoc and Extended Patient Contact modules;

2.3 Attendance at all scheduled teaching may form part of either the academic and/or professional assessment of a student's performance throughout the course.

2.4 Students who are required by a Subject Examination Board to re-sit end-of-year exams (with either first or second sit status) in the summer exam period (normally June or July) will normally be required to do so in attendance, with full attendance at all scheduled teaching activities and related activities being required, and there is an expectation that they sit all in-course assessments formatively. Such students will be subject to the attendance requirements set out in this policy.

3. Recording and monitoring

3.1 Attendance will be recorded at taught sessions as far as is practical and records will be retained in the Student Office.

3.2 Electronic methods of recording and reporting will be used where possible; a written attendance sheet may be used as an alternative. Phase Team staff will

ensure that the record of attendance is kept up to date and made available to the Academic Review Groups as required.

3.3 It is obligatory for students to sign attendance registers where they exist and non-completion will be recorded as non-attendance. Similarly, where attendance is monitored through the use of swipe cards it is obligatory for students to use their swipe cards. Not using a swipe card will be recorded as non-attendance.

3.4 For reasons of hospital and university security, students are required to keep their swipe cards with them at all times. This is true of all members of staff and represents a required level of professional behaviour in clinical practice. If for some reason the card is unavailable, students are responsible for contacting the appropriate educational administrator/tutor and ensuring that their attendance is recorded.

3.5 To sign a register for another person or swipe a card for another person is a serious disciplinary offence and will be investigated under the Code of Student Discipline. It is fraudulent and no different to forging a signature. It will be treated as such.

3.6 To ask anyone to sign a register or swipe a card on their behalf is also a serious disciplinary offence for the same reasons as stated in 3.5 and will be investigated under the Code of Student Discipline.

3.7 Outcomes from investigations under the Code of Student Discipline will be reported to the Professional Capability Committee.

4. Consequences of non-attendance

4.1 90% attendance is considered a minimum level for attendance over a series of linked teaching sessions. Absence from such sessions may have both academic and professionalism consequences depending on the nature of non-attendance.

4.2 The academic consequences of failing to meet the minimum level for attendance will be in accordance with the scheme for assessments and guidance on attendance at clinical placements. This may include compensatory tasks, remediation or failure of the module or placement.

4.3 In accordance with the School's professionalism policy, it is at the discretion of the session teacher/tutor to suggest to the Head of Year that professionalism points be allocated for instances of non-attendance. The Head of Year will allocate from one to three Professionalism Points, depending on the nature of non-attendance.

4.4 Where absence is due to illness is notified in the proper manner, students may still be required to complete catch-up work, where appropriate.

4.5 Students who do not demonstrate the required levels of attendance (typically more than 20 days absence in one academic year) may be considered not to have met the requirements for section A (as set out by the Assessment and Progression Handbook) and may be barred from entering the end-of-year exams. The Academic Review Groups, which meet on a termly basis, will be responsible for considering the

impact of absence on academic progress and will advise the relevant Examination Board accordingly.

4.6 In accordance with the Academic Regulations, in some circumstances a student may be deregistered from the MBBS programme where attendance fails to meet the specified requirements. Deregistration from a programme of study shall result in the termination of the student's registration and enrolment, and they shall no longer be a student of QMUL. Such a decision will be taken by the relevant Examinations Board on the advice of the appropriate Academic Review Group.

4.7 In accordance with the Interruption of Studies Policy, absence from the programme for more than 20 days (which need not be consecutive) in any academic year due to illness may mean that students will be required to interrupt from the programme due to the amount of work missed and consequent ineligibility to sit the assessments.

4.8 All instances of non-attendance by Tier 4 international students will be referred to the Lead for Student Support (or their deputy). Persistent non-engagement by Tier 4 students may result in instant deregistration with no warning and a report made to the UK Border Agency, pursuant to paragraph 2.96 of the 2017/18 Academic Regulations.

4.9 A student may appeal against a decision to deregister them from a programme of study, in accordance with the Appeal Regulations.

5. Warnings and Actions

5.1 A student who fails to adhere to the Attendance Policy shall receive a letter from the Head of Year outlining the consequences of failure to adhere to the attendance policy. The student will be referred to their Academic Year Tutor for remedial advice and support.

5.2 A student who fails to adhere to the Attendance Policy shall be referred by the relevant Head of Year to the Head of Student Progression. They will also be warned about the consequences of further non-attendance in accordance with paragraph 4.187 of the 2017/18 Academic Regulations.

5.3 A student who has been absent for 20 or more days from the programme shall be referred to the Dean for Education or their nominated deputy at which point a range of sanctions might be applied according to the relevant Academic Regulations.

5.4 These figures represent a maximum and students whose attendance or attitude gives cause for concern may be issued with a formal warning at an earlier time point.

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