

Policy on Approved Missed Time from Curriculum in Med 1, 2

Pending approval from the Associate Dean, Undergraduate Medical Education and the appropriate faculty member(s), including Unit Heads, a medical student will be permitted to miss time from curriculum activities for the following reasons:

- Research work accepted at an educational conference or scientific meeting;
- Selected as a representative for Dalhousie University, province or Canada for an extracurricular activity, such as a sporting event;
- Selected as a representative by a Faculty of Medicine department or affiliated organization for an education conference or scientific meeting;
- To attend a family event, such as a wedding, or family reunion; and
- Other activities deemed appropriate by the Associate Dean and faculty member(s) involved.

Requests are to be made by electronically completing the *Time Off Form found on the UGME website*, to be submitted to UGME@dal.ca

These requests will be considered under the following circumstances:

- Limited to one approval during each unit in Med 1 and Med 2,
- Supporting documentation provided to UGME Office from research supervisor, sponsor or university department;
- Time away should not be greater than three days (this would include travel time). Extenuating circumstances (i.e. international travel) may result in an extended period of time being granted;
- Request and approval has been granted six weeks prior to the event. Failure to meet this deadline could result in the request being denied. If you are anticipating an absence (i.e. submitted proposal and awaiting response), you are encouraged to request the leave to ensure the deadline is met. Requests including amount of time away will be considered on an individual basis and in consultation with the appropriate faculty member(s).

It is the student's responsibility to makeup all missed time. The UGME Office will try to accommodate the rescheduling of sessions when possible. If time requested occurs during an examination period, the student must also request a deferral of the exam(s) from the Associate Dean and Unit Chair(s).

In the event of an emergency, family illness or death in the family, the length of time required will be based on the individual circumstances. Consult, the Promotion and Evaluation Regulations for the policies on unapproved absences (sections B-2, B-3 and N).

Approved by COPS Committee, September 21, 2006

Revisions Approved by Curriculum Committee February 25, 2010