

Document Name:	Medical Program Attendance Requirements
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Related policies/guidelines:	Assessment Policy Assessment Procedure Support for Students Policy Student Code of Conduct Policy Elite Student-Athlete Policy Pregnancy and your studies guidelines.pdf Fit to Practice Hub Accessibility and Inclusion Policy AMSA Wellbeing, Leave and Attendance Policy Audit 2024 (TBC) Years 1 - 5 Student Guides (ref: Medical Program iLearn site specific to cohorts) Medical Program Rules of Assessment and Progression (ref: Faculty Protocols and Rules): HSM - 2023 Rules of Assessment and Progression - Medical Program HSM - 2024 Rules of Assessment and Progression - Medical Program HSM - 2025 Rules of Assessment and Progression - Medical Program

1. OVERVIEW

The Bond Medical Program is intensive and includes fora, small group learning, workshops, tutorials, laboratory practical sessions, clinical skills sessions, and work-based training and placements. This combination of learning opportunities is purposefully designed and delivered to guide students towards meeting intended learning outcomes.

The expectation is that students attend all scheduled sessions.

Absences can be an early warning sign of personal issues and affect a student's development of competencies. This can result in being underprepared for the next stage of the program or a lack of readiness for internship.

This attendance requirement document is designed to support each student to achieve their full academic potential through early identification of, and response to personal and academic issues.

This document provides students guidance for circumstances (such as serious illness, family illness, death in the family, jury duty and religious holidays) which may prevent them from attending any part of the program. The document also supports students to manage absences and still achieve their intended learning outcomes where possible.

The document outlines procedures which are similar to those found in the **workplace**, and it is essential that students always act professionally and provide notification of absences when they are unable to attend.

Notification of absences must be followed as instructed for each year level, for example, recorded on the e-Portfolio application, communicated with specific placement site (if applicable), and where needed accompanied by medical certificates or other supporting documentation.

Regardless of the reason and supporting documentation, **all absences will contribute to a student's absenteeism total**. Reasons and supporting documentation will be taken into consideration when a student's attendance is reviewed, but excessive absence can still have consequences for a student's progression.

It is the student's responsibility to ensure they adhere to the Attendance Requirements and be aware of their attendance status.

Students should contact the relevant Program Staff Members for specific queries for their year/phase of study (see Communication Pathway on the Medical Program Community iLearn site).

2. ATTENDANCE

For this attendance requirements document, the Bachelor of Medical Studies is referred to as Phase 1 and the Doctor of Medicine as Phase 2.

Phase 1

Students are expected to attend ALL sessions scheduled and check-in through the e-Portfolio.

See subsequent sections (2.1-2.7) for instructions on managing absences.

Phase 2

Students are required to attend all clinical shifts **and** may use the e-portfolio to log hours.

For both the Bachelor of Medical Studies and the MD: 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 also sign a paper attendance register in addition to checking-in / checking out of the e-Portfolio.

2.1. Absences

Absences in this document include but are not limited to:

- Failure to check-in
- Failure to check-out
- Late arrival
- Late check-in
- Early exit
- Non-attendance at scheduled sessions

2.2. Notifying of an absence prior to a session

If a student is aware of upcoming absences from session/s they **MUST** enter a DNA via the **Future Sessions** section on e-Portfolio. ALL DNAs are required to have a reason entered and supporting documentation uploaded (see section 2.4). This is an important demonstration of professionalism. If a student is aware they will be absent for more than 5 days due to any circumstance, they should contact the Phase 1 or 2 Student Support Lead, prior to their leave, to discuss the impact on their learning.

2.3. Did not attend (DNA) a session

A DNA will occur for any sessions where there is an absence as defined above in Section 2.1. All DNAs are required to have a reason entered and supporting documentation uploaded (where applicable).

2.4. Supporting documentation medical grounds

If absent for 1 or 2 consecutive working days due to illness, a medical certificate is not required **unless linked to a scheduled assessment** as per **Application for Extension of an Assessment Items process**. An explanation for the absence must be provided on the e-Portfolio. Please refer to schedule E3 of the assessment procedure around acceptable grounds for deferring.

If absence exceeds 2 or more consecutive working days due to illness, a [Bond University Student Medical Certificate](#) completed by a registered medical or dental practitioner* is required stating:

- the date on which the medical or dental practitioner examined the student.
- the duration of the complaint expressed as a medical opinion.

Certificates merely reporting the student's account of an illness will not be accepted.

*(*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.)*

2.5. Non-medical grounds

If based on non-medical grounds the Notification of Absence/DNAs must include a reason on e-Portfolio and where possible, should be accompanied by supporting documentation explaining the unexpected and/or exceptional circumstances. (e.g., sole carer needing to attend to a family emergency).

The following reasons are not considered unexpected or exceptional:

- Travel or holiday arrangements.
- Misreading the timetable.
- Attendance at conferences
- Events and sporting commitments that are not at a state, national, or international representative level (see 2.6)

Supporting documentation for both medical and non-medical reasons must be lodged within two (2) working days from:

- the date of the event (unexpected circumstances) OR
- the expiration date of the medical certificate.

2.6. Absence due to sporting related activities

For notification of absences applicable to sporting-related activities refer to the [Elite Student-Athlete Policy SS 5.4.8](#). Notification should be submitted to e-Portfolio as a DNA. This should be submitted no less than two

(2) working weeks prior to the start date of the planned absence.

2.7. Replacement sessions

There are no guaranteed make-up or replacement sessions for sessions missed by students. A DNA will apply in circumstances whether replacement sessions can or cannot be organised. Students are strongly encouraged to be proactive in remediating any learning deficiencies arising where appropriate however, Phase 2 students are **not** to arrange make-up or replacement sessions without the prior approval of the Phase 2 Lead, and in consultation with placement site student coordinators/managers and the Bond Placements Team.

2.8. Absenteeism, remediation and support

2.8.1 Phase 1 Bachelor of Medical Studies

100% attendance is expected at all timetabled sessions. As above, processes are in place for demonstrating professional behaviour to inform, and document unavoidable absences. In keeping with the Medical Program's commitment to ensuring the safety of students and competency of

graduates for clinical practice, we have an obligation to ensure that a certain threshold of attendance has been met.

Absences will be closely monitored if a student is at risk of not meeting the minimum threshold (85% attendance), the student will receive a prompt notification initially by email (a check-in) and the recommendation that they seek support for **early** intervention.

Students are required to attend at least 75% of all scheduled sessions in a single semester or across an academic year. Students exceeding the tolerance threshold (25% absence) in a single semester or academic year will be required to meet with the Phase 1 Student Support Lead. This meeting will serve as an opportunity to discuss their absences, clarify reasons for absences, address any underlying challenges, and explore how the Medical Program can provide appropriate support as per [Support for Students Policy SS 5.8.2](#).

Students who exceed the tolerance attendance threshold will only be permitted to sit the end-of-semester/end of year examinations at the discretion of the Dean of Medicine, following review of any extenuating circumstances and further clarification from the student.

If students have repeated absenteeism of 25% or more in sequential semesters and perform below the cut score in those semester exams they have been permitted to sit, a meeting with the Dean or delegate will be arranged. A decision will be made as to whether they will be allowed to sit the next semester or end of year exam as per the [Assessment Policy TL 3.5.1](#).

2.8.2 Phase 2 Doctor Medicine (MD)

100% attendance is expected at all clinical shifts, including unstructured time allocated for learning on the wards and timetabled teaching sessions.

Students are required to contact the relevant placement coordinator and/or clinical supervisor (as per instructions on iLearn/SharePoint) and the Bond Medical Placements team and **Enter DNAs (Did Not Attend)** for all days absent, attaching any supporting documentation. Attendance may also be collected by placement providers and given to the Medical Program.

As above, processes are in place for demonstrating professional behaviour to inform, and document unavoidable absences.

In keeping with the Medical Program's commitment to ensuring the safety of patients, staff, and students in clinical practice, we have an obligation to ensure that a certain threshold of attendance has been met. Where a student is at risk of not meeting the minimum threshold, they will be notified by email and invited to meet with their Phase 2 Student Support Lead to discuss their absences.

Absences greater than or equal to three (3) clinical shifts within a 7-week clinical rotation and/or 15% of the teaching session may result in a student being notified by email for a clarification meeting. The student may be invited to meet with their Phase 2 Student Support Lead to discuss their absences and review how the Medical Program may support them as per the [Support for Students Policy SS 5.8.2](#).

Absence of five (5) clinical shifts and/or 25% of teaching sessions for the rotation may result in the student being unable to meet the workplace-based requirements for the given rotation. The student will be required to meet with their Phase 2 Student Support Lead for discussion and clarification. A Fail (F) grade for that rotation may be recorded (regardless of ITA result).

During the Year 5 Critical Care and Orthopaedics (CCO) rotations, absences of three (3) clinical shifts in any 2- week component may result in a grade of Fail.

2.8.3 Per rotation

Attendance on rotation forms part of the competency-based criteria on the In-Training Assessment (ITA).

Students enrolled in the MD are required to attend **ALL** teaching sessions and check-in through the identified sign-in sheet/platform /e-Portfolio where required. These include but are not limited to:

- Clinical site or on-campus teaching sessions, clinical skills sessions or tutorials, or case studies
- All site-specific teaching sessions, including discipline specific sessions that may be held at different sites

Additional sessions identified as published on the iLearn website.

Students may receive notification when their non-attendance reaches **seven (7) or more clinical shifts** across any one semester. If poor attendance is reported by clinical staff, student coordinators or in workplace-based assessments, the student may be required to meet with their Phase 2 Lead to discuss their absences and review how the Medical Program may support them as per the [Support for Students Policy SS5.8.2](#). The student may require academic and/or personal support.

If it is determined that a student has an absence of more than ten (10) clinical shifts across any one semester and/or 25% of teaching sessions for one semester, the student may be referred to the Dean of Medicine or delegate for a clarification meeting.

At the discretion of the Board of Examiners, a student who has not been previously identified as a Student Requiring Academic Support or Personal Support and has provided independent documentation of absence as documented in section 2 of this requirement, may be permitted to complete scheduled assessments and to continue in the program. If the student does not fulfil those requirements a meeting with the Dean or delegate will be arranged and a decision will be made as to whether the student will be allowed to complete scheduled assessments and continue in the program as per the [Assessment Policy TL 3.5.1](#).

3. PROFESSIONALISM AND USE OF THE E-PORTFOLIO

Actions taken by students, such as checking into a session outside of the scheduled (local) teaching time, checking in from a different geographical location to the actual teaching site or leaving after checking in without suitable notification **are considered fraudulent behaviour according to Schedule A of the Student Code of Conduct.**

Any such fabrication, falsification or mis-stating of records of attendance represents grounds for referral to the Executive Dean's office for an allegation of misconduct as per the [Student Academic Misconduct Procedure](#). Allegations may result in hearings such as a Faculty Disciplinary Committee or University Disciplinary Board, who have the authority to impose penalties for such misconduct.