

Minimum Professional Standards/Attendance during UBC Electives

Visiting student electives are designed with structured, sequential learning activities for the duration of each elective. An absence interrupts the learning process and may have an impact in the outcomes desired for the students scheduled elective time*. As such, visiting students, are expected to attend each day of their scheduled elective with the University of British Columbia. Further, the practice of medicine is not confined to traditional business hours. Patients need care every day and during all hours of the day. While many electives do take place during standard "business hours" be advised that some electives may require students to be on call or include weekend / evening shifts. Please note that while "on call" students may be required to remain overnight in the hospital until 1000AM the following day.

Unanticipated Absences:

Students may require a leave of absence for ill health or other unexpected personal or family circumstances. Each circumstance will be different and will be handled on a case by case basis. If something unforeseen comes up on a day you are scheduled to be on site for your elective, *please notify your supervisor and copy the visiting student electives office at* visiting.electives@ubc.ca for our records. Please submit such emails each day that you will not be in attendance.

Planned or Anticipated Absences:

Should a student wish to attend an academic event such as a conference or if a personal event (wedding/other) falls within a student's scheduled elective dates, a visiting student may submit a request to the visiting student electives program: visiting.electives@ubc.ca to outline the details of their request. Note, this request should be sent with as much notice as possible. The visiting student electives program office will review the request with the appropriate faculty representative and will notify the student if their request can be accommodated. Each circumstance will be different and will be handled on a case by case basis.

Please note: Any absence may be reported by the Visiting Student Elective Program to your home institution. **Unauthorized absences may be reported to your home institution as a breach of professional standards.**

Should you have any further questions please do not hesitate to contact the VSEP at the email address above or by phone at: 604-875-4111 ext. 61579

**Excerpts taken from the Year 4 Attendance Policy*

I have read and acknowledge the above policy

Sign _____

Date _____