

**STUDENT ACADEMIC REVIEW COMMITTEE
(hereafter referred to as the Committee)**

**CUMMING SCHOOL OF MEDICINE
THE UNIVERSITY OF CALGARY**

TERMS OF REFERENCE

A. Membership

1. Chair - a member of the Faculty with prior experience on the Committee, appointed by the Dean. Eight (8) faculty members, at least 2 of whom are Full Time and at least 2 of whom are Clinical, each with a minimum of three years' experience in this faculty and knowledge of administrative and educational aspects of academic medicine (elected by Faculty Council).
2. Two (2) medical students, one each from the second and third year classes (elected by peers). A first year student will also be elected and attend meetings but will not become a voting member until after completion of their first academic (July-April) year. In situations where a student takes a leave of absence, the CMSA leadership will have the option to elect a new student to assume the role on the committee (who would be non-voting for one academic year) or to maintain the current elected member.
3. Two (2) residents, preferably graduates of the University of Calgary, Cumming School of Medicine (appointed by the Post Graduate Medical Education Committee).
4. A physician appointed by the Council of the College of Physicians and Surgeons of Alberta (CPSA).

A quorum will consist of four (4) voting members (excluding the chair) at least 2 of whom are voting Faculty members.

B. Terms of Office

Term of office of elected members is two years, renewable once. A member having served a total of four years shall not be eligible for re-election/appointment without an absence of one year from the Committee.

Chair two years, renewable once



Elected members two years, renewable once
Medical students three years, staggered
Resident two years, renewable once

C. Mandate

1. To act as the delegated body of Faculty Council in the review and ratification of undergraduate medical student (hereafter, referred to as student) performance.
2. To make recommendations to Faculty Council and the Dean concerning:
 - a. the promotion of students;
 - b. decisions related to the academic performance (knowledge, skills, and professional behaviour) of students who, by reason of Unsatisfactory Performance, cannot be promoted.

The Committee will hear a recommendation from the Associate Dean Undergraduate Medicine Education (UME), but the Committee makes the final decision in matters of advancement and promotion.

3. To make recommendations to the Dean regarding allegations of unethical behaviour or unprofessional conduct. In such matters, the Committee will reference University of Calgary Calendar rules, and use the College of Physicians and Surgeons of Alberta (CPSA) code of conduct as a framework.
4. To make the final decision regarding the acceptance of visiting students requesting to do their clinical clerkship at the University of Calgary taking into account the recommendation of the Associate Dean.
5. To make the final decision regarding student application for a return from a Leave of Absence at the discretion of the UME Office (other than Maternity leave), extension to clerkship, and requests to do the complete clerkship year at another LCME approved medical school.
6. It is NOT part of SARC's mandate to serve as an appeals committee.

D. Policies

In its consideration of the performance of students, the Committee will recognize the importance of the principles of procedural fairness and natural justice, and that



students are enrolled in a faculty that adheres to the values of the medical profession and The Canadian Medical Association Code of Ethics. The principles of procedural fairness shall be applied to all parties in the procedures before the Committee and in its decisions. Procedures of the Committee will, to the extent possible, strive for thorough assessment of all relevant evidence, academic, professional or otherwise. Committee members will conduct themselves in an unbiased manner and will not demonstrate advocacy toward parties involved in Committee matters.

1. The Committee will promote those students who are satisfactory in all phases of the evaluation process at the end of the first and second years, and will approve graduation of students who have satisfactorily completed the clinical clerkship.

A student can proceed to clerkship only after approval by SARC. A student must be declared satisfactory on all end-of-course evaluations and electives prior to entering the clerkship year. In the event that a student is conditionally promoted to clerkship (e.g. pending confirmation of an evaluation result, pending completion of required remedial work, awaiting decision regarding an appeal) all conditions must be satisfied before the student begins mandatory clerkship rotations. If the conditions have not been satisfied before the start of mandatory clerkship rotations, the student will be temporarily suspended from clerkship by the Associate Dean UME until all conditions are met.

2. The Committee will be responsible for making recommendations to Faculty Council in all matters concerning discipline or the academic performance (knowledge, skills, academic misconduct and professional behaviour) of students who, by reason of Unsatisfactory Performance, cannot be promoted.

The investigation and management of a student's alleged academic misconduct is the responsibility of the Dean as delineated by the Post-Secondary Learning Act Alberta and The University of Calgary shall be conducted according to the procedure set out in the University of Calgary's Academic Calendar.

3. The Committee will consider requests from students for extensions to their training, subject to the maximum time allowable to complete the curriculum. Requests to delay graduation for the purpose of re-entering the CaRMS (Canadian Resident Matching Service) process must be in accordance with faculty guidelines. (See Appendix)
4. The Committee is the only body that may review a student's overall performance. The Committee will review and consider a student's entire file, including the complete documentation from any previous appearance at SARC. The Committee may have reference to and rely on any information that is in the student's entire file when assessing any new information presented to the Committee by the student and the



UME office

5. Where the Committee finds that a deficiency (ies) relates to professionalism, and the deficiency (ies) is repeated or continued by the same student, that deficiency may be viewed as more egregious at subsequent Committee hearings, and therefore may result in more severe recommendations.
6. Where relevant, previous problems with academic performance, whether resolved or not, may be considered in the context of any new problems. The Committee may also make more severe recommendations at the time of a student's first appearance before the Committee, if the circumstances of the problem are egregious.
7. The student shall be informed in writing at least one week before the date of a Committee meeting of the reason(s) for his or her required appearance before the Committee. In addition, at least one week before the date of a committee meeting, the student (ideally with faculty advisor) will meet with the Associate Dean (or designate). The purpose of this meeting will be to discuss:
 - a. the reason for the SARC appearance
 - b. the Associate Dean's (or designate) recommendations
 - c. the SARC process
 - d. when relevant, the option of an electronic SARC appearance
 - e. that the student can view (as per UME policy on student files) the student SARC package and student file (both academic and non-academic) prior to the meeting
 - f. that the student may request that a committee member(s) (including the Chair) recuse themselves if the student can demonstrate reasonable potential for bias or a conflict of interest if the committee member is involved in deciding the matter. Students will be informed of the composition of the committee in advance of the hearing. The student must submit the request for a committee member(s) to recuse themselves in writing to the SARC Chair, with a clear justification for the request. Requests to remove the SARC Chair should be made to the Senior Associate Dean, Education. The student cannot request that Committee members recuse themselves solely on the basis that the student has had a prior appearance before those Committee members, unless clear and convincing evidence can be demonstrated that the Committee member is prejudiced due to the student's previous appearance

Exceptions to this time limit may be made in unusual circumstances if a student waives the right of one week's notice. The student will be advised that his or her entire file,



including the Student Academic Review Committee Minutes and letter from any previous appearance, will be available for consideration by the Committee, and that Student Academic Review Committee decisions are made in the context of all available information. The student will be directed to the current Student Academic Review Committee Terms of Reference regarding other policies and procedures.

8. Motions related to proceedings before the Committee are decided by a simple majority vote. The Chair shall vote only in the case of a tie. The Chair may vote for or against the motion. If Committee members cannot attend a meeting, 'alternates' are not permissible unless quorum is not available. The Assistant Dean (Undergraduate Medical Education) may represent the Associate Dean.
If a quorum is not available for a Committee meeting then "alternates" acceptable to the parties may be permissible in such circumstances. Students cannot serve as alternates.

In the absence of the Chair, the Committee will designate one of the Committee members to serve as Acting Chair.

9. Upon the written consent of the parties, the Committee may consider any matter and render a decision by electronic means.
10. The proceedings of the Committee will be held in strict confidence. Minutes of each meeting will be recorded, distributed at a subsequent meeting, reviewed *in camera*, approved, and collected. The minutes will include all motions duly made, whether carried or defeated. *In camera* deliberations will not be included in the minutes.
11. Vote counts will not be announced or recorded in the minutes. The Chair will announce only that the motion is passed or not passed. The minutes will be kept in the Office of the Associate Dean.
12. If new evidence or correction of inaccurate information emerges after the Committee proceedings within the relevant committee's terms of reference time lines, it must be considered by the Chair of the Medical Student Appeals Committee provided the student initiates an appeal. Evidence that was known to be available but not submitted to the Committee at the time of the decision-making cannot be considered new information.
13. The Chair will be responsible for notifying all parties concerned of the decisions made by the Committee.



14. In addition to matters pertaining to student promotions, the Committee will consider requests by students for a leave of absence (other than Maternity leave) or any requested change in the regular schedule of the curriculum. In making its decisions in these cases the Committee will follow accepted faculty policy including "Guidelines for Leaves of Absence and Extensions to Clerkship" (appended).
15. Exceptions to the foregoing policies may be considered at the discretion of the Committee according to the known circumstances of individual students. The Committee may, in its sole discretion, vary any of the foregoing policies if in its opinion the application of the policy would lead to patent unfairness. The Committee may vary the policy only to such extent that the patent unfairness is eliminated in the circumstances.
16. SARC appearances will be summarized in the Medical Student Performance Report or MSPR.
17. Students appearing before SARC for professionalism/academic misconduct issues will be referred to the competence area (focus being quality assurance/quality improvement) of the CPSA. Under special circumstances (e.g. concerns deemed egregious, students not cooperating with remediation plan or not addressing concerns as requested, or students with continued concerns about professional conduct) students will be referred by the SARC chair and/or UME Associate Dean to the complaints process of the CPSA.
18. Students appearing before SARC for medical leaves of absence will be referred, at SARC's discretion, to the competence area (focus being quality assurance/quality improvement) of the College of Physicians and Surgeons (CPSA) of Alberta.
19. Students who are required to appear before SARC for academic reasons will not be allowed to write a certifying examination (including rewrites) until the SARC appearance is complete.
20. Students enrolled in Leaders in Medicine (combined degree, MD MSc or MD-PhD) are considered to be in a dual degree, meaning that they must complete both the MD and the Graduate studies degree to be promoted to the MD convocation. The committee can make decisions related to the progression for both degrees in situations where MD program success is considered to be affected by Graduate Studies work.

E. Maximum Time Allowance to Complete the Curriculum

1. Students are required to complete the first two years of the MD curriculum within no more than four (4) years from the initiation of studies, and complete the third clerkship



year within two (2) years after the completion of the first two years of study. Exceptions are made for students formally enrolled in the MD/PhD or MD/MSc Programs, where the maximum time allowed for the completion of the combined programs is eight (8) and six (6) years respectively. Exceptions may be made in other unusual extraordinary circumstances.

Approved leaves of absence (single or cumulative) may extend the time to complete the curriculum by no more than two (2) years beyond the maximum time allowances. Time periods between SARC-imposed repeat years (whether pre-clerkship or clerkship) are not considered approved leave of absences.

In the case where exceptions to the maximum time allowance have been made, the Committee may decide at which year of the curriculum a returning student will commence.

2. In all cases of leaves of absence the Committee reserves the right to review the circumstances of students who have taken such leaves, prior to resumption of studies. The maximum duration of a leave of absence without compulsory review of the student's progress by the Committee is one (1) year.

If the leave of absence exceeds one year, the student will be reviewed by the Committee prior to resumption of studies. The Committee may ask for the student to be reassessed prior to resumption of studies and may request that before continuing with further studies, that the student repeat any portion of the preceding curriculum in which they were found Unsatisfactory.

F. Meetings

Presentations to the Committee shall be limited to one (1) hour duration on any one item of business. If the student or his/her advisor feels that this period will be insufficient, they are advised to submit a summary of their argument for prior circulation and approval. Meetings of the Committee shall be scheduled as follows:

1.
 - a. when the Chair of the Committee is notified by the Associate Dean that a student physician is experiencing academic difficulty as outlined in 11. 1;
 - b. when the Chair of the Committee is notified by the Associate Dean that a student physician is considered to have exhibited unprofessional behaviour;



2. when, in the opinion of the Associate Dean or the Chair of the Committee, a student physician is considered to have a health or personal problem that may be sufficiently serious to affect the quality of his/her performance or the health of patients.

G. Procedures

1. The student's Faculty Advisor may attend the meeting if the student so desires.
2. Parties shall be entitled to have a representative appear with them, including legal counsel. A request for an additional witness, advisor, or representative to appear before the Committee on the student's behalf should be submitted in writing to the Chair at least one week prior to the meeting. The Chair will determine if the witness, advisor, or representative is appropriate and relevant to the matter to be examined.

If the student elects to be accompanied by legal counsel, then the legal counsel's role will be restricted to acting as an advisor to the student. Legal counsel will not be allowed to participate in the meeting, beyond acting as an advisor to the student. More specifically, legal counsel will not be permitted to present to the Committee or question participants on the student's behalf.

Witnesses, advisors, or representatives other than legal counsel who are granted the right to appear before the Committee will be allowed to make oral presentations to the Committee and may be subject to questioning by the student and members of the Committee.

In the event that any witness, advisor, or representative appearing before the Committee begins to address matters that the Chair rules inappropriate, the Chair may rule the speaker out of order and terminate their appearance before the Committee. Witnesses, advisors, and representatives appearing before the Committee will not be permitted to pose questions to other persons present at the meeting.

The Committee and the Associate Dean may also be represented by legal counsel, if in its opinion the presence of legal counsel will assist in the fairness of the process.

3. The student may request any individual to provide written statements to the Chair on his/her behalf for consideration at the meeting of the Committee.
4. The Associate Dean shall obtain, collate, and present the information deemed pertinent to individual or collective student promotion by the Committee and, when



applicable, will make recommendations to the Committee.

The student will be informed of the Associate Dean's recommendation, if any, prior to the meeting of the Committee. The Associate Dean is not required to make a recommendation in all cases.

5. Any documentation to be relied upon before the Committee shall be available to all parties in the Associate Dean's Office at least 24 hours in advance of the hearing. Documents made available less than 24 hours prior to a meeting may be considered by the Committee, with the permission of the Chair. The Associate Dean or student may request a postponement in order to consider such documents.
6. Upon the written consent of the parties, documents may be made available through electronic means, as long as the information so transmitted is password protected.
7. The parties may, with leave of the Chair, present at the hearing any other relevant documentation, not previously distributed, for consideration by the Committee.

Electronic Meetings may be held for the:

- a. Promotion of class to next year of studies or to graduation;
- b. An individual student may be presented to the committee upon the written consent of the parties. The committee, after review of appropriate documents will vote;
 - i. on this case if appropriate for review electronically.
 - ii. given a) to accept or reject the recommendation of the Associate Dean.
 - iii. vote will be by simple majority.
8. The student and Faculty Advisor are permitted to be in attendance during the Associate Dean's summary of the case and any recommendations. The student and Faculty Advisor may provide additional information, or may provide argument for or against the recommendation made by the Associate Dean. Committee members may question the student, Faculty Advisor, and the Associate Dean.

The student, Faculty Advisor, representatives (including legal counsel) and the Associate Dean will be required to withdraw for the final deliberations and decision of the Committee. All three (student, Faculty Advisor, Associate Dean) may be asked to return as a group at the pleasure of the Committee.



9. The Chair will have the authority to call for the removal of Committee members or guests if they are deemed to be disruptive to the proper functioning of the Committee or are unable to fulfill their duties.
10. The Committee will consider promotion as outlined in Section D 2. Exceptions may be made in unusual circumstances.
11. Committee meetings are recorded by a court reporter.

11.1 During the First Two Years of the Curriculum

a. Specific Expectations and Requirements

A student who has an overall Unsatisfactory rating on the first attempt of any two courses in the same year of the undergraduate medical curriculum will be required by the Committee to repeat the year or withdraw from the academic program. Exceptions may be made in other extraordinary circumstances, in which case the committee can select from the list of possible recommendations presented in section b. below.

Either the Associate Dean UME or a student who is required to repeat a year or withdraw from the academic program pursuant to this provision may request that the matter be heard by Student Academic Review Committee if exceptional circumstances exist. A written request to appear must be submitted to the Chair of the Committee, outlining such exceptional circumstances. The Chair will determine whether to grant the request, in his/her sole discretion. A student who agrees, without objection, to a repeat of the academic year or to withdraw from the program may be exempted from an appearance before the committee, but the UME office will inform the committee of this action.

Without exception, a student who is unsuccessful in a repeat certifying evaluation will be required by the Committee to repeat the year or withdraw from the academic program.

A student who has an overall Unsatisfactory rating on the first attempt of any two courses in the first two years of the undergraduate medical curriculum shall appear before the Student Academic Review Committee. Possible committee recommendations in this situation are listed in section b. below.

In pre-clerkship, a student shall appear before the Committee if the Associate Dean



declares the student's performance and/or academic progression unsatisfactory (examples, including but not limited to: multiple examination deferrals, incomplete courses, unprofessional behavior), notwithstanding that the student may have received Satisfactory evaluations in all previous pre-clerkship courses.

b. Committee Recommendations

The Committee shall recommend, after reviewing the available information and hearing statements by the student that he/she be:

- i. allowed to proceed with the program;
- ii. required to undertake a period of specific remedial studies;
- iii. required to repeat an entire year of the curriculum;
- iv. allowed or required to take a leave of absence with conditions for return;
- v. required to withdraw from the academic program.

A student who is allowed by the Committee to proceed with the program will be required to appear before the Committee in the case of any further unsatisfactory evaluations of knowledge, clinical skills, and/or professional behaviour during the year of the curriculum in which they have been allowed to proceed.

A student who repeats a year is subject to the same requirements as other members of their new class; that is, the student does not receive credit for courses already satisfactorily completed in that year of the curriculum and shall pay the appropriate fees for that year.

In making its recommendation the Committee will take into account the specific expectations and requirements stated in 11.1. above, along with all information presented at the meeting of the Committee.

11.2 During the Clinical Clerkship Year

a. Conditions Requiring an Appearance Before the Committee

NOTE: a "clerkship rotation" includes the mandatory clerkship rotations as well as each individual elective and Course 8

A student declared Unsatisfactory in more than one clerkship rotation or any remedial clerkship rotation, or any repeat clerkship evaluation (including Course 8



OSCE) of knowledge, skills and/or professional behaviour shall appear before the Student Academic Review Committee.

A student who demonstrates a Performance Deficiency in more than one clerkship rotation shall appear before the Student Academic Review Committee.

A student declared Unsatisfactory on a clerkship rotation and Satisfactory with Performance Deficiency on another clerkship rotation shall appear before the Student Academic Review Committee.

A student who declines to undertake mandated remedial studies for a Performance Deficiency or for a rotation that has been declared Unsatisfactory shall appear before the Student Academic Review Committee.

In clerkship, a student shall appear before the Committee if the Associate Dean declares the student's performance and/or academic progression unsatisfactory (examples, including but not limited to: multiple examination deferrals, multiple incomplete clerkships, unprofessional behavior), notwithstanding that the student may have received Satisfactory evaluations in all previous clerkship rotations.

b. Committee Recommendations

The Committee shall recommend, after reviewing the available information and hearing statements by the student that he/she be:

- i. allowed to proceed with the clerkship;
- ii. allowed to proceed to graduation if all other courses are completed;
- iii. required to undertake a period of specific remedial studies;
- iv. required to repeat the entire clerkship year;
- v. be allowed or required to take a leave of absence with conditions for return;
- vi. required to withdraw from the academic program.

A student who is allowed by the Committee to proceed with the clerkship will be required to appear before the Committee in the case of further Performance Deficiencies or Unsatisfactory evaluations of knowledge, clinical skills, and/or professional behaviour.

11.3 Unethical or Unprofessional Behaviour



Notwithstanding academic performance, the Associate Dean of UME can bring a student to appear before SARC (in all 3 years) for professionalism/academic misconduct concerns. If a meeting is called to consider an allegation of unethical or unprofessional behaviour, the Committee shall review the matter and declare the issue:

- a. unjustified and the student will be permitted to continue his/her academic program without any adverse notation on his/her academic record; or
- b. justified, and recommend to the Dean that:
 - i. the student be allowed to proceed with the program and undertake a specified remedial program, or treatment, or
 - ii. the student be suspended for a defined period of time following which reassessment and lifting of suspension may be considered, or
 - iii. the student withdraws from the academic program.

In the case of academic misconduct, SARC will also consider specific recommendations made in the University of Calgary's Academic Calendar.

11.4 Other Reasons

- a. If a meeting is called for any other reason and if the Committee concludes that action by the student is necessary, the Committee is empowered to require the student to:
 - i. pursue specific mandated activities if he/she wishes to proceed in the curriculum, or
 - ii. take a leave of absence with conditions for return, or
 - iii. withdraw from the academic program

In arriving at its decision, the Committee shall take into account among other things, the welfare of patients and the student's own health.

- b. A student who has been required or allowed to take a medical leave of absence due to any disorder, psychological problem or poor health (including but not restricted to psychiatric illness, chemical dependency, and chemical abuse) will be required to receive appropriate care immediately and for the duration of the leave. The student's appearance before the Committee may be delayed until such time as it is deemed appropriate by the Associate Dean or Chair. All students who have taken a medical leave will require a letter from a physician who has been previously



approved by the Associate Dean, outlining the student's medical problem(s), confirming compliance with care, and verifying readiness to return. The following students are required to appear before the Student Academic Review Committee prior to returning to studies:

- i. students who have been on leave for greater than one year or
 - ii. students with chemical dependency or abuse or
 - iii. any other student who, in the opinion of the Associate Dean, requires consideration by the Committee prior to returning to studies.
- c. In addition to G.11.4.b., in the case of chemical dependency or abuse,
- i. The student is required to comply with treatment as prescribed or delegated by the College of Physicians and Surgeons of Alberta (CPSA) for the duration of his or her leave. There must be CPSA support for any treatment facilities used and for physicians assigned as Supervisors;
 - ii. There must also be an assessment and treatment of any co-morbidities;
 - iii. Unless the student is incapacitated, hospitalized, or institutionalized, he or she is expected to self-report to the CPSA and provide documentation to the Associate Dean. Otherwise the Associate Dean will report the student's chemical dependency to the CPSA. At the time the student can expect his or her educational license to be suspended by the CPSA. Reinstatement on the educational register will occur at the sole discretion of the CPSA.
 - iv. The student will be required to appear before the Student Academic Review Committee for consideration of return to studies. At a minimum, the following will be required by the Committee at that time:
 1. in addition to the physician's letter, as noted in G.11.4.b), the Committee will also require a discharge summary from any treatment facilities;
 2. CPSA documentation of a current educational license, including conditions, in the province of Alberta;
 3. Agreement to an aftercare contract that will include at a minimum:
 - a. the aftercare requirements of the CPSA and/or CPSA delegate;
 - b. monthly reporting of compliance from the student's Supervisor;
 - c. immediate reporting by the student of any relapse;
 - d. submission of a report and verifiable documentation of any unapproved absences;



- e. no access to controlled substances;
- f. zero tolerance for non-compliance.

Failure to comply with these policies will be regarded by the Committee as grounds for dismissal from the program

For students appearing before the Committee following a medical leave of absence, after reviewing the available information, hearing statements by the student, and giving consideration to patient safety, educational principles, the student's own health, Committee policy regarding the maximum time to complete the curriculum, and the needs and resources of the Cumming School of Medicine the Committee shall recommend, that he/she be:

- i. allowed to proceed in the curriculum or
- ii. required to undertake a period of specific remedial studies prior to proceeding in the curriculum or
- iii. required to repeat an entire year, or more, of the curriculum or
- iv. required to withdraw from the academic program

H. Transfer Students

The Committee is able to consider requests for clerkship education at the University of Calgary in mandatory clerkship courses or their equivalents, for the entire clerkship year provided that:

1. there is support from the Associate Dean UME at the University of Calgary and the counterpart at the Canadian university from which the visiting student will graduate. This must include justification for the request from the sponsoring university, and confirmation of good academic and professional standing in the other university.
2. there are sufficient resources at the University of Calgary, such that the transfer student will not displace University of Calgary students.

These requests can be considered in the same manner that the Committee will consider requests from University of Calgary students for extensions to clerkships and special leaves of absence. Due to accreditation standard 1.6, only under very exceptional circumstances, the committee will consider requests for one of our students to undertake part of a mandatory clerkship courses at another university

Students accepted for transfer will become a University of Calgary student, and will, upon completion of all the requirements for an MD degree, be conferred a University of Calgary



**UNIVERSITY OF
CALGARY**

**CUMMING SCHOOL OF MEDICINE
UNDERGRADUATE MEDICAL EDUCATION (UME)**

medical degree.

I. Appeals

A student shall have the right to appeal the decision of the Committee to the Medical Student Appeals Committee of the Cumming School of Medicine in accordance with appeal policies and rules of procedure established by the Medical Student Appeals Committee.



APPENDIX

A. GENERAL

The Clerkship shall be of 60 weeks duration, which includes:

- 12 weeks electives
- 10 weeks Internal Medicine
- 6 weeks in each of Family Medicine, Pediatrics, Psychiatry, Surgery, O/G
- 2 weeks in each of Anesthesia and Emergency Medicine
- 4 weeks of vacation/CaRMS interview break

UCLIC students do 12 weeks of electives, 12 weeks in Calgary, and 36 weeks in their UCLIC site.

B. LEAVES OF ABSENCE

Because of the professional responsibilities of the clinical clerk, the reason for any unexpected absence from a clerkship rotation will be made known to the Clerkship Course Chair or the immediate preceptor. In all cases, students must submit the online absence form on OSLER and inform his/her attending preceptor and senior resident. Students must follow the guidelines regarding absences in the core document of each rotation.

1. Illness

1. Medical Appointments

For individual medical appointments booked in advance, students must inform preceptors and senior resident of the appointment in a timely manner prior to the appointment day. The student will minimize time away to time required for travel to and from the appointment.

If multiple anticipated absences are required, then the student must book an appointment with the Assistant Dean, Clerkship and/or Associate Dean (UME) to discuss impact on completion of clerkship requirements.

2. Illness

In the case of illness, the Assistant Dean, Clerkship and/or Associate Dean (UME) and the Departmental Clerkship Committee will judge whether a student's absence from a rotation has significantly affected the satisfactory completion of that rotation. Clerkship Director, Assistant Dean, Clerkship and/or Associate Dean (UME) may require physician's note if a student:

- missed mandatory component of rotation
- has repeated episodes of illness



- has illness of >3 days duration

Physician note is required if examination deferral or leave of absence is requested. Each clerkship rotation may have separate policies on making decisions on the necessary adjustments to the student's program. The student is asked to refer to each clerkship core document regarding that clerkship's specific policy.

Repeated documented illnesses, even of shorter duration than three days, will be brought to the attention of the Assistant Dean, Clerkship and/or Associate Dean (UME). This may lead to a meeting with the student and the need for further documentation related to a pattern of repeated or unusual absences and the possible effect on student performance. Please refer to the Leave of Absence Guideline for details regarding leave of absence. (<http://www.ucalgary.ca/mdprogram/about-us/ume-policies-guidelines-forms-terms-reference>).

If student illness occurs on an examination date, the student must refer to the Examination Deferral Policy.

2. Illness Longer than two weeks

A request for a leave of absence for health reasons (this applies to clerkship and pre-clerkship) will be made by the student in writing to the Associate Dean (UME) and considered by the Student Academic Review Committee. Appropriate medical documentation must be presented.

Request for Leave of Absence for other than Health Reasons

- a. A request for a leave of absence for other than health reasons will normally be made in writing to the Associate Dean (UME). This request will be considered by the Student Academic Review Committee at a meeting, to which the student will be invited to clarify any questions the Committee considers relevant to the request.
- b. Grounds for such a request would include plans for the student to:
 - undertake a course of study not related to the clerkship program (i.e., complete a Bachelor's Degree, Masters, PhD, MD-MBA..program);
 - i. pursue a less formal course, which fulfills his/her personal goals and by so doing enriches the clerkship experience;
 - ii. undertake a period of clinical or basic research or other scholarly activity;
 - iii. support/care for a dependent member of the student's immediate family. In the case of a child, this would be referred to



as a maternal or paternal leave of absence. Other reasons will be considered on an individual basis.

3. Longer leaves of absence

Leaves of absence (or remedial rotations) may extend training beyond important dates:

- Beyond the usual end date of clerkship, but prior to the deadline for June convocation: this will mean a June convocation and a start of a residency program (if matched) that year
- Beyond the deadline for June convocation, but before July 01 of the graduation year: this will mean a November convocation but start of a residency program (if matched) that year
- Beyond July 01 of the graduation year but before the deadline for November convocation: this will mean a November convocation and a delay for matching to the next year, given that the MD degree is a prerequisite for a residency position (exceptions may be made in unusual circumstances)
- Beyond the deadline for November convocation: this will mean convocation in the spring of the following year, and a delay in matching to the next year, without exception (given that the MD degree is a prerequisite for a residency position).

The clinical clerkship bursary is paid for 48 weeks regardless of how long the student may elect to extend his/her clerkship. Payment is made for "services rendered" and would not apply to "leaves of absence."

The date upon which the student may sit the Medical Council of Canada Qualifying Examination (MCCQE) is decided according to the rules of the Medical Council of Canada.

The UME will require six weeks notice before a student restarts from a longer leave of absence.

C. FEES AND STUDENT AWARDS POLICY FOR STUDENTS GRANTED LEAVES OF ABSENCE

1. The Fees Office is to be notified by the Office of the Associate Dean (UME) of any student granted a leave of absence of more than three months' duration. This is to include cumulative leaves (two months followed by two months). In the notification, the reason for granting the leave of absence (health, family or academic) must be stated.
2. A student granted a leave of absence for academic/educational reasons is to provide the Office of the Associate Dean (UME) with proof of satisfactory



completion of objectives of leave. This allows the student to be eligible for continuation of student loans, etc.

D. EXTENSIONS TO CLERKSHIP

If a student wishes to increase the total length of the clerkship beyond the mandatory 56 weeks the student will be assessed additional tuition and fees by the Registrar's Office. With this exception, the conditions outlined above will apply where appropriate.

1. It has been accepted, since the beginning of this medical school that for educational reasons a student may apply to the Student Academic Review Committee to have his/her program lengthened. In the event of such a request relating to clerkship, all such applications must be made prior to the final CaRMS application deadline. The Student Academic Review Committee has defined the deadline as 4:00 p.m. on the first Monday of December.
2. Requests for extensions are usually based on the desire of a student to do enrichment studies (e.g., research, advanced degree, etc.), international electives, and/or additional clinical studies to help in career selection.
3. Prior to presenting his/her request for extension to the Student Academic Review Committee, the student must have received approval from the Undergraduate Medical Education Office regarding the feasibility and the acceptability of rescheduling mandatory clerkship rotations.
4. The student must submit, in writing, the rationale and goals of the requested clerkship extension as well as the proposed academic schedule for approval by the Associate Dean (UME) and the Student Academic Review Committee. It is preferred that electives for the University of Calgary and the non-University of Calgary institutions are confirmed prior to presenting the schedule to the Student Academic Review Committee.
5. Proposed schedules for extension can be modified by the Associate Dean (UME) or the Student Academic Review Committee should student academic performance difficulties occur during the clerkship year.
6. One or more mandatory rotations must be satisfactorily completed in the extended year.
7. Students on a clerkship extension must submit to the Undergraduate Medical Education Office preceptor evaluation reports on each rotation, mandatory, elective or lab experience, from the approved extended clerkship academic schedule.
8. In order to proceed in the extended clerkship year, students must be declared satisfactory on the preceptor evaluation reports from each mandatory, elective or lab experience on the approved extended clerkship academic schedule.



9. Extensions to the clerkship are usually for a maximum of one year. Exceptions may be made under special circumstances.
- E. EXTENSION TO CLERKSHIP AS A RESULT OF FAILING TO BE MATCHED DURING THE CANADIAN RESIDENT MATCHING SERVICE (CaRMS) PROCESS**
1. In the event that a student remains unmatched at the end of the CaRMS process, the student may appear before the Student Academic Review Committee to request an extension to his/her clerkship provided the student can demonstrate (in writing to the committee) that:
 - a. During the first iteration of the CaRMS match, the student made a concerted effort to obtain a residency position, by applying to several locations in at least two disciplines. One of the disciplines to which an application was made should be one in which applicants had a minimum 70% rate for being matched to the specialty of first choice in the previous year's CaRMS report.
 - b. During the second iteration of the CaRMS match the student made a concerted effort to obtain a residency position in at least one of the three specialties, which offer the largest number of openings.
 - c. During the proposed program for the extension of the clerkship year the student will focus on preparing for an application to at least two specialties, in addition to those applied for in the previous first iteration of the year of the unsuccessful match. Those two specialties will be chosen because CaRMS data for the previous year has indicated a minimum 70% rate for being matched to the specialty of first choice. The extension will start two weeks after the SARC meeting, will last a minimum of 26 weeks, and will be completed prior to the start of the next calendar year. Any modifications to the SARC plan will need to be approved (in person or in writing) by the SARC chair.

Students who extend the clerkship will be assessed an additional year of tuition.

Approved by Faculty Council April 7th, 2006

Revised May 2014, approved by Faculty Council May 7th, 2014, December 10, 2014, and March 11, 2015

Revised in May 2016, approved by SARC and Strategic Education Council June 13 2016

Revised in January 2017, approved by SARC and Strategic Education Council January 10, 2017

Revised in March 2017, approved by SARC and Strategic Education Council March 13, 2017

Revised in June 2017, approved by SARC and Strategic Education Council June 9, 2017

Revised in February 2018, approved by SARC and Strategic Education Council (May 14 2018)

Revised in February 2019, approved by SARC and Strategic Education Council (Feb 11 2019)

Revised in June 2019, approved by SARC and SEC (June 17th, 2019)

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