

TITLE: Absence to Attend and/or Present at a Conference—Procedure

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EXCUSED ABSENCE—GENERAL INFORMATION

Students must submit requests for an excused absence to their corresponding Coordinator (years 1 and 2) or Liaison Officer (years 3 and 4) at the UGME Office, a minimum of eight weeks in advance. Students should discuss a request for excused absence even before applying to attend a meeting where the organization selects the students who will attend, i.e. competitive application process. Normally, students will be permitted absence for only a few days in the academic schedule. In clerkship, students must plan carefully, especially if weekend dates are involved since the night call requirements must be met and scheduling changes will have to be made.

PRESENTING AN ABSTRACT OR OFFICIAL INVITEE

Students are permitted excused absence to attend a conference to present their research or if the student is an official invitee. The invitation may be associated with the student’s position in a provincial or national organization. Final approval is made by the Pre-clerkship or Clerkship Directors; any adjustment of clinical schedule will be made by the Director of the rotation in which the conference occurs. Absence may be excused for the day of the presentation and one day before and after for travel purposes as needed.

CONFERENCES DESIGNATED BY THE FACULTY FOR FURTHER DEVELOPMENT

Students may obtain an excused absence to attend or participate in conferences on topics/areas which are underrepresented in the curriculum or areas affecting student wellbeing, and are areas of interest to the Faculty for further development.

The student must write a brief description of the goals of the conference and identifying the deficiency in the curriculum or area of student need that will be addressed. These will be decided on a case by case basis in consultation with the Rotation Director for approval.



Following the conference, the student will either write a proposal outlining ways in which the curriculum could be improved in this domain including resources (electronic or other) that could be used to enhance learning, run a workshop or make a presentation to the class on what was learned at the conference. In some cases, the student may acquire a skill that will be used in assisting classmates over the course of the program.

FINANCIAL SUPPORT FOR STUDENTS WHO PRESENT AT A CONFERENCE

There are two bursaries available for students who present at a conference

- Lorenzo Danis Fund (02298)
- Aesculapian Society Medical Student Conference Fund (03508/03509)

The terms of reference available on the [Online Scholarship and Bursaries](#).