

**TITLE: Absence Request : Preclerchship - Procedure**

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It is the responsibility of the student to report (in writing) all absences from mandatory sessions to the coordinator.

MEDICAL EDUCATION OFFICE CONTACTS

Academic Progress Specialist, Year 1

E-mail: [blocky1@uOttawa.ca](mailto:blocky1@uOttawa.ca)

Phone (in case of emergency only): 613-562-5800 x 8126

Academic Progress Specialist, Year 2

E-mail: [blocky2@uOttawa.ca](mailto:blocky2@uOttawa.ca)

Phone (in case of emergency only): 613-562-5800 x 8125

EXAMPLE OF A LEAVE REQUEST TO BE SENT VIA EMAIL

From: University of Ottawa e-mail address

Sent: Date

To: [blocky#@uOttawa.ca](mailto:blocky#@uOttawa.ca)

Subject: Surname, Given name—Stream,—Affected session(s)—Leave request (reason)

Dear Coordinator,

I am writing to request leave for the purpose of (state reason and/or justification). I would like to request an absence on the following (day[s]). Sessions missed would be:

(list missed mandatory sessions here)

Thank you for your consideration and assistance.

Sincerely,

Student's name



## 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 are available on the [Online Scholarship and Bursaries](#).