



**RCSI**

# RCSI Student Attendance Regulations

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

## Policy/Regulation History

Document Title		RCSI Student Attendance Regulations (formerly Policy)				
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1	Draft	Ms Maeve Royston	Sub-committee for Professionalism *		Vice Dean for Professionalism	2011
1	Final			Medicine and Health Sciences Board		29 March 2012
2	Final	Judith Gilroy; Dr Jean Hughes (revisions)		Medicine and Health Sciences Board		September 2013
3	Final <sup>1</sup>		RCSI Registry	Medicine Health Sciences Board		26 August 2019

\*Sub-committee for Professionalism: Prof Tom Fahey, Ms Maeve Royston, Dr Orna Tighe, Ms Judith Gilroy, Dr Alice McGarvey, Prof Marie Guidon, Dr Judith Strawbridge

<sup>1</sup> Updated 2022 for title / structural changes



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## 1. Introduction

Full attendance at teaching provided by RCSI is considered a measure of professional behaviour expected of all students. All programmed activities in RCSI are considered to be core and lack of attendance may affect a student's eligibility to sit examinations and to progress to the following year.

Students with substantial absence, consistent poor attendance or persistent lateness at programme activities will be investigated locally, documented by the relevant Cycle Director, Director of Clinical Rotation, Head of Department or Head of School (Director/Head), and ultimately may be referred to the Disciplinary Committee in accordance with the Disciplinary Regulations.

## 2. Recording Attendance and Punctuality

Attendance may be taken and monitored in the following components of the programmes as appropriate:

- Lectures
- Clinical placements
- Small group tutorials
- Laboratory practicals
- Workshops

Attendance may be monitored in different ways in the different cycles, programmes and/or schools.

RCSI reserves the right to monitor attendance at any time, particularly in situations where attendance amongst a group of students appears to be poor.

## 3. Reporting Absence

If students are unable to attend RCSI / Clinical Attachment on any given day they must report this to RCSI by 10.00am on the first day of absence. A student who is absent due to illness for three days or more must provide a medical certificate. This certificate is kept on the student's file.

Students must report absence to their relevant Head of Department/Cycle Director/Head of School, research supervisors or their nominees, as appropriate.

Where a student has tested positive for Covid 19, they do not need to provide a medical certificate but should provide a copy of their test result instead.

Procedures regarding absence on days of assessment or examination are contained in the RCSI Examinations and Assessment Regulations.

Full attendance is required on clinical attachments and placements. Absence from clinical attachments will affect a student's eligibility to sit examinations and to progress.

## 4. Requests for periods of Absence

If a student has a requirement to absent themselves for more than three days (for example for interview, representing RCSI activities) they must seek permission from the relevant Head of Department/Cycle Director/Head of School/ Research Supervisors, as appropriate, and at least 3 weeks in advance of the proposed absence.



## 5. Poor Attendance

Students identified as having ongoing unauthorised absence without valid reason or explanation, are deemed to be in breach of the RCSI Student Code of Conduct and RCSI Programme Regulations and subject to the RCSI Disciplinary Regulations.

Should remedial placements be deemed necessary then provision for these will be negotiated with the relevant Head of Department, Cycle Director, or Head of School, as appropriate. Students should be aware that if it is not possible to organise the requisite remedial placements then the student may be required to repeat the entire academic year and will not be allowed to progress, in accordance with the relevant Marks and Standards.

### Summary of the Regulations

Lack of attendance is taken seriously by RCSI and all absences must be reported to the relevant Head of Department/Cycle Director/Head of School/ Research Supervisors, as appropriate, regardless of the circumstances. Outlined below are frequently asked questions about attendance during the College term.

Do I have to report my absence daily?	Yes. See Section 3 of the Attendance Policy.
When is attendance checked?	<p>A record of attendance may be kept for:</p> <ul style="list-style-type: none"><li>• Lectures</li><li>• Clinical Placements</li><li>• Small group tutorials</li><li>• Laboratory practicals</li><li>• Workshops</li></ul> <p>Attendance may be monitored in different ways in the different cycles and/or schools.</p> <p>RCSI reserves the right to check attendance at any time.</p>
What happens if I am absent for a significant number of non-clinical placement days as reasonably determined by a member of the RCSI teaching staff?	This will be referred to the Head of Department/ Cycle Director/Head of School as appropriate. Persistent absence may result in an action including referral to a Disciplinary Committee
What happens if I am absent for clinical placement days?	Full attendance is expected for clinical placements. Remedial placements may be arranged, where appropriate and if possible.
Can I make this time up in my own time?	No, the College requires that remedial attendance is organised



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	and monitored through the relevant Head of Department/Cycle Director/Head of School, as appropriate.
Can I have time off for personal events e.g. wedding or College sporting event?	Permission is required in advance of proposed absence. See section 4 of the Attendance Policy.
Can I request to miss an assessment?	Only under exceptional circumstances as outlined in the Exceptional Circumstances Policy.