Faculty of Medicine and Health Sciences

University of East Anglia | NORWICH MEDICAL SCHOOL

Attendance and Engagement Policy 2026-27

Faculty of Medicine and Health Sciences
Medicine (MB BS) & Graduate Entry Medicine (GEM)
Medicine (MB BS) with a Gateway Year

Background

The MB BS courses at Norwich Medical School are full-time and prepare students academically, practically, and professionally for medical practice. The University expects all students to engage fully with the Student Engagement Procedures and all educational opportunities, including timetabled teaching sessions.

The **General Medical Council (GMC)** states that medical students must demonstrate their fitness to practice and are expected to:

> "…engage fully with your medical course by attending educational activities, including lectures, seminars and placements, and by completing coursework as directed by your medical school
> — *GMC, Achieving good medical practice (2024)*

Poor attendance to face to face teaching affects learning and professional development. For example, tacit knowledge that is contextual and supports problem solving and decision making can only be learnt through face-to-face teaching and attendance on clinical placement. Skills which are all necessary when applying knowledge in clinical practice. Placement Attendance is especially important for developing your practical skills and professional confidence. Data shows that a pattern of absence at teaching often transfers to a pattern around work ethic and attendance. Consequently, attendance behaviour is asked in various forms of on all future applications for posts and within the accompanying references.

Norwich Medical School Approach to Attendance

At the beginning of each academic year, you are required to sign a Student Agreement confirming your commitment to attend all scheduled sessions. This expectation includes full participation in all teaching events and activities that form part of your course. In addition to attending campus teaching, you are expected to engage with all assessments - both formative and summative - which involves preparation for successful completion of the tasks and reflecting on their feedback. Regular meetings with your Academic Adviser are also an essential part of your academic responsibilities.

Monitoring Attendance

Your engagement and attendance accountability are monitored through several methods:

Campus Attendance is tracked using QR codes displayed during teaching sessions. You are asked to scan these codes, or manually type in the code, using your smartphone or tablet while logged into the UEA system. If a student fails to scan the QR code, an absence is recorded automatically. More information about how QR codes work is available through university guidance.

Placement Attendance is monitored by physical registers. If the number of absences crosses the Clinical Remediation threshold, you will be asked to undertake additional clinical experience to ensure you have adequate clinical exposure in preparation for working as a doctor on graduation.

This process is designed to support your development and ensure that you're fully prepared for clinical practice. If you're experiencing difficulties that may affect your attendance, please reach out early so we can work with you to minimise any impact.

Clinical Supervisors or Tutors may report students as absent if they miss scheduled clinical learning events, such as ward rounds or clinics. These reports contribute to the overall attendance record

Clinical Remediation

If your absence from clinical placement exceeds a certain threshold, you will be required to undertake clinical remediation. This process is designed to help you gain any clinical experience or exposure that may have been missed, ensuring you're fully prepared to meet the GMC Outcomes for Graduates and to begin your role as an FY1 doctor with confidence.

Please be assured that clinical remediation is not a punishment. It's a supportive measure to help you achieve the necessary clinical exposure and to ensure you feel safe, competent, and ready for practice. Our goal is to work with you to make sure you have every opportunity to succeed.

Here is a link to the Professionalism Site where you can access the Attendance and Engagement, Clinical Remediation, Dress Code Policy and other documents.

Attendance & Engagement Policy: Key Points Summary

Expectations

- Full engagement is required in all academic, clinical, and professional activities.
- Attendance is a professional responsibility and part of demonstrating fitness to practise, as per the GMC's *Achieving good medical practice (2024)*.

Attendance Expectations – Supporting Your Success

We encourage you to attend all scheduled sessions whenever you are well enough to do so. Being present helps you stay engaged, connected, and on track with your learning.

To help support your progress, the University monitors attendance at certain events using QR codes. If your attendance falls below 80% for these sessions, the University's Attendance and Engagement Policy will be applied to ensure you receive the right support.

The Medical School places particular importance on key teaching events such as PBL, Consultation Skills, and Anatomy. Even if your overall attendance is above 80%, we may follow up on any missed sessions in these areas to help you stay on course.

If you need to miss a session, please make sure your absence is properly authorised. Unexplained absences can make it harder for us to support you effectively.

Managing your attendance is not just about meeting requirements—it's about making the most of your learning experience and ensuring you have the support you need to succeed.

Supporting Your Attendance and Engagement

We're here to help you stay on track and make the most of your studies. To support your success, we regularly review attendance every two weeks alongside our colleagues in Student Journey and Support Services. If we notice a drop below expected levels, we'll take the following steps to offer guidance and assistance:

Initial Check-In

You'll receive a friendly outreach email from Student Services to check in and see how you're doing.

Personal Support Meeting

If attendance doesn't improve, we'll invite you to a supportive conversation with your Personal Adviser or a Senior Adviser to explore any challenges and discuss ways we can help.

Further Support and Review

If difficulties continue, we'll arrange a meeting with your Head of Year to review your situation more closely and ensure you are getting the right support. In some cases, where there is no identified underlying reason for poor engagement or the underlying cause is not being

managed in line with professional standards, there may be a referral to the Fitness to Practise Lead.

Reporting Absences

Campus Teaching: All absences should be reported on e:Vision before 10am.

Placement: All absences should be reported on e:Vision and you should inform your placement provider at the earliest opportunity.

For placement it is only possible to report full-day absences on e:Vision.

For half-day absences, it is sufficient to inform the placement provider directly.

Planned Absences

If an absence is planned in advance, prior approval must be obtained from the Head of Year. These absences will be marked as authorised. They still count towards the total amount of absence recorded, but are an indicator that you are managing your attendance appropriately and consequently demonstrating professional behaviour.

On assessment days, absences are only permitted if the student is medically unfit to attend, in accordance with the Norwich Medical School's Fit to Sit policy.

Students should notify their small-group tutor (PBL, comm skills, GP, SSC, EBM) in advance if they are going to be absent.

Mental Health

Students are encouraged to be aware of their own mental health and wellbeing (**see Managing Your own Health in Preparation for GMC Registration Health**]. We know that there may be times where professionally managing your emotional health means you may be unable to attend. These are considered valid and important for overall wellbeing. These must be logged on e:Vision to be authorised. This helps us monitor your wellbeing and provide you with support.

In addition, students are strongly urged to seek support from the FMH Embedded Team (embedded.fmh@uea.ac.uk) or the Norwich Medical School Senior Advising Team (med.senioradviser@uea.ac.uk) who are available to provide guidance and assistance during challenging times.

Referral to Professionalism Committee (Professionalism Site)
The mechanisms by which the School collates and reviews evidence relating to progress and fitness to practise issues at undergraduate level are supported by the Norwich Medical School Professionalism Committee structure; this will review problems linked to professionalism requirements and will also recommend appropriate remediation and ensure support is in place.

Fitness to Practise Panel

Fitness to Practise is currently reviewed at Norwich Medical School by the Professionalism Committee. The School can refer to the University disciplinary process when necessary. The GMC guidance to medical schools recommends use of panels at an early stage in significant or complex cases. The Norwich Medical School introduced Fitness to Practise (FtP) Panels to comply with this recommendation. We understand that Fitness to Practice processes can be stressful for students and the Senior Advising Team can support you through this and provide resources for preparing to meet with the Professionalism Lead or attend a Fitness to Practise Panel.

Requirement to repeat the year or interrupt studies

There may be times where you need to take a break in your studies to overcome health difficulties or deal with personal or family circumstances or you may choose to undertake an intercalated degree. A Break in Study means you will stop attending your classes and engaging in your assessments and you will not be considered a current student during this time, however you can still access Student Journey and Support services. You will remain as registered at the University and your place on your course remains open for you to return to once your Break in Study ends. Any break in study **and a plan to** return to restart the academic year will void any accumulated clinical remediation, for the **academic** year the break in study took place in.

Any interruption of study and where a student chose to return to the same academic year, they took the interruption of study in, the clinical remediation will include the days covered by the interruption, irrespective of the interruption being authorised.

The Senior Advising Team are available to support students making decisions around break in study and interruption to study.

For students repeating the year, they are expected to attend and engage as per the policy. There are no adjustments to the attendance policy for students on a repeat of year.

Professionalism and Your Future Opportunities

Your attendance is an important part of demonstrating professionalism and plays a key role in supporting your future career. It contributes to:

- Your progress in the Fitness to Practise module
- The quality of references provided for the Foundation Programme
- Accurate and helpful Transfer of Information forms shared with Foundation Schools

Maintaining consistent attendance helps us provide the strongest possible support for your next steps in training and practice.

Key Information Table (please complete all fields)

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Version Control Record (expand table as required)

Version	Date	Revision Description
11	04/01/2023	Changes made to first School Engagement meeting. These will now take place with personal advisor rather than Head of Year
12	19/07/2023	Review and update of policy for 23-24, change to 100% attendance requirement.
13	05/09/2024	Review and update of policy for 24-25
14	02/09/2025	Review and update to include GEM, make it more student focussed.
15	05/12/2025	Updated to include updated links for Fit to sit and Managing Health
16	22/9/2026	Update that students must notify small group tutors of absence

Disclaimer

This is a version-controlled document. Should any changes occur during the academic year due to Medical School or University general regulations amendments may be required.

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