



Policy: UGME Medium & Long-Term Leaves Policy

Approved By: MDCM Program Committee

Approved On: February 27, 2017

Updated On: July 10, 2023

Purpose: Outline the details of medium & long-term leaves from the MDCM Program

Preamble

The MDCM Program acknowledges that students may require an absence that surpasses the absences allotted in the Short-Term Absences Policy to attend to personal, familial, educational, professional, and health-related matters. Therefore, the MDCM Program is committed to providing students with the capacity and flexibility to take medium and long-term leaves while ensuring the successful completion of the Program's requirements.

Guiding Principles

1. The Medium & Long-Term Leaves Policy outlines the circumstances under which the MDCM Program approves and denies medium & long-term leaves.
2. The MDCM Program must remain socially accountable to the training of our future physicians and ensure that students complete their training within a timeframe that respects the contemporary nature of the medical curriculum.
3. Active participation in the MDCM Program and attendance at learning activities as specified in course outlines is required to meet the MDCM Program learning objectives and attain the competencies required of a graduating medical student. A medium or long-term leave interrupts the student's schedule and may lead to incomplete courses and the possible need to complete make up activities.
4. All students are assessed according to the same standards. Students may not use a medium or long-term leave as a justification for appealing the results of an assessment.
5. The MDCM Program reserves the right to impose a limitation on the number of leaves (ex. multiple medium-term leaves) as well as the total duration of long-term leaves. The MDCM Program must be completed within 7 years (see the [Assessment and Promotion Policy](#), point 5.2.1).
6. The Medium & Long-Term Leaves Policy adheres to the articles outlined in [la Loi visant à assurer la protection des stagiaires en milieu de travail](#).



Policy

For the purposes of this policy, medium and long-term leaves are defined by the following timelines:

Medium-Term Leave (6 consecutive calendar days – 7 weeks and 6 days)

Long-Term Leave (8 weeks up to 1 year)

Approval Process

1. The student must follow established [procedures](#) to request a medium or long-term leave from the MDCM Program.
2. A medium or long-term leave may be granted only if there is supporting documentation and the request is for one of the following circumstances:
 - Personal illness
 - Family crisis, such as serious illness of a close family member
 - Parenthood / adoption (please consult [The Accommodation for Pregnancy, Pregnancy-Related Conditions and/or Parenting Policy](#) for more information)
 - Required military service
 - Professional development activities, such as pursuing research or an advanced degree, holding a significant student leadership position, or a Rhodes (**this applies only to a long-term leave**)
3. The Assistant Dean Student Affairs may approve a request for a medium-term leave for the following categories:
 - Personal illness (a student returning from a medical leave must provide documentation from the treating physician/professional counsellor attesting to the student's readiness to resume studies)
 - Family crisis, such as serious illness of a close family member
4. The Associate Dean UGME may approve a request for a medium-term leave for the following categories:
 - Parenthood / adoption (The student should meet with the Associate Dean no less than 60 days before the start of the required leave)
 - Required military service (The student should meet with the Associate Dean no less than 60 days before the start of the required military service to plan for the leave)
5. The Student Promotions Committee (SPC) must approve a request for a long-term leave. In exceptional circumstances (i.e., an immediate health concern), the Assistant Dean Student Affairs or Associate Dean UGME may provide provisional approval for the long-term leave; however only the SPC can provide final approval for a long-term leave.



6. A medium-term leave may require rescheduling of educational activities for the student to meet [MDCM Program Objectives](#):
 - This may result in a delay of graduation from the MDCM Program
 - In exceptional circumstances, the Student Promotions Committee (SPC) may exempt a student who is in good academic standing from a portion of a course or up to 4-weeks of elective and/or vacation requirements

7. A long-term leave will interrupt educational activities for the student:
 - This will result in a delay of graduation from the MDCM Program
 - In exceptional circumstances, the Student Promotions Committee (SPC) may exempt a student who is in good academic standing from a portion of a course or up to 4-weeks of elective and/or vacation requirements

Extensions

Extensions may be granted under the following circumstances:

Category	Medium-term Leave	Long-term Leave
Medical reasons	Should the student request a prolongation beyond 8-weeks, the student must request a long-term leave.	A leave for <i>medical reasons</i> may be granted for up to one year. A leave can be extended to a maximum of 2 consecutive years except for students who have completed less than one course in the MDCM Program, then the maximum length of a leave for <i>medical reasons</i> is one year. Should the student request an extension beyond one year, the MDCM Program reserves the right to require further documentation regarding the situation and or a second opinion from a Faculty - designated physician. A student returning from a medical leave must provide documentation from the treating physician/professional counsellor attesting to the student's readiness to resume studies.
Family crisis, such as serious illness of a close family member:	Should the student request a prolongation beyond 8-weeks, the student must request a long-term leave.	A leave for <i>family crisis</i> may be granted for up to one year. A leave can be extended to a maximum of 2 consecutive years with adequate supporting documentation except for students who have completed less than one course in the MDCM Program, then



		the maximum length of a leave for <i>family crisis</i> is one year. Should the student request an extension beyond one year, the MDCM Program reserves the right to require further documentation regarding the situation.
Parenthood/Adoption	In addition to a medium-term leave, a student may request a long-term leave.	A leave may be granted for up to one year for parenthood. Should the student request a prolongation beyond one year, the MDCM Program reserves the right to require medical documentation from the student's or child's physician.
Required military service	Should the student request a prolongation beyond 8-weeks, the student must request a long-term leave.	N/A
Professional development activities	N/A	A leave will be granted for the duration of the professional development program. Should the student request a prolongation beyond the duration, the MDCM Program reserves the right to require further supportive documentation from the student.

MSPR, Student Record, Tuition & University Charges

1. Leaves that affect a student's graduation date are documented on the [Medical Student Performance Record](#) (MSPR). Absences that prevent a student from completing a University term are also indicated on the University transcript. The reason for the leave is not stated on the transcript.
2. When a student has an approved medium or long-term leave from the MDCM Program, regulations apply regarding the official McGill student record, tuition and other university charges:

	Medium-Term Leave	Long-Term Leave
The MDCM Program does not have "part-time" status. The student must maintain a minimum of 12 credits per term in order to maintain full-time student status in the MDCM program in any given term.	✓	✓
During a leave from the MDCM program, the student is only permitted by the university to	✓	✓



enroll in courses if they are admitted to another degree program example, MBA, PhD, MSc.		
The student must consult the Student Aid Office in order to assess the impact of the leave on student aid, e.g., government loans and bursaries. Part-time students are not eligible for government loans and bursaries	✓	✓
A tuition refund will apply only if the leave is in effect prior to the official university withdrawal dates for the term. The official university withdrawal dates and refund regulations are published annually in the university e-calendar.	✓	✓
A grade of “W” (withdrew) will be entered on the transcript for any courses not completed during the term.	✓	✓
On return from the leave, the student will be registered for any deferred courses and will be charged tuition fees for these courses	✓	✓
The student wishing to register in non-MDCM courses throughout their leave from the MDCM program must take the appropriate measures to obtain special student status with the Faculty of Medicine and Health Sciences or the Faculty administering the course prior to registration.	N/A	✓
If a leave covers the duration of a full term, the student will remain on the student record system; however, the record will show a “Leave of Absence”	N/A	✓
The students will not be charged compulsory fees (i.e. student services and societies) if a leave starts at the beginning of the winter or summer term	N/A (The student will be charged compulsory fees)	✓
The student is charged fees for undergraduate supplemental health insurance and international health insurance at the beginning of the fall term. Coverage is applicable until August 31 of the following year	N/A (The student is charged fees for undergraduate supplemental	✓



<p>To maintain insurance coverage, Canadian students who have a leave that includes the fall term must make arrangements directly through the V.P. Operations, Students' Society of McGill University (SSMU) to "opt in" to the undergraduate insurance plan for the following year. As students must be active members of SSMU in order to subscribe to the student health insurance plan, they must also pay SSMU and Medical Students' Society (MSS) fee</p> <p>International students should consult the International Health Insurance Office in the Brown Student Services Building concerning the International Health Insurance policy</p> <p>To access gymnasium facilities, students must make private arrangements and pay any necessary fees directly to the gymnasium (http://www.mcgillathletics.ca)</p>	<p>health insurance and international health insurance and remains insured)</p>	
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