

**AMERICAN UNIVERSITY OF BEIRUT
FACULTY OF MEDICINE
OFFICE OF MEDICAL STUDENT AFFAIRS**

Policy on Approval of Short Leaves from the Faculty of Medicine

Medical students often request a short leave from the Faculty of Medicine to attend a certain congress, present a research project at an international meeting, or take part in various other events.

The following policy aims at governing the approval process for such leaves. It was developed by the Student Affairs Committee, which has representation from all four classes of the medical program. The leave request shall be presented to the Chairperson of the concerned Class Teaching Committee. The Committee will then make a decision to approve or refuse the student's leave request based on the following guiding principles:

1. The leave shall be for no more than 7 cumulative days of working days per academic year, and the leave request shall be presented to the Chairperson of the Class Teaching Committee with at least a one-month notice.
2. The student has to be in good standing academically and professionally, with no active disciplinary action against him/her.
3. The event is deemed by the Class Teaching Committee to contribute to the personal or professional development of the student.
4. While on leave, the student shall not miss any final exams and no more than one major exam within any course.
5. If the leave is approved, the student should discuss with the course coordinator how to make up for the missed sessions and activities. If the leave is not approved, and the student decides to absent himself/herself anyway, he/she will receive a zero on all missed graded activities, and the case will be referred to the Student Affairs Committee for appropriate disciplinary action".

This policy, drafted by the Student Affairs Committee and approved by the Academic Committee at the Faculty of Medicine, is effective as of June 2016.
