

# MBChB Policy: Supporting Students to attend Academic Conferences

**Note:** This policy should be read in conjunction with the accompanying policy on “**Supporting Students to Conduct Research**”

## 1. Background

The School of Medicine encourages students studying for their undergraduate qualification in medicine to make the most of unique opportunities to both attend and present at academic conferences both in the UK, and internationally.

The School of Medicine is supportive of students wishing to take these opportunities, while continuing to ensure all students are able to meet course and curriculum requirements. The following requirements are set by the School of Medicine in order to enable all students have fair access to these opportunities during their studies.

## 2. Applications to attend conferences

All students can apply for an authorised leave of absence to attend academic conferences, up to a maximum of five working / term-time days, per **academic year**.

Leave must be approved as per the usual authorised leave of absence request process, inclusive of appropriate permissions from placement sites. Leave must be requested in good time, **usually at least six weeks before the conference is due to start**. Leave for conferences will only be approved in the instance that a student's attendance and professionalism record is otherwise considered “good” (i.e. that full or near-full attendance has been achieved, with any absences correctly reported via the absence reporting system).

Students are advised to wait to receive confirmation from the School of Medicine that the leave has been approved before making further arrangements, such as booking conference attendance or accommodation; an application for leave or provisional arrangement from your placement site to attend a conference is **not** an automatic approval for attendance.

## 3. Gaining permission to present academic work on behalf of the University of Liverpool

Students intending to present work (which may be presentations or posters) on behalf of the University of Liverpool must ensure that their work complies with both the **School of Medicine's Supporting Students to Conduct Research Policy**, and all other University requirements related to gaining appropriate ethical approval for research conducted. Without this, permission cannot be given for any work to be presented. This permission will not be given retrospectively. Students intending to present work should note that any such work could

be seen as representing the University of Liverpool and must therefore be of a high academic standard.

Students seeking support for writing an abstract can contact the Research and Scholarship team via email: [rs.mbchb@liverpool.ac.uk](mailto:rs.mbchb@liverpool.ac.uk).

Students must submit their proposed abstract to the School of Medicine for quality assurance **at least 3 weeks before the abstract submission deadline** via the Research & scholarship team email address ([rs.mbchb@liverpool.ac.uk](mailto:rs.mbchb@liverpool.ac.uk)) to ensure there is enough time for School staff to read and comment on the abstract.

Students who do not seek permission to submit an abstract on behalf of the University of Liverpool but who submit anyway will not have their application for leave to attend the conference supported.

In the instance that students are named on abstracts with their supervisors it is acknowledged that the supervisors, rather than the students, will be responsible for abstract submission. Nevertheless, if a student is requesting leave to attend to present as part of a group with their supervisor, the School must still be sent a copy of any abstract before permission for leave will be granted. All abstracts must be submitted to the School as soon as possible.

A standard University of Liverpool School of Medicine PowerPoint template is available for presentations on request, and all presentations on behalf of the School should contain the University of Liverpool logo.

Students are encouraged to report presentation successes to the School of Medicine's Engagement Team, for inclusion in the student newsletter (email: [mednews@liverpool.ac.uk](mailto:mednews@liverpool.ac.uk))

#### 4. Intercalating students

While students are intercalating outside of the School of Medicine at the University of Liverpool this policy does not apply, for work done since they left to intercalate. This is because students in this situation do not "belong" to the School of Medicine, and we therefore cannot approve leave for such students.

The School is unable to reimburse conference fees or expenses for work produced during intercalated degrees outside of The University of Liverpool, as this work will belong, and should therefore be presented as, representing the institution where the intercalated degree took place. We therefore cannot fund this work, as it is not presented on behalf of the University of Liverpool.

## 5. Financial support to attend conferences

Students wishing to **attend** a conference may do so by following the instructions to attend conferences highlighted above. However, they will be expected to finance themselves in order to do so.

For students who have gained School of Medicine permission to **present work** on behalf of the University of Liverpool (see section 3) and whose abstract is accepted, the following may be claimed:

- A maximum of £100 towards the cost of the course fee / conference registration.

In accordance with University finance procedures, expense costs must be claimed a maximum of six months after a conference has occurred. Expenses claimed after this time will not be paid.

Reimbursement can be claimed after presentation at a conference. Students must provide, as a minimum, the following documents:

- A copy of the approved presentation
- Confirmation of approval from the SoM (via email: [rs.mbchb@liverpool.ac.uk](mailto:rs.mbchb@liverpool.ac.uk))
- Confirmation of acceptance from the conference organisers
- Confirmation of attendance at the conference
- Completed student bank details form
- Payment request form
- Any other relevant conference related receipts.
- Students should forward all reimbursement related documents to the research and Scholarship team via email: [rs.mbchb@liverpool.ac.uk](mailto:rs.mbchb@liverpool.ac.uk)

Please note that regrettably, we are unable to fund conference attendance for any student who has graduated from the course, even where work has been produced while at Liverpool. We recommend contacting your postgraduate medical education team to see if funding for conferences is available to trainees in your chosen region.

Contact this document's author or your Year Lead if you find any digital content difficult or impossible to use, either directly or with an assistive technology such as a screen reader.

Contact details for all teams and individual staff can be found on the [School website](http://www.liverpool.ac.uk/medicine/contact-us/email/).  
[[www.liverpool.ac.uk/medicine/contact-us/email/](http://www.liverpool.ac.uk/medicine/contact-us/email/)].