

## Virginia Tech Carilion School of Medicine (VTCSOM)

**Statement:** Student Travel for Professional Conferences and Meetings  
**Subject:** Student Affairs  
**Administrator:** A. Knight  
**Rev.:** 2  
**Original date:** 9/1/2010  
**Revision dates:** 1/26/2017

### 1 Policy

The Student Travel Policy applies to students requesting approval to attend professional meetings or conferences.

No student travel will be approved while a student is on academic or non-academic probation. Only one request per student for each of the below categories (I, II, III) will be approved during each academic year. Total days absent for student travel in any one academic year will be limited to a maximum of 5 weekdays. Any absences considered unexcused by the Associate Dean for Student Affairs will count against this 5 day limit. Exceptions to the above limits and restrictions may be approved by the Associate Dean for Student Affairs in consultation with the Senior Dean for Academic Affairs or the Director of Research Education for VTCSOM-supported student travel. If the travel activity is at the request of and with the support of the VTCSOM administration, the process of approval is still necessary, but these days away will not be counted in the 5-day limit.

During Years 1 and 2 of the curriculum, approved travel may not occur during exam week. Travel may be approved during special studies week. However, any necessity for remediation will take precedence over professional conferences or meetings, and could result in the student having to cancel travel plans. Under such circumstances, VTCSOM would not be responsible for any costs incurred by the student. All students who miss classes due to travel are still responsible for preparing all case objectives for their PBL group and for any course work covered during the absence.

During Year 3 and 4 of the curriculum, approved travel may not occur during the final Thursday and Friday of the Clerkship. All students who miss time from rotations due to travel will be responsible for making up the time as determined by the respective Clerkship or Elective Director.

### 2 Procedures

#### I. Requests for conference/meeting travel in which the student is not giving a presentation

- A. To request approval, students are required to submit to the Associate Dean for Student Affairs the Student Time Away Approval Form at least 8 weeks prior to the travel date. These forms are available from the Student Affairs Office or on Blackboard.
- B. Year 1 and Year 2 students requesting to attend a conference who do not have a role as a presenter or a leader/delegate must provide details of the conference, including a conference brochure or other pertinent material,

and the justification for missing classes in order to attend. This request should also include a plan for making up missed classes and course work due to the absence. The request must be approved by the Associate Dean for Student Affairs and the Associate Dean for Medical Education. **These requests will rarely be approved.** If approved, the Senior Dean for Academic Affairs will be contacted regarding the absence.

- C. Year 3 and 4 students rotating on required clerkships or other required rotations requesting to attend a conference who do not have a role as a presenter or a leader/delegate must provide details of the conference, including a conference brochure or any other pertinent material, and the justification for missing the rotation time in order to attend. These requests will be reviewed by the Associate Dean for Student Affairs and the Assistant Dean for Clinical Science - Years 3 and 4 in consultation with the appropriate Clerkship or Elective Director. If a decision is made to approve the request, a plan must be developed for making up required work. **These requests will rarely be approved.** If approved, the Senior Dean for Academic Affairs will be contacted regarding the absence.
- D. VTC SOM will not assume responsibility for any conference/meeting related expenses.

**II. Requests for non-research conference/meeting travel in which the student is giving a presentation or is serving in an official conference capacity, such as an officer or delegate, or as an official VTC SOM representative**

- A. To request approval, students are required to submit to the Associate Dean for Student Affairs the Student Time Away Request Form at least 4 weeks prior to the travel date. These forms are available from the Student Affairs Office or on Blackboard.
- B. Students requesting to attend a non-research conference/meeting who are either a presenter or a representative/delegate will be given utmost consideration.
- C. Year 1 and Year 2 students requesting to attend such a conference/meeting must provide an invitation or letter of acceptance from the sponsoring meeting/conference, a conference/meeting brochure or any other pertinent material, as well as the justification for missing any classes in order to attend. This request should also include a plan for making up missed classes and course work due to the absence and must be approved by the Associate Dean for Student Affairs and the Associate Dean for Medical Education. **These requests will be approved on a case by case basis.** If approved, the Senior Dean for Academic Affairs will be contacted regarding the absence.
- D. Year 3 and 4 students rotating on required clerkships or other required rotations requesting to attend such a conference/meeting must provide an invitation or letter of acceptance from the sponsoring meeting/conference, a conference/meeting brochure or any other pertinent material, as well as the justification for missing any classes in order to attend. In addition to the Associate Dean for Student Affairs, these requests will be reviewed by the Assistant Dean for Clinical Science - Years 3 and 4 in consultation with the appropriate Clerkship or Elective Director. If a decision is made to approve the request, a plan must be developed for making up required work. **These**

- requests will be approved on a case by case basis.** If approved, the Senior Dean for Academic Affairs will be contacted regarding the absence.
- E. Unless the student is being sent to the conference in an official VTCSOM capacity, VTCSOM will not assume responsibility for any conference/meeting related expenses.
  - F. If the conference/meeting expenses are funded in part or in total by VTCSOM, students must follow all the policies and procedures for VTCSOM-supported travel including submitting a Travel Request Form with the Student Time Away Request form. Students are responsible for complying with the guidelines for student reimbursable expenses.
  - G. If approved, the time away will include the day of the presentation or service and a reasonable amount of time to travel to and return from the conference only. Additional time to attend the entire conference may be approved and will only be considered on a case by case basis.
- III. Requests for research conference/meeting travel in which the student is giving a presentation related to their official VTCSOM Research Domain project**
- A. To request approval, students are required to submit to the Associate Dean for Student Affairs the Student Time Away Request Form at least 4 weeks prior to the travel date. These forms are available from the Office of Student Affairs or on Blackboard. The request must be supported by the research mentor as indicated by his/her signature on the form and must include the following:
    - 1. Invitation or letter of acceptance from the sponsoring meeting/conference.
    - 2. Abstract of the research to be presented.
    - 3. Identified funding for the trip.
    - 4. Time/date and location of presentation that the student will deliver either as platform talk or as first author on a poster presentation.
  - B. Students requesting to attend a research conference/meeting for which they are a presenter or co-presenter will be given utmost consideration.
  - C. Year 1 and Year 2 student requests should include a plan for making up missed classes and course work due to absence. **These requests will be approved on a case by case basis.** If approved by the Associate Dean for Student Affairs, these request will be forwarded to the Director of Research Education and then to the Associate Dean for Medical Education for final approval. If approved, the Senior Dean for Academic Affairs will be contacted regarding the absence.
  - D. Year 3 and 4 student requests should include a plan for making up missed classes and course work due to the absence. If approved by the Associate Dean for Student Affairs, these requests will be forwarded to the Director of Research Education. If approved by the Director of Research Education these requests will be forwarded to the Assistant Dean for Clinical Science - Years 3 and 4, in consultation with the appropriate Clerkship or Elective Director for final approval. **These requests will be approved on a case by case basis.** If approved, the Senior Dean for Academic Affairs will be contacted regarding the absence.

- E. (Is there a separate policy for use of the \$1600 available to each student for research travel. If not, details need to go here.)
- F. If the travel or expenses are funded by a sponsoring institution, students must follow all the policies and procedures for supported travel and reimbursement for the sponsoring institution.
- G. If the student desires supplemental funds, the mentor, mentor's departmental chair or Senior Dean for Research may work with the student to identify potential supplemental funding sources.
- H. If approved, the time away will include the day of the presentation and a reasonable amount of time to travel to and return from the conference only. Additional time to attend the entire conference may be approved and will be considered on a case by case basis.