It is the responsibility of the student to report (in writing) all absences from mandatory sessions to the coordinator.

MEDICAL EDUCATION OFFICE CONTACTS
Coordinator, Year 1
E-mail: blocky1@uOttawa.ca
Phone (in case of emergency only): 613-562-5800 x 8126

Coordinator, Year 2
E-mail: blocky2@uOttawa.ca
Phone (in case of emergency only): 613-562-5800 x 8125

EXAMPLE OF A LEAVE REQUEST TO BE SENT VIA EMAIL
From: University of Ottawa e-mail address
Sent: Date
To: blocky#@uOttawa.ca
Subject: Surname, Given name—Stream,—Affected session(s)—Leave request (reason)

Dear Coordinator,

I am writing to request leave for the purpose of (state reason and/or justification). I would like to request an absence on the following (day[s]). Sessions missed would be:

(list missed mandatory sessions here)

Thank you for your consideration and assistance.

Sincerely,

Student’s name
FINANCIAL SUPPORT FOR STUDENTS WHO PRESENT AT A CONFERENCE
There are two bursaries available for students who present at a conference:

- Lorenzo Danis Fund (02298)
- Aesculapian Society Medical Student Conference Fund (03508/03509)

The terms of reference are available on the Online Scholarship and Bursaries.