

**THE UNIVERSITY OF MELBOURNE**

**FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

**SCHOOL OF MEDICINE**

**Policy and Procedures for Leave of Absence (Short and Long)**

**OBJECTIVES:**

This Policy details how the School of Medicine in the Faculty of Medicine, Dentistry and Health Sciences deals with leave of absence requests and return to study after a leave of absence.

**PRINCIPLES:**

<b>LEAVE OF ABSENCE REQUESTS</b>	<ul style="list-style-type: none"><li>• A written request for leave of absence must be delivered or sent to the School of Medicine office on the appropriate form.</li><li>• Only one long leave of absence (one year) can be granted in the course.</li><li>• Normally, only one short leave of absence (up to two weeks) may be granted in any given year.</li><li>• Long leave of absence requests must be submitted at least two months prior to the start of the first semester of the proposed leave period.</li><li>• Short leave of absence requests must normally be submitted at least two weeks prior to the proposed date of commencement of the leave.</li></ul>
<b>DURATION OF LEAVE OF ABSENCE</b>	<ul style="list-style-type: none"><li>• Long leave of absence is for one year (two semesters)</li><li>• Short leave of absence is up to two weeks only.</li></ul>
<b>CONDITIONS OF LEAVE OF ABSENCE</b>	<ul style="list-style-type: none"><li>• During a long leave of absence, the student is not enrolled at the University, so must not undertake any work or study that would form part of the course or for which credit or exemptions could be claimed.</li><li>• Students taking LOA between semesters 10 and 11 are not permitted to do an elective placement while on LOA.</li><li>• Students who take leave of absence in or immediately prior to clinical placements, will not be guaranteed a return to their original or selected clinical school.</li><li>• Students taking a short leave of absence must make up any work or experiences missed during that leave.</li></ul>
<b>APPEAL AGAINST DECISIONS</b>	<ul style="list-style-type: none"><li>• Students may appeal against a decision made under this policy to the Associate Dean (Academic) in the first instance and if necessary, to the Dean and finally to Academic Board. A written appeal to the Associate Dean (Academic) will be responded to within 10 working days of receipt.</li></ul>

## **PROCEDURES**

The School of Medicine administers Leave of Absences requests in the following specific ways:

### **Long (year) leave of absence**

- Students will complete a Leave of Absence form and submit it to the appropriate School of Medicine coordinator (if in semesters 1-7) or their Clinical Dean (if in semesters 8-12)
- Approval will normally be given if this is the first such period of leave. If this is a second or subsequent period of leave, then the student will need to provide documentary evidence that exceptional circumstances exist that provide compelling reasons for this request to be granted. (See list below for guidelines on acceptable circumstances)
- All written requests are forwarded to the Associate Dean (Academic) together with the student record.
- Students are advised in their letter of approval to make contact with the School of Medicine at least two months prior to their scheduled return to advise of their intention to resume studies

### **Short (up to two weeks) leave of absence**

- Students will complete a Short Leave of Absence form and submit it to the subject coordinator (s) (if in semesters 1-7) or their Clinical Dean (if in semesters 8-12)
- The student will need to provide documentary evidence that exceptional circumstances exist that provide compelling reasons for this request to be granted. (see list below for guidelines on acceptable circumstances)
- All written requests are forwarded to the School of Medicine together with the student record.

### **Guidelines for granting leave of absence requests**

1. Family matters (must relate to immediate family)
  - Death
  - Serious illness
  - Birth of own child
  - Other crisis
2. Personal
  - Illness
  - Marriage
  - Representation at State, National or International level in Sports, Arts or other activity.
  - Service-related (for example AMSA representation on government committee)
  - Intern interviews
3. Other circumstances deemed to be exceptional by the approver provided adequate documentation is supplied.