

# APPLICATION FORM

## APPLICATION FOR AN ALLOWED ABSENCE FROM COMPULSORY TEACHING ACTIVITIES

**INSTRUCTIONS**

Attendance at all practical and tutorial classes as well as DVM III courses coordinated by the School of Animal and Veterinary Sciences is **compulsory**. Students are able to apply for an allowed absence from classes for medical, compassionate or other reasons. Students should apply for an allowed leave of absence as soon as they know they will be absent.

If your absence only affects <u>one</u> course you must:	If your absence affects <u>multiple</u> courses you must:
1) Contact the course coordinator as soon as possible and let them know. Course coordinator information can be found at <a href="http://sciences.adelaide.edu.au/study/student-support">sciences.adelaide.edu.au/study/student-support</a> 2) Complete this form and take it (and relevant supporting documentation) to the course coordinator for signing and approval 3) Once signed, this form must be emailed to <a href="mailto:faculty.sciences@adelaide.edu.au">faculty.sciences@adelaide.edu.au</a>	1) Contact the year level coordinator (or program coordinator for Vet Bio) as soon as possible and let them know. 2) Complete this form and take it (and relevant supporting documentation) to the year level coordinator for signing and approval 3) Once signed, this form must be emailed to <a href="mailto:faculty.sciences@adelaide.edu.au">faculty.sciences@adelaide.edu.au</a>

**SECTION 1. DETAILS – please print**

<b>Student ID:</b>	<b>Surname:</b>	<b>First Name:</b>
<b>Program:</b> <input type="checkbox"/> BSc (Animal Behaviour) <input type="checkbox"/> BSc (Animal Science) <input type="checkbox"/> B. Veterinary Technology <input type="checkbox"/> BSc (Vet Bioscience) <input type="checkbox"/> Doctor of Veterinary Medicine <input type="checkbox"/> Other .....	<b>Dates of Absence:</b> <input type="checkbox"/> Single Day ___ / ___ / ___ <input type="checkbox"/> Multiple Days ___ / ___ / ___ to ___ / ___ / ___	
<b>Subject Area &amp; Cat No(s):</b>	<b>Course Title(s):</b>	

<b>Grounds for Absence</b> Please read the Information Section on this form and attach any supporting documentation <input type="checkbox"/> Medical <input type="checkbox"/> Compassionate <input type="checkbox"/> Extenuating Circumstances <input type="checkbox"/> Other	<b>Summary of my circumstances:</b> ..... ..... ..... If more space is required, please attach another page.
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**SECTION 2. STUDENT DECLARATION**

I declare that to the best of my knowledge the information and supporting documents provided in this application are correct, complete and authentic. I authorise the University to obtain further information with respect to my application, and authorise the professional providing the supporting information to release any relevant additional information necessary to assist or clarify my application. I acknowledge that incomplete information may result in the application being returned or rejected, and that submitting deliberately false or misleading information may result in the application being rejected or my enrolment being cancelled.

**Student's signature**..... **Date**.....

**SECTION 3. COURSE COORDINATOR / YEAR LEVEL COORDINATOR / PROGRAM CO ORDINATOR to COMPLETE**

<b>APPROVED</b>  <b>NOT APPROVED</b>	<b>Name:</b>  <b>Signature:</b>	Please tick <input type="checkbox"/> course coordinator <input type="checkbox"/> year level coordinator <input type="checkbox"/> program coordinator
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# INFORMATION

## TIMELINE FOR ABSENCE APPLICATIONS

- You should apply for an allowed absence as soon as the need for one becomes apparent.
- Applications should be made at least 2 days prior to the date of the absence.
- Applications made within 2 days of, or after, the date of the absence will need to show relevant proof of extenuating circumstances (medical, compassionate or other).
- If an allowed absence is not applied for, or not granted, then the student is considered to be absent without permission from the activity and is not able to hand up any assessment items associated with the activity.
- Students that are continuously absent from class without approval may be precluded from being able to sit the final examination and/or being allowed to sit the supplementary examination

## TYPES OF ALLOWED ABSENCES

Type	Information
Medical	<p>Medical absences relate to an accident or illness</p> <p>The Medical Practitioner must not be a close relative or associate of the student ("close relative or associate" includes a partner, spouse, child, sibling, parent, grandparent, uncle or aunt, friend, extended family member, neighbour, partner of child or colleague, and anyone involved in assessment process of student's School.)</p> <p><b>Example of supporting documentation:</b> Medical certificate</p>
Compassionate	<p>Examples of situations which would constitute "compassionate circumstances" include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Major family issues,</li> <li>• Incidence of abuse, violence or assault,</li> <li>• Death of a close relative or friend,</li> <li>• Illness, physical or psychological trauma,</li> <li>• Major issues in personal circumstances beyond the student's control.</li> </ul> <p><b>Examples of supporting documentation:</b> Letter from Education &amp; Welfare Officer, Student Counsellor, or from Disability Liaison Officer or other person qualified to assess and support the application (e.g., Clergy providing grief counselling).</p>
Extenuating Circumstances	<p>Applications for allowed absence from Tutorial / Practical on the basis of "extenuating circumstances" other than those listed below, such as interstate or overseas travel, or a family wedding, are not usually approved.</p> <p>Examples of Extenuating Circumstances include:</p> <ul style="list-style-type: none"> <li>• Religious obligations,</li> <li>• Military service,</li> <li>• University approved Elite Athlete,</li> <li>• Formal legal commitments (e.g., jury duty),</li> <li>• Emergency management agency/service,</li> <li>• Representing the University, state or nation at significant sporting/cultural event.</li> </ul> <p><b>Examples of supporting documentation:</b> Legal document showing legal obligations and time or period for which they apply, Letter from relevant leader (e.g. religious organisation, Military organisation, sporting organisation).</p>
Other	<p>The course coordinator / year level coordinator may <b>/may not</b> grant permission for an absence in other cases such as:</p> <ul style="list-style-type: none"> <li>• Attendance at conferences / relevant events (need to include name of conference / event, location, role at conference such as participant or presenter, why you want to attend, how it will advance your career).</li> <li>• Very important family events (the Coordinator will grant these on a case by case basis, but their decision is final).</li> <li>• Cases where the application is late but there are no extenuating circumstances</li> <li>• Cases where the student is unable to provide independent supporting evidence.</li> </ul> <p>Applications for the above circumstances are not granted automatically and will not be granted lightly.</p>

## APPEALS:

Students wishing to appeal a decision regarding their application may do so under the rules and guidelines provided by the University Student Grievance Resolution Process provided at <http://www.adelaide.edu.au/student/grievance/>.