

## **OBJECTIVES**

This Policy details how the Melbourne Medical School in the Faculty of Medicine, Dentistry and Health Sciences (MDHS) administers Long Leave of Absence (Long LOA) requests, and return to study after a leave of absence.

## **POLICY**

A Long LOA for one academic year (two semesters) may normally be granted only once during the course.

Requests for a Long LOA must be submitted at least two months prior to the start of the first semester of the proposed academic year of leave.

### ***Conditions of Long Leave of Absence***

The conditions of Long LOA are:

- During a Long LOA the student must not be enrolled at the University and must not undertake any work or study that would form part of the course or for which credit or exemptions could be claimed. For more information on the University's leave policy for students, see: <https://policy.unimelb.edu.au/MPF1045>
- Students are not permitted to undertake a clinical elective placement while on a Long LOA
- Students who take a Long LOA in or immediately prior to the clinical years of the course, will not be guaranteed a return to their allocated clinical school.

## **PROCEDURES**

The procedure for applying for Long LOA is as follows:

1. A student requesting a Long LOA and enrolled in:
  - a. Year 1 will complete a Long LOA application form and submit it to the Department of Medical Education with supporting documentation for consideration
  - b. Years 2 - 4 will complete a Long LOA application form, have it approved by the appropriate Director of Medical Student Education/Clinical Dean with supporting documentation for consideration.
2. The application form and supporting documentation will be forwarded to the Head of the Department of Medical Education for consideration.
3. Approval will normally be given if this is the first such period of leave. If this is a second period of leave, then the student will need to provide documentary evidence that exceptional and unforeseen circumstances exist that provide compelling reasons for this request to be granted. Medical certificates completed by any health professional who is related to the student, will not be accepted. Refer to the list below for guidelines on acceptable circumstances.
4. The student will be advised in writing of the outcome of their application and, if approved, advised to make contact with the Melbourne Medical School to inform of their intention to resume studies, at least two months prior to their scheduled return.

## **APPEAL PROCESS:**

- Students may appeal against a decision made under the Melbourne Medical School Long LOA policy in writing within ten working days of the allocation notification.
- Appeals should be addressed and submitted to:  
Leave of Absence Appeals Committee  
Melbourne Medical School  
Level 7, North Wing, Medical Building  
The University of Melbourne VIC 3010
- The Appeals Committee comprises the Head of the Melbourne Medical School (or nominee) Academic Programs Manager of the Melbourne Medical School, and one Clinical School representative.

- An acknowledgement of receipt of the appeal will be sent to the student within three (3) working days of its receipt.
- The student will be notified in writing of the outcome of the appeal within fifteen (15) working days of receipt of the appeal.
- Appeals should comprise a one page cover letter outlining the reason for the appeal, with supporting documentation attached. Verbal appeals will not be considered.
- If a student does not believe that the appeal has been adequately considered, they may follow the formal grievance procedures outlined in the Melbourne Medical School Student Grievance Procedures located at: <http://medicine.unimelb.edu.au/students/policies>

## **GUIDELINES FOR GRANTING LONG LEAVE OF ABSENCE REQUESTS**

Acceptable reasons for consideration of granting a Long Leave of Absence may include:

1. Family matters relating to (must relate to immediate family):
  - serious illness;
  - other crisis.
2. Personal matters relating to:
  - illness;
  - birth of own child.
3. Other circumstances deemed to be exceptional by the approver, provided adequate documentation is supplied.