



Doctor of Medicine and Surgery Program Short Term Program Leave Guidelines

Purpose

This procedure clarifies the process that students in the Doctor of Medicine and Surgery program need to follow in regards to short term unplanned and planned leave requests. This procedure takes precedence over the general leave procedure for other undergraduate and postgraduate programs at the ANU.

The procedures for taking a leave of absence from the Doctor of Medicine and Surgery Program are more stringent than other programs at the ANU. This is because the School has a responsibility to ensure our students graduate and move into the clinical professional environment having met the Australian Medical Council's Graduate Outcomes. Therefore, it is imperative that the school regulates and monitors the conditions of leave to ensure students are not missing out on key learning outcomes and also to ensure the wellbeing of our students is monitored and managed.

Leave Procedure

1. Leave requests less than 3 days

This may occur if students become unwell or are planning to be away for < 3 days for other reasons. Students must advise (by email) their Year Coordinator, Academic and/or Clinical Supervisor and relevant Education Support staff of the dates and reasons for their absence. Education Support Office staff should keep an informal record to identify students who may need support as they are missing out on learning opportunities.

Note:

- Any Rural Stream Student (RSS) who is undertaking a rural placement, either short or long term, must notify their Academic Coordinator, local node administrative staff, education support staff in Canberra, practice where rostered and Clinical Supervisor and complete a planned leave application form.
- It is the responsibility of the student to cover any missed teaching material in their own time.
- Students who miss a compulsory teaching session or clinical activity without prior approval must email their Year Coordinator, Academic and/or Clinical Supervisor, relevant Education Support Office and any other relevant supervisors and staff with a notice explaining the absence. This must be completed within 3 days of the absence.

2. Leave request between 3-5 days

Students must seek approval for leave of 3 days or greater. Approval for this will be considered on a case by case basis.

To apply for leave between 3-5 days a student **must** complete the following steps:

- a. Students must first discuss the leave with the relevant Academic and/or Clinical Supervisor to clarify what they will be missing, the implications, and the plan to make up what will be missed. The outcome of this discussion should be included as supporting documentation when a planned leave application form is submitted.

- b. Complete the Planned Leave Application Form and submit to the Year Coordinator.
- c. If approved, send the completed form to the Year Coordinator, relevant Education Support Office, the Rural Clinical School (RCS) (if applicable) and any other relevant staff.

Notes:

- It is the responsibility of the student to cover any missed teaching material in their own time and the make-up plan should be defined in the planned leave application form.
- Applications for leave may be declined based on the student's prior attendance record, academic record, because the case is insufficiently compelling, because the duration of the planned absence is too great, or clashes with compulsory course requirements.
- If the Year Coordinator denies a planned leave application the student may appeal the decision to the relevant Associate Dean (Phase 1 or 2), whose decision will be final.

3. Leave request greater than 5 days

Approval for leave greater than 5 days will be considered on a case by case basis.

To apply for leave greater than 5 days a student **must** complete the following steps:

- a. Students must first discuss the leave with the relevant Academic and/or Clinical Supervisor to clarify what they will be missing, the implications and the plan to make up what will be missed. The outcome of this discussion should be included as supporting documentation when a planned leave application form is submitted.
- b. Complete the Planned Leave Application Form and submit to the Year Coordinator.
- c. The form will then need to be approved by the respective Associate Dean (Phase 1 or 2). RSS needs to be approved by the Head, RCS.
- d. If approved, send the completed form to the Year Coordinator, the relevant Education Support Office, the RCS (if applicable) and any other relevant staff.

Notes:

- It is the responsibility of the student to cover any missed teaching material in their own time and the make-up plan should be described in the planned leave application form.
- Applications for leave may be declined based on the student's prior attendance record, academic record, because the case is insufficiently compelling, because the duration of the planned absence is too great, or clashes with compulsory course requirements.

If the Year Coordinator and/or Associate Dean denies a planned leave application the student may appeal the decision to the School Director, whose decision will be final.

Education Support Staff Contacts:

Student Administration Office - admissions.smp@anu.edu.au

Education Support Office (Year 1 and 2 students) - enquiries.medicine.smp@anu.edu.au

Clinical Education Support Office (Year 3 and 4 students) - CCS.clinicaleducation3@anu.edu.au OR CCS.clinicaleducation4@anu.edu.au

Rural Clinical School - racs@anu.edu.au

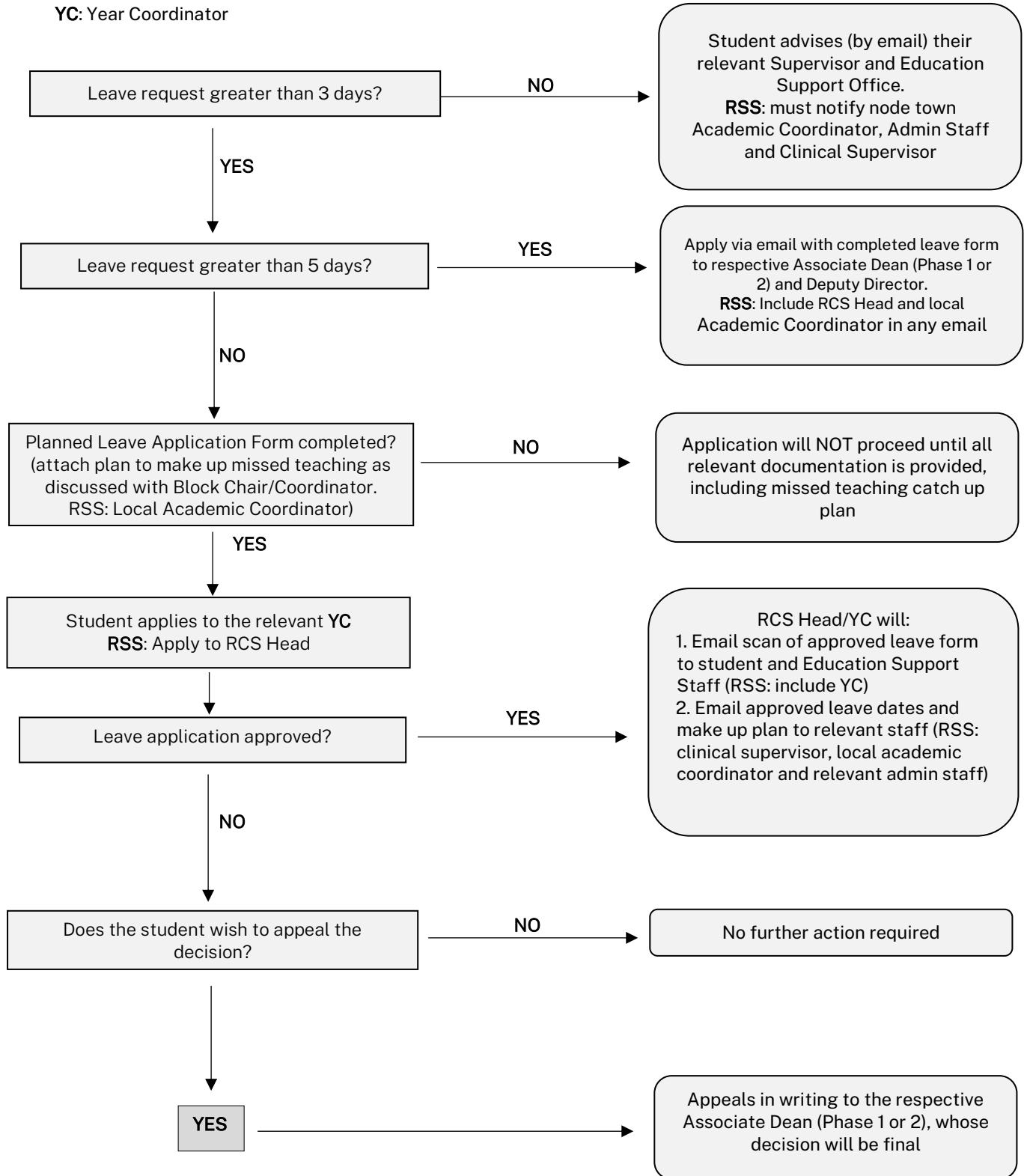
Planned Leave Application Flow Chart

Document Key

RCS: Rural Clinical School

RSS: Rural Stream Student

YC: Year Coordinator



Planned Leave Application Form

Personal Details

Student ID	
Full Name	
Phone	
Year of study	
Current Block	
Rural Placement*	Yes No (please tick)

*Any leave of absence from a student who is on a rural placement (long or short term) must be approved.

Leave Details

Date of Leave	From:	Return:
Reason for leave		

I have discussed the period of leave with Year Coordinator, relevant Block Chair/Coordinator/Academic or Clinical Supervisor and RCS Academic Coordinator (if applicable) and I will undertake the requirements to make up missed teaching in my own time (attach make up plan if required).

Student Signature: _____ Date: _____

Approval

3 – 5 days to be approved by relevant Year Coordinator/Rural Academic Coordinator

Year _____ Student Coordinator or Rural Academic Coordinator

Name: _____

Signature: _____ Date: _____

Greater than 5 days to also be approved by relevant Phase Associate Dean

Year _____ Student Coordinator or Rural Academic Coordinator

Name: _____

Signature: _____ Date: _____

***Any period of leave from a student on a rural placement must be approved by Head, Rural Clinical School**

Name: _____

Signature: _____ Date: _____