Applicants – Please Note:

1) This form should be used by School of Population Health Postgraduate Coursework students wishing to be granted a Leave of Absence in 2007.
2) **2007 Re-enrolling students please note:** you must still accept the re-enrolment terms and conditions via the Student Information System.
3) International students may only apply for Leave of Absence from your course in exceptional circumstances. You should seek advice from International Student Services (tel: 8344 4505 or email: iss-info@unimelb.edu.au) if you need any specific advice about your personal situation.
4) Leave of Absence will automatically withdraw you from any subjects enrolled in during that semester. If you have already enrolled in any subject(s) during the semester in which you are requesting Leave of Absence, please be aware of the following important deadlines:

<table>
<thead>
<tr>
<th>2007 IMPORTANT DEADLINES</th>
<th>1st Semester and Year-long subjects</th>
<th>2nd Semester subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date for withdrawing before incurring a WD (withdrawn) on your academic</td>
<td>Friday 9 March 2007</td>
<td>Friday 3 August 2007</td>
</tr>
<tr>
<td>Last date for withdrawing before incurring a financial liability.</td>
<td>Census Date (Standard Sem 1 Census date is 31 March 2007)</td>
<td>Census Date (Standard Sem 2 Census date is 31 August 2007)</td>
</tr>
<tr>
<td>Last date for withdrawing before incurring a Fail on your academic record.</td>
<td>Friday 4 May 2007</td>
<td>Friday 5 October 2007</td>
</tr>
</tbody>
</table>

**Student Details (please print clearly)**

**Surname:**  
**Given Name(s):**

**Email Address:** ____________________________  
@pgrad.unimelb.edu.au

*Reminder:* Population Health students are reminded to actively check their pgrad email account, or to arrange to have it forwarded to their personal email account. If you are not using this email account you may be missing out on vital information regarding your course and/or subjects.

**What SPH Course are you enrolled in?**

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**Leave Dates Requested**

Please note students are entitled to a **maximum** of 2 semesters of Leave of Absence per course). Requests for extended Leave of Absence must be accompanied by supporting documentation (i.e. letter outlining situation, medical certificate, etc).

- [ ] Semester 1, 2007 (1 January – 22 July 2007)
- [ ] Semester 2, 2007 (23 July – 31 December 2007)
- [ ] Semester 1 & 2, 2007 (All Year) (1 January – 31 December)

**Reason for Leave of Absence**

- [ ] Personal
- [ ] Study Difficulties
- [ ] Health
- [ ] Other (Please specify):

- [ ] Financial
- [ ] Employment Opportunity
- [ ] Travel

Please turn over →
Student Declaration and Signature

I UNDERSTAND the implications of discontinuing from subjects in relation to University’s deadlines concerning the payment of fees (including CSP and Fee-HELP), and UNDERSTAND the dates after which "WITHDRAWN" or "FAIL" will appear on my academic transcript.

Name of Student (Please Print): ....................................................
Signature: ................................................................................ Date: ..........................................................

Course Coordinator Approval

Name of Coordinator: .................................................................
Signature: ................................................................................ Date: ..........................................................

Please return your completed form to:

Academic Programs Office
School of Population Health
Level 4, 207 Bouverie Street
The University of Melbourne
VIC 3010

Or by Fax: +61 3 8344 0824

The University's Privacy Policy can be viewed at:
This website provides detailed information about the contact details, complaints procedures and other aspects of the University's privacy regime.

Academic Programs Office Use Only

Entered on MERLIN: _____ / _____ / _____
Enrolment Record Issued: _____ / _____ / _____
Administrative Officer: _______________________
Leave of Absence/Course Discontinuation Policy

This policy should be read in conjunction with University Council Statute 5.4.10, Statute 11.1, and Statute 11.2 and is not intended in any way as a substitute for Council approved Statutes. (Statutes can be accessed via: http://www.unimelb.edu.au/Statutes/)

1. Leave of Absence

1.1 Definition of Leave of Absence
An interruption of a student’s course of study that has been formally approved by the appropriate School or Faculty

1.2 Parameters of Leave of Absence
Leave of Absence requests will be considered only from students who have completed a minimum of two subjects (25 points). Absence from the course is granted for a maximum period of 2 semesters and only in exceptional cases will this period be extended.

1.3 Procedure for Application for Leave of Absence
A Request for Leave of Absence form is available from the School of Population Health Academic Programs office or the SPH website at: http://www.sph.unimelb.edu.au/postgrad/current/forms.html Before submitting this form, students should check that they comply with the parameters of Leave of Absence conditions and obtain the relevant Course Coordinator’s signature on the form.

1.4 The Formalisation of Leave of Absence
Students will be notified in writing of the approval of their Leave of Absence application.

1.5 Leave of Absence for International Students
International students considering a Leave of Absence should note that this is only approved in exceptional circumstances. Student should read the Information Sheet on Leave of Absence for International Students (available at http://www.services.unimelb.edu.au/international/publications/index.html#infosheets) and contact the University's International Student Services for further advice.

1.6 Return to Study
Students on Leave of Absence are required to inform the Academic Programs Office in writing of their intention to resume their course by 31 October (if on leave until the end of second semester) or by 30 June (if on leave until the end of first semester only). Failure to do so will be interpreted as termination of the course.

1.7 Extension of Leave of Absence in Exceptional Circumstances
An appeal to extend the maximum period of 2 semesters of Leave of Absence will only be considered in exceptional circumstances. Students may appeal in writing to the School of Population Health's Postgraduate Studies Committee (PGSC), detailing their circumstances. Any supporting documents must also be attached. The Committee will make a decision based on the student’s circumstances and students will be notified of the decision in writing.

2. Discontinuation from a Course
Any student intending to discontinue from their course must notify the Academic Programs Office in writing or by completing an “Application to Withdraw Form” available from the Academic Programs Office or the SPH website: http://www.sph.unimelb.edu.au/postgrad/current/forms.html

2.1 Maximum Time for Completion of a Degree
All students commencing a degree must complete their course within ten years, which includes any Leave of Absence periods. Credit points for a degree may only be accumulated for a maximum of ten years. Students enrolled beyond ten years will lose points as subjects taken early in the degree progressively exceed their credit date before degree completion.

2.2 Students Resuming a Degree after a Break (Termination or Abandonment)
Students resuming a discontinued degree will be subject to the current degree requirements and fee structure. Students who resume a degree that they had discontinued will be awarded credit where appropriate. Note that a ten year credit rule applies; all study contributing to a degree must be completed within a ten year time period.