

Student leave guidelines

Participation & Attendance

Expectation

All students enrolled in courses taught by the Elder Conservatorium of Music are expected to actively and positively participate in 100% of required rehearsals, workshops and performances. In courses where Participation & Attendance penalties apply (as defined in the Course Outline), any student who misses more than 40% of required classes will be ineligible for assessment in that course, irrespective of the amount of leave that has been formally approved.

Leave

The Conservatorium recognises that extenuating circumstances may occasionally affect a student's ability to participate in a rehearsal, workshop or performance. In such cases leave may be approved by the relevant staff member.

The following types of leave are applicable:

Sick Leave

- In cases of sickness, the leave form must be submitted within 7 days of your return to classes.
- Students must make every effort to notify the relevant staff member/s of an impending absence due to sickness. Where a rehearsal or performance is involved, leave will only be approved if the relevant staff member is notified before the event.
- Normally, an original medical certificate must be supplied with the leave form to verify the circumstances. The relevant staff member, in cases of absences involving multiple activities or days, may waive the requirement to produce a medical certificate if they have clear evidence of illness and believe that a medical certificate is unnecessary or impossible to obtain.

Compassionate Leave

- Compassionate Leave may be granted at the discretion of the relevant staff member where extenuating circumstances have prevented a student participating in a rehearsal, workshop or performance. Usually this means circumstances which were unforeseen and legitimately beyond anyone's control, however this will not always be the case.
- Where the circumstance is known in advance, approval for leave must be obtained prior to the event.
- In cases such as bereavement or where care of a close family member is required, notification as soon as possible is expected and the form must be submitted within 7 days of your return to classes.

Professional Development Leave

- Professional Development (PD) Leave may be granted in cases where the student has first made a case to the relevant Head for an activity which they believe will be of considerable professional and educational benefit.
- This activity should:
 - be directly related to Conservatorium coursework, or
 - involve coursework or study at a major tertiary national or international music institution, or
 - involve performance, workshops or other relationships and activities with a high profile, national or international artist/s
- The duration of the project may affect approval, particularly for absences greater than one week.
- PD leave will not be granted if the proposed activity conflicts with any commitment/s a student has to a Conservatorium performance where their attendance at rehearsals and the performance itself are a required part of their studies.
- PD leave is only granted in advance of the activity (normally at least 7 days prior). It will NOT be granted retrospectively.
- Final arrangements for any Professional Development commitments must wait until formal approval has been granted by the Head, approval is not necessarily guaranteed.
- Verification will be required as part of the approval process and must be supplied with this form.



Student leave application form

Applying for leave

1. Read the Student Leave Guidelines to ensure that you understand the conditions under which leave is considered.
2. Complete the Personal/Leave Details section of this form.
3. Check with the relevant teaching staff member/Head to see if proof/documentation is required.
4. Attach any supporting documents required and submit to the relevant staff member:
 - If absent from **one** class, submit form to the lecturer/tutor of that class;
 - If absent from **multiple** classes or seeking Professional Development leave, submit form to your Head.
5. If absent from multiple classes, provide a copy of your signed & approved form to all relevant teaching staff.
6. Keep a copy for your own records.

(Please note: leave forms must be submitted directly to academic staff only- do not submit via the Conservatorium office)

Personal / leave details (student to complete)

Name: _____ ID: _____

Phone: _____ Program: _____

Instrument/Specialisation: _____

Leave type: Sick Compassionate Professional Development

Date/s of leave: _____

Details of leave: _____

Documents attached: _____

Signature: _____ Date: _____

HEAD APPROVAL (or teaching staff member for a single course)

Proof attached: Yes No Not required Leave approved: Yes No Date: _____

Name: _____ Signature: _____

- For leave to be approved, all lecturers/teachers/conductors must sign their approval below and tick "Yes" in the right-most column. Please ensure that the lecturer/teacher/conductor of each activity listed receives a copy of the signed and approved form.
- Please note that you may be required to demonstrate that you have caught up on any work missed during your absence.

Name of course/class	Lecturer signature	Approved	
		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>