

# Student Academic Consideration and Student Absence in Phase 1

**Absence of 1 day (with no assignment task due)**

e.g. Illness / Medical Appt.  
car trouble

**Student:**

- Advise UOW Curriculum Officer (NO NEED to put in AC)
- Arrange (if possible) to make up scheduled clinical / academic activities missed.

**Curriculum Officer:**

- Document absence in spreadsheet

**Absence – assignment task due  
OR  
2 days or more**

e.g. **Medical** (e.g. Illness, surgery),  
**Compassionate** Grounds (e.g. unplanned carers responsibility) or **Extenuating Circumstances** (e.g. Legal commitment)  
As per SAC\* Policy.

**Student:**

- Advise GSM staff as appropriate (Chair of Phase 1 or Sub Dean)
- Complete SAC\* via SOLS (A Med Cert or other supporting documentation will be required).

**Other Absences which fall outside the scope of the UOW SAC policy**

The GSM uses the SAC Policy as a basis for approving absence. Absence requests outside the scope of the SAC Policy (i.e. presentation at a medical conference or significant clinical education experience) will be considered on an individual basis and will only be approved in exceptional circumstances.

**Student:**

If you feel you have a strong / exceptional case for absence which falls outside the UOW SAC Policy, email the Chair of Phase 1 with details of your request.

**The Chair may:**

- Discuss student request with the Sub Dean, Curriculum Manager or other relevant party.
- Advise Student of Approval / Non Approval of absence.
- Advise relevant staff members

If the absence IS approved, students MUST make up required activities at a time convenient to the GSM

**NB: If a request for absence is of a confidential or personal nature, a student may elect to go straight to the Phase 1 Chair or Sub Dean for notification or advice.**

GSM Policy on making up missed clinical experiences <http://www.uow.edu.au/gsm/policy/index.html>

\*UOW Student Academic Consideration (Via SOLS) <http://www.uow.edu.au/about/policy/UOW060110.html>