

## Student Academic Consideration and Student Absence in Phase 3

### Absence of 2 days or more in a row must be supported by SAC

#### Compassionate, compelling or extenuating circumstances

As per SAC\* Policy and CCC\*\* Guidelines

### Student for any absences must:

- Advise Regional Placement Facilitator / RAL  
*(Where possible in advance)*
- Advise Practice / Clinical setting  
*(Where possible in advance)*
- Complete SAC via SOLS for 2 days or more in a row  
*(A Med Cert or other supporting documentation will be required)*

### Placement Facilitator:

- Advise RAL / Practice or Clinical setting
- If student has not done so, request they complete SAC via SOLS
- Document absence in spreadsheet and email to the Phase 3 Team at [gm-rcs@uow.edu.au](mailto:gm-rcs@uow.edu.au) after each quarterly assessment (to follow up that SAC was submitted)

**NB: If a request for absence is of a confidential or personal nature, a student or RAL may elect to go straight to the Phase 3 Chair or Head of Students for notification or advice.**

### Other Absences Outside of the Scope of the UOW SAC Policy

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 Head of Students with details of your request ([head-of-students-gm@uow.edu.au](mailto:head-of-students-gm@uow.edu.au)).

### Head of Students:

- Discuss student request with Phase Chair or other relevant party
- Advise Student of Approval / Non Approval of absence
- Advise Phase Chair / Regional Placement Facilitator / RAL of approved absence and requirements to make up placement activities

### Placement Facilitator:

If the absence is approved, ensure student makes up required placement activities at a time convenient to the RAL, Medical Practice or Clinical Setting.

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

\*\*UOW Compassionate and Compelling Circumstances Guidelines <https://documents.uow.edu.au/about/policy/alphalisting/UOW253830.html>

RAL = Regional Academic Leader SAC = Student Academic Consideration CCC = Compassionate and Compelling Circumstances