

# Student Academic Consideration and Student Absence in Phase 4

**Absence (2 days or more) – SPR,PPD, assignment task due**  
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.

**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:**

Given the diverse nature of this Phase and the variety of settings, it is the professional responsibility of each student to notify the Preceptor or relevant contact person should the need arise for leave to be taken. This is in line with normal workplace practice.

**Student:**

- Advise Supervisor or relevant contact person (*Where possible in advance*).
- Advise Practice / Clinical setting.
- Complete SAC\* via SOLS (A Med Cert or other supporting documentation will be required).
- Refer to GSM Policy (see link below)

**Student:**

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

**Sub Dean:**

- Discuss student request with Chair, Curriculum Manager or other relevant party.
- Advise Student of Approval / Non Approval of absence.
- Advise relevant contact person of approved absence and requirement of student to make up placement activities.

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>