



## Leave of Absence Policy

Policy ID	T007
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Scheduled review date	June 2023
Threshold Standard	1.3, 7.2
Responsible person/s	Chief Executive Officer
Appendix A	List of amendments

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### 1. Introduction

This policy describes the provision for students to take a temporary leave of absence from their course of study.

### 2. Purpose

Adelaide Central School of Art recognises that students may require a leave of absence from their course of study in certain circumstances.

This policy provides a framework for managing student leave from the Associate Degree of Visual Art, the Bachelor of Visual Art and the Bachelor of Visual Art (Honours) programs. This policy also provides information on the procedures for applying for leave of absence and for processing applications for leave of absence.

### 3. Scope

This policy applies to domestic students who are enrolled in the Associate Degree of Visual Art, the Bachelor of Visual Art or the Bachelor of Visual Art (Honours) and who wish to take a leave of absence from their studies.

These procedures do not apply to:

- Students who want to withdraw permanently from their course of study
- Students who want to withdraw from some but not all of the units for a specific study period
- Applicants who want to defer the commencement of their course.

### 4. Policy

#### 4.1 Pre-requisites for leave of absence

- 4.1.1 A student may not be granted leave of absence until they have completed at least one semester unit in their course of study.
- 4.1.2 A student who is enrolled in the Bachelor of Visual Art Studio Practice 3.1 or Honours Studio Practice will not be granted leave of absence unless there are compelling circumstances beyond their control that prevent continuation for which evidence is supplied. Studio Practice requires two consecutive semesters of enrolment for sustained development of work to an assessable standard.

#### 4.2 Maximum leave of absence period

Students can apply to take leave from their course of study for up to 12 months.

A student can apply for leave of absence no more than two consecutive times, a total of 2 years absence (four semesters). Each 12 month application must be submitted on the prescribed form and approved by the Academic Administration Manager.

### **4.3 Penalty**

Students who do not re-enrol in their course and do not obtain approved leave of absence will be considered to have discontinued the course. If they wish to resume their course of study in the future, they must submit a written request to recommence their studies (see item 6.6).

## **5. Responsibilities**

- 5.1** The Chief Executive Officer of the School is responsible for ensuring that the Leave of Absence Policy is published in the School's enrolment information and on the School's website.
- 5.2** The Academic Administration Manager is responsible for ensuring that new applicants and enrolled students are informed of their obligation to apply for a leave of absence if they intend to take temporary leave from their course of study.
- 5.3** The student is responsible for monitoring completion of their course of study within the maximum allowable timeframe:
- Associate Degree in Visual Art – 11 years
  - Bachelor of Visual Art – 14 years
  - Bachelor of Visual Art (Honours) – 1 year

## **6. Leave of absence procedures**

- 6.1** Students are required to seek advice from the Student Liaison Officer prior to applying for a leave of absence to confirm that their proposed study pathway will be available following their intermission.
- 6.2** Students must apply for leave of absence by completing the online form prior to the census date of the first semester of leave. Student wishing to take leave after the census date will need to withdraw from their enrolled units and apply for leave of absence commencing the following semester. Students withdrawing from a semester and intending to enrol in the subsequent semester do not need to apply for leave of absence.
- 6.3** An application for leave of absence can be for a period of 6 months (one semester) or for 12 months (two consecutive semesters).
- 6.4** The Academic Administration Manager will assess the application for leave and notify the student within 7 days of the outcome of their application.
- 6.5** Students who are granted approved leave of absence must re-enrol as a continuing student within the stipulated re-enrolment dates.
- 6.6** Students who have discontinued their studies and have not obtained approved leave of absence must submit a written request to recommence their course to the Academic Administration Manager. The Academic Administration Manager will submit the request to the Academic Committee at their next monthly meeting for consideration and approval. Students will be updated on the decision of the Academic Committee within 7 days of the meeting. For a request to be approved, students must demonstrate that there were extenuating circumstances that prevented them from applying for leave of absence within the required timeframe.

## **7. Related Documents**

- Application for Leave of Absence Form

## **Appendix A – Policy Amendments**

1. Version 1: Approved by Board of Governors on 17 June 2019
2. Version 2: Amendments to the Leave of Absence procedures (application process; recommencement process for students without approved leave of absence).