



## Leave of Absence Policy and Procedure

Policy ID	T007
Previous versions	17 June 2019, 2 June 2020
Current version	Approved by the Academic Board, 16 May 2023
Scheduled review date	May 2026
Threshold Standard	1.3, 7.2
Responsible person/s	Chief Executive Officer
Appendix A	List of amendments

### 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 its accredited courses. 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 an accredited course at ACSA 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 successfully completed at least one semester unit in their course of study.

4.1.2 A student who is enrolled in Studio Practice 3.1 or 3.2 in the BVA or Honours Studio Practice 1.1 or 1.2 in the BVA (Hons) 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 the sustained development of work to an assessable standard.

#### 4.2 Maximum leave of absence period

4.2.1 A maximum of four semesters of leave can be approved throughout the duration of a student's course. These semesters can be undertaken consecutively or as separate periods of leave.

4.2.2 A student can apply to take leave from their course for up to two consecutive semesters at any one time.

4.2.3 If a student is not able to re-enrol by the approved date, they must apply for a further period of leave prior to the approved re-enrolment date.

### **4.3 Academic Progression**

4.3.1 A student's academic progression will be considered as part of the leave approval process. If a student is at risk of not meeting the academic progression requirements for their course as a result of the proposed leave period, ACSA reserves the right to:

- a.) Refuse the application for leave, or
- b.) Stipulate enrolment conditions as part of the leave approval.

Refer to the Academic Progression and Enrolment Policy & Procedures for information on academic progression requirements and conditional enrolment procedures.

4.3.2 Periods of leave are counted towards a student's course duration. Maximum allowable timeframes for course completion are as follows:

- Diploma of Visual Art – 6 years
- Associate Degree in Visual Art – 11 years
- Bachelor of Visual Art – 14 years
- Bachelor of Visual Art (Honours) – 1 year

### **4.4 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 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 the Leave of Absence Policy and Procedures are adhered to and updated as required.
- 5.3 The Student Liaison Officer and Students Services Officer are responsible for informing new applicants and enrolled students of their obligation to apply for a leave of absence if they intend to take temporary leave from their course of study.
- 5.4 The Student Services Officer is responsible for processing applications for leave and monitoring recommencements.
- 5.5 The student is responsible for monitoring completion of their course of study within the maximum allowable timeframe.

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

- 6.1 Students are encouraged to seek advice from the Student Liaison Officer or Student Services Officer prior to applying for 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. If a student is enrolled and chooses to withdraw from all units before the census date, they must apply for leave of absence. If a student withdraws from all units after the census date, they are not required to apply for leave for that semester.
- 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 Student Services Officer 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 are responsible for re-enrolling 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 apply to recommence their course by completing the online Variation to Enrolment form. 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. The Academic Director will assess the request based on the information provided in conjunction with the student's academic record. Students will be notified of the outcome of their request within 10 business days.

## **7. Related Documents**

- Application for Leave of Absence Form
- Academic Progression and Enrolment Policy & Procedures

## **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). Approved by Academic Board on 2 June 2020.
3. Version 3: Inclusion of DVA, updates to policy and procedures to align with Academic Progression & Enrolment Policy. Approved by Academic Board on 16 May 2023.