

Notification for SCM Touring Activity
4 weeks notice must be given

- Notification of all SCM Touring Activity must be made to all teachers.
- SCM Touring Activity leave must be approved by the Associate Dean Learning and Teaching and the Pro Dean Performance.
- SCM Touring Activity Leave takes precedence over Professional Activity Leave. A student must not miss more than 4 weeks for ANY form of leave in any one semester.

For more information about leave, see the Sydney Conservatorium Handbook chapter *Rules of the Sydney Conservatorium of Music* (Section 12, Clause 4.5.4).

Students must obtain recommendations and initials from all teaching staff involved. The Associate Dean Learning and Teaching and the Pro Dean Performance must also sign to indicate whether the request is approved or not.

Please collect all recommendations and initials/signatures before submitting this form to Student Administration.

Student Number

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First Name: _____ Surname: _____

Course Code: _____ Course Name: _____

Mobile Number: _____ USyd Email _____@uni.sydney.edu.au

Are you an international student? YES / NO (please circle)

Principal Study _____ Year of course 1 2 3 4
(please circle)

Length of leave requested _____ day(s) / week(s) (indicate number and circle 'days' or 'weeks' up to a maximum 4 weeks)

First day of leave _____ / _____ / _____ Last day of leave _____ / _____ / _____

I wish to apply for Professional Activity Leave from my studies in the above course for the following reason(s):
(Documentary evidence in support of the application must be attached)

Student's signature _____ Date _____

RECOMMENDATIONS		<i>Recommend</i>		
<i>Class missed</i>	<i>Teacher</i>	<i>YES/NO</i>	<i>Conditions if recommended</i>	<i>Teacher's initials</i>

Associate Dean L&T's approval YES / NO (please circle)

Associate Dean's signature: _____ Date: _____

Pro Dean Performance's approval YES / NO (please circle)

Pro Dean's signature: _____ Date: _____