

## STUDENT ABSENCE FROM COMPULSORY CLASSES

The Faculty of Veterinary Science has attendance requirements for practicals, tutorials and lectures that students are required to meet. Students must attend 100% of all practicals and tutorials and 90% of lectures. Failure to meet these attendance requirements without excuse may result in failure of a unit of study. Whilst failure to complete an assessment task at the prescribed time due to illness or misadventure can be covered by an application for special consideration supported by appropriate supporting documentation, an absence from class, particularly involving an absence of a week or more can be covered by completion of a Leave of Absence form again supported by appropriate documentation. There have been instances of students requesting permission for a leave of absence to attend conferences or meeting with a perceived educational or professional benefit. This policy seeks to standardize the process and grounds whereby the decision to allow the student leave of absence is made.

A student wishing to absent themselves from attending compulsory classes which would lead to them contravening the attendance requirements to attend an event with a perceived educational or professional benefit should submit at least 4 weeks before the proposed event an application to the Faculty Office that:

1. outlines the nature and scope of the event and how they will benefit from attending
2. lists the classes missed during the absence
3. demonstrates how the student will make up the material missed during their absence

The application will be judged by a committee consisting of the Associate Deans of Learning & Teaching, Research, Students and the appropriate year co-ordinator who will determine if the event has sufficient merit to warrant the student's attendance. The committee will not accept an application if it results in a student missing an assessable task.

The committee will inform the student of the outcome of the request. Should the student be permitted to absent themselves they must have a Leave of Absence form signed off by all co-ordinators of the units of study in which they are enrolled. The sanctioning of the absence by the Faculty does not absolve the student from the responsibility to ensure that they make up the missed material. Should the student subsequently achieve a fail, the sanctioning of the absence by the Faculty can not be used as a contributing factor.