

MBBS Non-Attendance Years 1-2-3

For unplanned absence, this form must be lodged within three (3) business days of non-attendance of scheduled sessions or clinical placement.

For planned absence, this form must be completed **and approved** fifteen (15) business days prior to the period for which absence is sought.

**Student Details**

Family Name First Name

Student ID Student Email @student.adelaide.edu.au

Year Level 1 2 3

**Circumstance for Absence**

**Please tick** (✓)

[Medical](http://www.adelaide.edu.au/policies/3303/)\*

[Compassionate](http://www.adelaide.edu.au/policies/3303/)\*\*

[Extenuating](http://www.adelaide.edu.au/policies/3303/)\*\*

A brief statement must be provided for compassionate or extenuating circumstances.

**Session/s / Placement Not Attended**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE OF ABSCENCE** | **CBL** | **MPPD** | **RESOURCE** | **CLINICAL**  **SKILLS** | **CLINICAL PLACEMENT** |
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**Student Declaration**

\* A student may be asked to provide a medical certificate from a registered health practitioner for each day of medical leave where a pattern of leave has been established.

\*\* I have attached or submitted supporting documentation/evidence or a written statement to accompany my absence application.

**Student Signature** **Date**

**Submission**

**Please submit by email to** [**MBBS\_absences@adelaide.edu.au**](mailto:MBBS_absences@adelaide.edu.au) **Staff will be in contact via email if there is any concern over your attendance.**

*Please Note:*Responses for absence requiring approval will be provided via student email only. Approval must be granted prior to taking a planned absences.

*All absences (planned or unplanned) must be documented*. Undocumented absenceswill result in the absence being recorded as unsubstantiated.