**Clinical Placement Non-Attendance**

1. **Student details**

Family Name First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Type of Student (please tick applicable): □ International □ Domestic

Year Level: □ 1 □ 2 □ 3

□ Bachelor of Nursing/Master of Clinical Nursing

□ Master of Psychology (Health/Clinical/Organisational & Human Factors)

□ Master of Counselling and Psychotherapy

1. **Circumstance for non-attendance**

**Please tick** (✓)

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

Medical Circumstances including serious illness, injury or hospitalisation of the student.

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

Being those which lead to serious suffering or misfortune which were outside of the student's immediate control, including but not limited to:

1) death or life threatening injury or illness of an immediate family member or a member of the student's household;

2) serious illness or injury of a dependent of the student which requires the student to provide care;

3) traumatic experiences including being a victim of a serious crime or involvement in a serious accident;

4) natural disasters or a major political upheaval in a student's home country;

5) significant disruption to a student's domestic arrangements;

6) substantial and unanticipated financial hardship; or

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

Being events beyond the University's control that compromise an assessment process, or significant commitments or obligations which are outside of the student's control, including but not limited to:

1) religious obligations;

2) formal legal obligations;

3) military service commitments (including Army Reserve);

4) service with a recognised emergency management service (including CFS or SES);

5) representing the University, State or nation at a significant sporting or cultural event;

6) being an approved [elite athlete](https://www.adelaide.edu.au/eliteathletes/) preparing for or participating in a sporting event or attending a sporting commitment;

7) a timetable clash for tests or examinations.

* Conference (Psychology only)

*NB: Form must be submitted 15 business days prior to proposed leave if known otherwise 3 business days after returning from leave. Nursing students please upload the form to SONIA under ‘Documents’ and email your clinical lecturer to advise – for all other students please email the form to* *cpteam@adelaide.edu.au**.*



**Please indicate the Placement for which you will be absent**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/s Absent** | **Placement description** | **Coordinator/****Supervisor Name** | **Coordinator/****Supervisor Signature**  |
|  |  |  |  |
|  |  |  |  |

***Make-up plan for missed learning discussed with Supervisor/Clinical Lecturer □ Yes □ No***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**4. Student Declaration**

□ I have provided supporting evidence to accompany my non-attendance (more than 3 days sick leave will require a medical certificate)

**Student Signature: Date:**

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| --- |
| ***Office Use Only:*** *Please indicate if leave puts students hours at risk* □ Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ No  |