## DOCTOR OF MEDICINE SHORT LEAVE OF ABSENCE FORM YEARS 2 - 4



Students who are absent for a short period of time must apply for a Short Leave of Absence. All applications for short leaves of absence must be approved by the relevant Clinical Dean/Director of Medical Student Education (DMSE) or Term Coordinator as specified in policy.

Students must refer to the Leave of Absence Policy and Procedures prior to completing and submitting this form. This policy is available at <a href="http://www.medicine.unimelb.edu.au/currentmd/policies.html">http://www.medicine.unimelb.edu.au/currentmd/policies.html</a>.

Student name: Student number:
Address:
Email: Telephone:  Clinical School: (please tick if applicable) MD Year level:
Austin Northern RMH Western SVH RCS
I wish to apply for Short Leave of Absence from:// to//  Reason for application (please attach supporting documents):
Student signature: Date:
ENDORSED BY CLINICAL DEAN/DMSE (Years 2 and 4) or TERM COORDINATOR (Year 3):
Name (please print): Signature:
Assessment scheduled during period of leave (circle): Yes No (If yes answered above please note assessment implications as per the Leave of Absense Policy)
Submit completed form to your Clinical School Office. Written confirmation of the outcome of your application will be sent.
Office use only: Approved/Not Approved by Director, Medical Education Unit: