



Application for Professional Placement Variation

This form must be completed by those students who, due to **extenuating circumstances**, need to apply for a variation to the scheduled placement dates for their course.

All applications will be assessed on a case by case basis by the Student Advisor and should be made at **the beginning of each academic year** or where applicable – **at least 6 weeks prior to commencement of a scheduled placement** unless evidence can be provided that the need for placement variation has occurred recently (ie within the last 6 weeks). All applicants will be advised via their Monash University student email as to their application outcome.

Please note that work commitments and related matters will NOT be considered as a case for placement variation.

APPLICATION TO VARY PLACEMENT DATES

As Professional Placements are an integral part of your course, many of your assignments and tutorial activities will draw directly on your experiences in the placement setting. The dates of the placements have been decided to ensure that your experiences complement the theoretical component of your course and to provide adequate follow-up time for reflection, discussion and analysis. Students making an application to vary their placement dates **must have mitigating circumstances to warrant such a variation.**

REQUIRED APPLICATION DOCUMENTATION

All applications must be supported by appropriate documentation and/or evidence from a qualified practitioner (ie medical or a psychologist) registered with a recognised body. Other acceptable documents may include a Statutory Declaration. Certificates signed by family members are not acceptable.

Title: _____ Surname: _____ First Names: _____

Monash Student ID: _____ Monash Student email: _____

Contact Telephone Number: Home _____ Mobile _____

Course: Early Childhood Primary Secondary P-10

Campus: Clayton Gippsland Peninsula Berwick

Name of Placement you are requesting a variation for:

Unit Code: _____ Unit Name: _____

Scheduled Dates of Placement: From _____ To _____

Proposed Dates of Placement: From _____ To _____

Please detail your grounds for applying for placement variation - (attach if insufficient space).

Please indicate attachments: Medical Certificate Statutory Declaration Other

Signature: _____ Date: _____

How to submit this application form:

1. Login to ask.monash
2. Select the "Ask a Question" tab
3. Choose "Student Administration" from the category drop-down list
4. Type or copy/paste the following into the question field: PEO Form
5. Attach your scanned forms (maximum size limit is 3 MB per form).

Privacy Collection Statement: The information on this form is collected for the primary purpose of organising your teaching placement. If you choose not to provide all the information requested on this form, it may not be possible for the Faculty of Education to arrange a suitable teaching placement. Personal information may also be disclosed to the school which you will undertake your placement. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

STUDENT ADVISOR/PEA USE ONLY

Variation Approved: Yes No (if no please provide a reason so the PEO may inform the student)

Comments:

Name:

Signature:

Date:

PPO USE ONLY

Date Student Notified:

New Placement Dates: From: To:

Name:

Signature:

Date:

NB: copy of correspondence to student advising of the application outcome must be filed with the original student application & Student Advisor/PEA decision.