

## 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 Name: \_\_\_\_\_

Campus: ☐ Clayton ☐ Peninsula ☐ Singapore

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).

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Please indicate attachments: ☐ Medical Certificate ☐ Statutory Declaration ☐ Other

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**How to submit this application form:**

1. Login to [ask.monash](https://ask.monash.edu)
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.

Monash University values the privacy of every individual's personal information and is committed to the protection of that information from unauthorized use and disclosure, except where permitted by law. For more information about the handling of your personal information, please see the [Student Data Protection and Privacy Collection Statement](#). For more information about Data Protection and Privacy at Monash University, please see our [Data Protection and Privacy Procedure](#).

If you have any questions about how Monash University is collecting and handling your personal information, please contact your Data Protection and Privacy Office at [dataprotectionofficer@monash.edu](mailto:dataprotectionofficer@monash.edu)