

Medicine Student Conference Leave

Background information

There is no provision in University regulations for students to be absent on "Conference Leave". The following principles have been developed by the Faculty for the Medicine program.

Agreed principles

1. Only one week of conference leave per year will be permitted except in exceptional circumstances.
2. Approval for conference leave is at the "local" level.
 - In Year 1 and 2, this will be done by the Year 1,2 Year level coordinator or delegate;
 - In Year A, this will be done by the Year A coordinator;
 - In Year 3B, this will be done by the DCT (or delegate) of the Clinical School where the student is placed.
 - In Year 4C, 2 stage sign off:
 - Stage 1 sign off by the Discipline head or the rotation academic coordinator of the rotation affected by the leave application;
 - Stage 2 sign off by site DCT.
 - In Year 5D, this will be done by the DCT (or delegate) of the Clinical School where the student is undertaking the affected rotation.
3. Conference leave is absence. Students who fall below the attendance hurdle level (90% Year 3B, 80% Year 4C and Year 5D) because of conference leave will have their conference leave taken into consideration, but are not immune from failing the attendance hurdle requirement.
4. Students who are on Level 2 or 3 of the Faculty's Professional Behaviour Intervention Procedure will not be permitted to take conference leave - even if they meet the criteria below.
5. Students presenting a paper or a poster at a conference will generally have their leave approved, and students who are part of a research group whose work is being presented will generally have their leave approved.
6. Students who fail a year will not, in general, have conference leave approved in the subsequent ("repeating") year.
7. The Australian Medical Students' Association annual conference is recognised as a significant opportunity for our medical students to mix with their peers from other Universities. Application to attend the AMSA conference will be viewed sympathetically, and will take into account previous attendance, formal role with MUMUS or AMSA, and the student's current academic and professional performance.
8. After an application for conference leave has been approved or rejected, the central Faculty database will be updated.



Medicine Student Conference Leave Application form

PLEASE NOTE: This is an application form only and **does not** constitute approval. A decision on this application will be notified by email to your Monash Student e-mail account. Please ensure that all required documentation is submitted with your application to prevent delays in processing.

Year 1 & 2: Please submit the completed form Reception, Building 15 Clayton Campus.

Year A: Please submit to Reception at Churchill campus.

Clinical Years: Please submit to Clinical Site/Discipline Administrator **at the site where you will be when taking this leave.** Year 4C must have Stage 1 and Stage 2 signed off before approval is complete. Queries should be directed to the clinical school where the leave will be taken.

Applications **MUST** be received no later than **four weeks** prior to your requested leave. Late applications will be rejected. If your conference is overseas you must complete the online Monash Abroad application form, students will be sent the link to the online Monash Abroad application in their conference leave approval email which they will receive from the site if their conference leave is approved. When completing the online application you will need to select '0' under 'Credit points you will receive'.

Faculty funding is NOT available to support conference attendance for students. Please do not email senior staff requesting funding. For further information see Section 7.

Section 1: Student Details

Monash ID: _____ Current year of Medical Course: _____

Family name: _____ Title: _____

Given Name: _____

Email Address: _____ Contact Phone No: _____

Section 2: Conference Details

Conference Name: _____ Location: _____

Please attach conference flyer (must include website address)

Conference Dates: From: ___/___/___ To: ___/___/___

Requested Leave: From: ___/___/___ To: ___/___/___

BRIEF description of the conference and why you feel your attendance will benefit your medicine studies:

Are you presenting or submitting a poster at this conference (please tick) Yes No

If yes, please attach proof of acceptance of paper/poster.

Student Declaration: I declare that the information supplied on this form and the information given in support of my application is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in the withdrawal of approved Conference Leave.

Signature: _____

Date: ___/___/_____

Year 5D students only: Conference leave cannot be granted to students if it clashes with MED5102 Simulated Centre sessions, Palliative Care Lecture Day or Inter-professional Days. The Faculty Central office will try to amend sessions where clashes occur. However if this is not possible conference leave will not be approved.

I have checked Allocate+ to ensure I have no MED5102 Simulated Centre sessions, Palliative Care Lecture Day or Inter-professional Days dates clashes. Yes

Section 3: Academic Approval

Stage 1 - Year 4C ONLY

Sign off for Year 4C by Discipline Head or rotation academic	
Accept Application: <input type="checkbox"/>	Reject Application: <input type="checkbox"/>
Comments: _____ _____	
Authorised Signature: _____	Date: ___/___/_____
Name of authorizer (please print): _____	

Stage 2 - All years

Accept Application: <input type="checkbox"/>	Reject Application: <input type="checkbox"/>
Comments: _____ _____	
Authorised Signature: _____	Date: ___/___/_____
Name of authorizer (please print): _____	
For Year 1 & 2 – The Year 1,2 Year Coordinator or delegate; For Year A – The Year A Coordinator; For Year 3B, 4C and 5D- the DCT (or delegate) of the Clinical School affected by the leave application.	

Section 4: Study Management Plan

All clinical year students requesting conference leave must submit a Study Management Plan that details how you intend to make up for missed academic content during your absence. Please complete below, have your plan **signed off by your supervisor** and submit with this application.

Monash ID: _____

Current year of Medical Course: _____

Name: _____

Study Plan: _____

*Academic Signature: _____

Date of approval: ____/____/____

Name (Please print): _____

Email address: _____

Contact number: _____

- * Year 1, 2 & A - Academic coordinator
- Year 3B - Director of Clinical Teaching at your site.
- Year 4C - Discipline Head or rotation academic coordinator for the rotation affected by the leave application.
- Year 5D - Director of Clinical Teaching at your placement site.

Section 5: Student Checklist

- Completed sections 1, 2 & 4 of this form.
- Attached conference flyer (including website address).
- Attached proof of acceptance of paper/poster if presenting or submitting.
- For Year 5D students: have checked Allocate+ to ensure I have no Aged Care Out of Hospital Visits, Palliative Care or MED5102 sessions.
- For Year 4C and 5D student: have obtained Stage 1 approval.

Section 6: Staff Use Only

1. Checked Google spread sheet to see if previous conference leave has been applied for.
2. Checked student's attendance record.
3. Checked Google spreadsheet 'Flagged Student List' to establish if student is on Level 2 or 3 of the Faculty's Professional Behaviour register.
4. Checked with student or Allocate+ about MED5102 session date clashes.
5. For Year 4C and 5D students: make sure Stage 1 approval has been obtained.
6. Submitted the form to appropriate academic supervisor or delegate.
7. Notified student of application outcome by email, including the Monash Abroad online application link if overseas conference.
8. Recorded on Google spread sheet.
9. Filed application to student's Record Manager file.

Processed by: _____

Date: ____/____/____

Section 7: Conference Funding

- Information on Faculty Travel Bursaries is available on the Monash University Scholarships web site at <http://www.adm.monash.edu/scholarships/applicants/travelscholarships.html>
- Monash Abroad provide travel grants for overseas conferences - see <https://monash.edu/study-abroad/outbound/financial/monash-abroad-travel-scholarship/>
- Limited funding, for humanitarian focused conferences only, may be available from the Faculty. Email fmnhs-dde@monash.edu