

# Faculty of Law – Melbourne Law Masters



The University's privacy statement with regards to student information can be viewed at <http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>

## Application for Leave of Absence

Student ID number:  Date of Birth:

Surname:

Given Names:

Contact Telephone Number/s:

Course in which you are currently enrolled:

Students should refer to the Course Rules in relation to Leave of Absence. An extract from the rules has been provided on the second page for your reference.

### List the semesters for which you are applying for Leave:

**Semester One** includes the months from January to June

**Semester Two** includes the months from July to December.

If you are not enrolled in at least one subject during a Semester you must take Leave of Absence for that Semester.

Semester	Year

Please tick if you would like to be sent an application for refund of fees. Unused fees will be carried forward where a refund is not sought. For further information on refunds, please refer to the University's fee policy at <http://www.futurestudents.unimelb.edu.au/aust/fees/policy/index.html>

Briefly state reasons for requesting Leave of Absence:


You will be notified via your University of Melbourne email account of the outcome of your application. Students can activate their accounts at: <http://accounts.unimelb.edu.au/>.

**Do we have your current contact details?** You can check and update your contact details under the 'Admin' tab on the Student Portal at: [www.portal.unimelb.edu.au](http://www.portal.unimelb.edu.au). **Please ensure you keep your details up to date as you may be sent important information regarding your enrolment during your period of leave.**

### Student Signature and Declaration:

I have read and understood the Course Rules in relation to Leave of Absence and authorise the University to make the amendments listed above to my enrolment. I understand approval is subject to the rules regarding Leave of Absence and that once I have used up my leave entitlement I will be required to discontinue from my course:

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

#### Office Use:

Approved? Yes / No Initials: \_\_\_\_\_

Merlin Updated \_\_\_\_\_ Student Notified: \_\_\_\_\_

Student's last period of Leave? \_\_\_\_\_

Please send your completed form to:  
Melbourne Law Masters Office  
Faculty of Law  
The University of Melbourne VIC 3010  
Or fax to: +61 3 9347 9129

Ph: +61 3 8344 6190/4687  
Email: [law-masters@unimelb.edu.au](mailto:law-masters@unimelb.edu.au)

## **Policy on Leave of Absence:**

### **Extract From the Melbourne Law Masters Working Rules:**

#### **6.2 When is Leave of Absence Applicable?**

Coursework students must be enrolled in at least one subject per semester. Candidates who are unable to undertake a subject in a semester are required to take Leave of Absence. Candidates who have already used their full leave entitlement (as set out in 6.3) will be required to discontinue from their course (see section 6.4).

Students who are on a waiting list for a subject (see section 5.2.2) and are not also enrolled in any other subjects in a semester must apply for Leave of Absence. Should they subsequently gain a place in a subject the applicable period of leave will be deleted.

#### **6.3 Duration of Leave/Leave Entitlement**

Masters by Coursework candidates may take up to 3 semesters Leave of Absence. Graduate Diploma candidates may take up to 2 semesters of Leave.

The period of leave is counted over the total duration of a student's enrolment in the Melbourne Law Masters Program. Therefore if a candidate transfers between courses their leave balance is counted across the old and new courses.

Should a candidate discontinue their enrolment and be re-admitted to their course they will be entitled to 2 semesters leave (for Masters candidates) or 1 semesters leave (for Graduate Diploma candidates) from the time of their recommencement. They will not be able to carry forward any outstanding leave prior to their discontinuation.

Candidates who complete one course and then commence a new course will be entitled to the full period of leave applicable for the new course. They will not be able to carry forward any outstanding leave from the prior course undertaken.

#### **6.4 What happens if a Student Exceeds their Leave Entitlement?**

Except in special circumstances, candidates who exceed their leave entitlement as set out in section 6.3 will be requested to discontinue their enrolment and to re-apply to resume candidature when they are ready to continue.

#### **6.5 Access to University facilities while on Leave of Absence**

Candidates on Leave of Absence should note they will not have access to University facilities during the period of leave, for example, IT services, email and library borrowing rights.

Where a student requires access to these facilities while on leave, for example they are still completing a subject from the previous semester, they should contact the Program Manager, Melbourne Law Masters to make appropriate arrangements.

#### **6.6 Deferrals prior to course commencement**

A candidate will not normally be permitted to defer their enrolment prior to the commencement of their course. To hold a place in the course they must apply for Leave of Absence or re-apply for admission once they are able to take up their studies.

Exceptions will be made where students are not able to gain immediate entry to a subject that is compulsory for their course or there are no subjects available for their particular course in the semester of commencement (for example the subject is already fully enrolled or is not run in the semester the student is commencing). Exceptions will not be granted if a candidate is unable to undertake any subjects in the semester of commencement due to work commitments or for personal reasons.