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. 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, 2 stage sign off:
     - Stage 1 sign off by rotation supervisor of the affected rotation;
     - Stage 2 sign off by site DCT.

2. Conference leave is absence. Students who fall below 80% attendance because of conference leave will have their conference leave taken into consideration, but are not immune from failing the attendance hurdle requirement.

3. 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.

4. 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.

5. Students who fail a year will not, in general, have conference leave approved in the subsequent ("repeating") year.

6. 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.

7. 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 and 5D 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 & Year 5D ONLY

<table>
<thead>
<tr>
<th>Sign off for</th>
<th>Year 4C by</th>
<th>Discipline Head or rotation academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 5D by</td>
<td>rotation supervisor of the affected rotation</td>
<td></td>
</tr>
</tbody>
</table>

Accept Application: □  Reject Application: □

Comments:

________________________________________________________________________________________

________________________________________________________________________________________

Authorised Signature: ____________________________  Date: ____/____/_____

Name of authorizer (please print): ____________________________

#### Stage 2 - All years

Accept Application: □  Reject Application: □

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 - Rotation supervisor of the rotation affected by the leave application.
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 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