

LEAVE OF ABSENCE PROCEDURE

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1 PURPOSE

- 1.1 This procedure outlines how CQUniversity will manage [leave of absences](#) from study.

2 SCOPE

- 2.1 This policy and procedure applies to students studying a higher education coursework course at CQUniversity.
- 2.2 This policy and procedure does not apply to students applying for deferment of commencement of studies.

3 PROCEDURE

Domestic students (including Jakarta Executive Business Training Centre and distance/online students)

- 3.1 A [leave of absence](#) may be granted for a maximum of 12 months during the total duration of a student's course. Students are responsible for monitoring completion of their degree within the maximum allowed timeframe.
- 3.2 A leave of absence may be granted for domestic students (including domestic students at the Jakarta Executive Business Training Centre (Jakarta EBTC) or distance/online students) who:
- have been enrolled for at least one study period at CQUniversity
 - have successfully completed/passed units in the course
 - are meeting course requirements in accordance with University policy documents, and
 - are enrolled in a course that allows approved leave of absence.

- 3.3 Students requesting a leave of absence must submit either the:
- [HE Leave of Absence \(Domestic Students\) Application Form](#) – for domestic students, or
 - [Leave of Absence \(Jakarta EBTC\) Application Form](#) – for domestic Jakarta students

Absent without leave (AWOL)

- 3.4 Students who fail to enrol in two consecutive study periods in their course will be placed on automated leave for 12 months.
- 3.5 Written advice will be issued to all students placed on automated leave.
- 3.6 Students who do not return to their studies from automated leave will be withdrawn from their course. Students wishing to return after this time will need to apply for re-admission in line with the [Admission to Coursework Courses Policy and Procedure](#).

International students

- 3.7 A [leave of absence](#) may be granted for one study period at a time, and up to a maximum of 12 months during the total duration of the student's course. Students are responsible for ensuring their course is completed within the timeframe specified on their confirmation of enrolment (CoE).
- 3.8 A leave of absence may be granted for international students who:
- have been enrolled for at least one study period
 - have successfully completed/passed units in the course
 - are meeting course requirements in accordance with University policy documents, and
 - are able to demonstrate documented grounds as listed in section 3.9 (no other grounds will be accepted).
- 3.9 Students may request a leave of absence for either medical grounds or exceptional circumstances. To request a leave of absence, students must submit both the [Leave of Absence Request Form](#) and a [Commonwealth Statutory Declaration Form](#), including all required supporting documentation (original or certified copies). Supporting documentation may include:
- medical certificate or supporting documentation from a registered psychologist/medical practitioner (including their provider number)
 - death certificate
 - police or psychologist's report
 - copy of airline departure tickets/boarding passes, or
 - other documentation supporting [compassionate or compelling circumstances](#).
- 3.10 Students may also be required to attend an interview process with the Student Engagement Directorate on their nominated campus prior to a leave of absence being granted.
- 3.11 Students who fail to return to studies at the commencement of the agreed study period will be withdrawn from their course, and a report made to the [Department of Home Affairs](#).
- 3.12 International students applying for a leave of absence will be advised in writing that undertaking a period of leave may affect their student visa. The University will provide information about a student's leave of absence to the [Department of Home Affairs](#), who may seek further information about the reasons for the period of leave to ensure that the student has left Australia. Students must check with the Embassy in their home country, regarding the status of their student visa, before attempting to return to Australia.

Applications

- 3.13 Applications for a [leave of absence](#), including all supporting documentation, must be submitted no later than the census date of the applicable study period.

- 3.14 Applications received after the census date will not be considered. Students applying for a leave of absence after the census date may be able to apply for consideration of special circumstances to remove any academic penalty or financial liability. Refer to the [Consideration of Special Circumstances Policy and Procedure](#).
- 3.15 Students who have a deferred or supplementary examination scheduled during the period of approved leave of absence will not be eligible to have their deferred or supplementary examination postponed to a later date.
- 3.16 Student Engagement Team Leaders will review and determine leave of absence requests.
- 3.17 Students will be notified of the outcome, in writing, including the reasons for the decision.

Appeals

- 3.18 Students dissatisfied with the outcome of the [leave of absence](#) request may appeal the decision if they can:
- submit new, additional, or different reasons or documentation than that already considered by the original decision-maker, or
 - demonstrate that the University did not follow due process.
- 3.19 Appeal applications, including any supporting documentation, must be submitted within 10 working days of receiving official notification from the University of the decision. Applications can be sent to:
- studentoperations@cqu.edu.au – for domestic students (including Jakarta EBTC and distance/online students), or
 - studentengagement@cqu.edu.au or to the Student Engagement Team Leader at the relevant campus – for international students.
- 3.20 The Director Student Engagement will assign a decision-maker who was not involved in the original decision to consider the appeal.
- 3.21 Students will be notified of the appeal outcome, in writing, including the reasons for the decision, and any further external appeal mechanisms available if the appeal is denied.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director Student Engagement and Director Student Central are responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 4.2 The Student Central Directorate, Student Engagement Directorate and International Compliance Team are responsible for ongoing monitoring and audits.
- 4.3 International students who have been approved for a leave of absence (including students with approved withdrawal without academic penalty) will be reported to the [Department of Home Affairs](#) via the [Provider Registration and International Student Management System](#) (PRISMS).

Records management

- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Leave of absence: an authorised break from study where enrolment is discontinued for a maximum of 12 calendar months, and it is the student's intention to return to studies at the end of the approved leave period.

6 RELATED LEGISLATION AND DOCUMENTS

[Admission to Coursework Courses Policy and Procedure](#)

[Commonwealth Statutory Declaration Form](#)

[Consideration of Special Circumstances Policy and Procedure](#)

[Education Services for Overseas Students \(ESOS\) Act 2000](#) (Cwlth)

[HE Leave of Absence Application Form](#) (for domestic and distance/online students)

[Higher Education Support Act 2003](#) (Cwlth)

[Leave of Absence \(Jakarta EBTC\) Application Form](#) (for domestic Jakarta students)

[Leave of Absence Request Form](#) (for international students)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwlth)

7 FEEDBACK

7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	Vice-President (Student Success)
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Notes	This document was formerly known as the Leave of Absence – International Students Policy and Procedure (last approved 27/09/2017) and the Leave of Absence Policy and Procedure (last approved 01/03/2018).