

OFFICIAL



STUDENT LEAVE OF ABSENCE PROCEDURE Version 2.0



Contents

1	Document Control	1
2	Purpose	1
3	Scope	1
4	Definitions	2
5	Procedure	2
5.1	Applying for leave of absence	2
5.2	Processing an application for leave of absence	2
5.3	Appealing against non-granting of leave of absence	3
5.4	Hearing an appeal against non-granting of leave of absence	4
5.5	Notifying the student of the appeal decision	5
5.6	Returning to study	5
6	Related Documents	5
6.1	Documents	5
6.2	Risk/Opportunity Assessment	6
7	Related Forms	6
8	Procedure Owner	6
9	Approval Body	6

1 Document Control

Version	Date	Amended by	Changes Made
1.0	30/10/2012	Registrar	Initial document
2.0	14/01/2022	Registrar	Update to new template and minor updates.

2 Purpose

Procedure to support the student leave of absence policy.

3 Scope

Applies to students enrolled at Box Hill Institute nationally recognized qualifications, accredited courses and higher education courses for a minimum of one semester, with the exception of apprentices and trainees who are covered by an external agreement, and senior secondary students who are covered by the Victorian Curriculum and Assessment Authority VCE and VCAL Administrative Handbook.

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4 Definitions

Term	Definition
BQS	Box Hill Quality Management System
Course	One or more units comprising a course of study, which has a title, and a code in the Student Management System maintained by the Registrar and leads to an award
Enrolment	Completion of requirements of the Institute by which a student is admitted to pursue a course of one or more units
HE	Higher Education (usually Degree level courses)
Leave of absence	An approved period of absence from a course of study
Student	An individual who has formally enrolled in one or more units/subjects in a course of study with Box Hill Institute.
VET	Vocational Education and Training (Certificate I to VET Graduate Diploma level courses)

5 Procedure

Procedure	Responsibility
<p>5.1 Applying for leave of absence</p> <p>a) The student obtains a Leave of Absence Form from either Student Administration, the relevant Teaching faculty, or downloads the form from the Institute website.</p> <p>b) The student completes the Leave of Absence Form attaching any supporting information and submits to their Faculty Teaching Managers and/or Coordinator.</p>	Student
<p>5.2 Processing an application for leave of absence</p> <p>a) The Faculty Teaching Manager and/or Coordinator within five (5) working days from the receipt of the Leave of Absence Form:</p> <ul style="list-style-type: none"> • Reviews and processes the application for leave of absence; • Consults with the Faculty Dean where non-granting of leave of absence is being considered (domestic students only); • Forwards the completed Leave of Absence Form with the outcome noted, to Registrar's Centre for further processing. • Retains and files, in a safe place within the faculty, any confidential supporting information for three (3) years after the expiry of the leave of absence. 	Faculty Teaching Manager and/or Coordinator



<p>5.4 Hearing an appeal against non-granting of leave of absence</p>	
<p>a) The Chair of the VET Board of Studies (or delegate), within five (5) working days from receipt of an appeal, convenes an Appeals Committee.</p>	<p>Chair of VET Board of Studies</p>
<p>The Appeals Committee will consist of:</p> <ul style="list-style-type: none"> • the Chair of the VET Board of Studies (or delegate); • an academic staff member nominated by the VET Board of Studies (or delegate), not from the same teaching faculty as the student seeking a leave of absence, and • the Executive Director, Educational Delivery (or delegate). <p>The Registrar acts as an Executive Officer to the Appeals Committee but is not a member of the committee</p>	
<p>b) The Registrar advises the student and Teaching Faculty Dean in writing at least two (2) working days prior to the hearing, notifying them of the date, time and venue of the hearing.</p>	<p>Registrar</p>
<p>c) The student:</p> <ul style="list-style-type: none"> • may submit any additional information to the Appeals Committee to support the application. • shall have the right to appear personally at the Appeals Committee and/or choose a representative to be present. • advises the Registrar if he/she wishes to make a verbal presentation to the appeals Committee in support of the application. • advises the Registrar if he/she wishes to question any person giving evidence at the hearing of the Appeals Committee. 	<p>Student</p>
<p>d) The Appeals Committee shall:</p> <ul style="list-style-type: none"> • Satisfy itself that both the Teaching Faculty Dean concerned and the student have been given no less than two (2) working days prior notice in writing of the hearing. • Give both the Teaching Faculty Dean and the student the right to be heard in person or in writing or both. • Give both the Teaching Faculty Dean and the student the right to provide further relevant supporting evidence at the hearing. 	<p>Appeals Committee</p>
<p>e) The Teaching Faculty Dean:</p> <ul style="list-style-type: none"> • May be required to answer questions concerning the original recommendation. • Advises the Registrar if he/she wishes to provide relevant supporting evidence at the hearing of the Appeals Committee. • Advises the Registrar if he/she wishes to make a verbal presentation to the Appeals Committee in support of the application. 	<p>Teaching Faculty Dean</p>
<p>f) The Appeals Committee may:</p> <ul style="list-style-type: none"> • Disallow the appeal and confirm the previous decision, or • Allow the appeal and determine that the student be entitled to the leave of absence for which they applied. 	<p>Appeals Committee</p>
<p>Only members of the Appeals Committee will be present when the determination is made.</p>	



<p>5.5 Notifying the student of the appeal decision</p>	<p>Registrar</p>
<p>The Registrar within five (5) working days of the hearing:</p> <ul style="list-style-type: none"> • Advises the student, in writing, of the outcome, stating the reasons if the appeal has been disallowed; • Forwards a copy of the minutes, which includes the recommendations, to the Appeals Committee members, and • Advises the Chair of the VET Board of Studies (or delegate) to include the minutes as an agenda item for the next meeting of the VET Board of Studies 	
<p>5.6 Returning to study</p>	<p>Student</p>
<p>a) The Student notifies the teaching faculty in writing of their intention to resume studies at least two months before the leave of absence expires. Failure to do so may result in the loss of their place in the course.</p>	
<p>b) The teaching faculty manager and/or coordinator (or delegate) advises the student about re-enrolment for resumption of studies.</p>	<p>Faculty Teaching Manager and/or Coordinator</p>

6 Related Documents

- Student Leave of Absence Policy
- Student Enrolment Policy and Procedure
- Inbound International Student Deferment, Suspension or Cancellation of Enrolment Policy and Procedure
- Refunds for Domestic Students Policy and Procedure
- International Inbound Student Refund Policy and Procedure
- Student Code of Conduct
- BHI Welcome Booklet

6.1 Documents

Term	Definition
ASQA Standards	Australian Skills Quality Authority (ASQA) Standards for RTOs 2015
Education Services for Overseas Students Act 2000 (ESOS Act)	Education Services for Overseas Students Act 2000 (ESOS Act) outlining the requirements underpinning the intake and management of inbound international students for courses on the CRICOS Register.
Equal Opportunity Act (2010)	The Equal Opportunity Act 2010 objectives are to encourage the identification and elimination of discrimination, sexual harassment and victimisation and their causes, and to promote and facilitate the progressive realisation of equality.
Higher Education Standards	Higher Education Standards Framework (Threshold Standards) 2021

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Document: Student Leave of Absence Procedure

Document No.: SXP-REG-PRO002

Process Area: Student Experience



HESA Act 2003	Higher Education Support Act (2003) (HESA) outlining the requirements underpinning the intake and management of domestic higher education (degree) students and HELP Loans
VSL Act 2016	VET Student Loans Act (2016) outlining the requirements underpinning the intake and management of domestic Diploma and higher level VET students and VET Student Loans

6.2 Risk/Opportunity Assessment

Opportunity	Likelihood	Severity	Assessment Method (if applicable)	Mitigation
Increased compliance	Likely			

7 Related Forms

- Leave of Absence Form
- International Student Request for Leave of Absence Form

8 Procedure Owner

The Executive Director Student Experience is the owner of this procedure.

Executive Director Signature	Date Endorsed	Name/Title
	14/01/22	Jennifer Newport Executive Director Student Experience Box Hill Institute

Author	Name
Registrar	Carolyn Luscombe

9 Approval Body

The CEO is the approval body.

Signature	Date	Name/Title
	20 / 1 / 2022	Vivienne King CEO Box Hill Institute

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