

**School of Physiotherapy
Course Rules and Policies**

Table of Contents

1. General Course Requirements	Page 2
2. Course Structure	Page 2
3. Online Re-Enrolment	Page 3
4. Police Checks for Clinical Placements	Page 3
5. Working with Children Checks for Clinical Placements	Page 3
6. Attendance and Participation	Page 4
7. Essays and Assignments	Page 4
8. Results	Page 6
9. Assessments	Page 6
10. Alternative Exam Arrangements	Page 6
11. Re-scaling/Standisation of marks	Page 7
12. Double Marking	Page 7
13. Honours	Page 8
14. Year Ranking	Page 8
15 Academic Honesty, Plagiarism and Academic Misconduct	Page 8
16. Consequences of Plagiarism and Collusion i.e. cheating	Page 9
17. Special Consideration	Page 9
18. Board of Examiners	Page 10
19. Guidelines for Extra time/Supp Exams Clinical Subjects	Page 10
20. Student Progress	Page 11
21. Students with Mental Health or Disability Issues	Page 12
22. Disability Liaison Unit	Page 12
23. Leave of Absence	Page 12
24. Discontinuation/Withdrawal from Candidature	Page 13
25. Updating Your Contact Details	Page 13
26. Grievance Policy	Page 13

1. General Course requirements

The Bachelor of Physiotherapy degree is made up of 22 compulsory subjects (400 credit points). To be awarded with the Bachelor of Physiotherapy students must successfully complete all 22 subjects (400 credit points).

Students with an outstanding academic record may also qualify for the Bachelor of Physiotherapy degree with Honours.

2. Course Structure

Year 1

Semester 1	Credit Points
531-110 Physiotherapy 1	12.5
513-111 Principles of Biomedical Science	37.5
Semester 2	
513-120 Physiotherapy 2	25
513-121 Musculoskeletal System	25

Year 2

Semester 1	Credit Points
513-210 Physiotherapy 3	25
513-211 Cardiorespiratory Systems	25
Semester 2	
513-220 Physiotherapy 4	25
513-221 Sensori-Motor Control Systems	25

Year 3

Year Long	Credit Points
513-301 Musculoskeletal Clinical Science 1	25
513-302 Neurology and Neuroscience 1	25
513-303 Cardiorespiratory Pathophysiology 1	25
513-304 Physiotherapy Practice 1	12.5
513-308 Evidence Based Physiotherapy Practice 1	12.5

Year 4

Semester 1	Credit Points
513-414 Exercise Prescription and Health Promotion	6.25
Year Long	
513-401 Cardiorespiratory Pathophysiology 2	12.5
513-404 Gerontology	12.5
513-405 Musculoskeletal Clinical Science 2	12.5
513-406 Neurology and Neuroscience 2	12.5
513-407 Paediatrics Clinical Science	12.5
513-410 Physiotherapy Practice 2	12.5
513-413 Evidence Based Physiotherapy Practice 2	12.5
513-415 Elective Studies	6.25

3. Online Re-Enrolment

Students are required to re-enrol each year via the Student Portal: <https://portal.unimelb.edu.au/>

Re-enrolment information and timelines will be advertised via the School of Physiotherapy website and School notice boards during semester 2 of each year.

Students who fail to re-enrol during the prescribed period will receive a \$250 fine. Further failure to re-enrol after this time will result in termination from the course.

Note that student visas will be cancelled for international students whose enrolment is terminated.

More information can be found at:

<http://www.unimelb.edu.au/student/>

4. Police Record Check for Clinical Placements

All students enrolled in the Bachelor of Physiotherapy are required to obtain, and pay for a police record check prior to undertaking clinical placements. Year 1 Physiotherapy students need to complete the check prior to enrolment or as soon as possible after enrolment (no later than Orientation Week).

The outcome of the police record check will be sent directly to the student who must bring it to Physiotherapy reception for sighting. The original Police Check is retained by the student.

Students are responsible for ensuring that their police record check is updated annually. Evidence of a valid police record check may be requested prior to each clinical placement. Failure to produce this documentation may lead to the cancellation of the placement.

Further details regarding the Faculty's police record check policy are available from: <http://www.medicine.unimelb.edu.au/docs/PoliceCheckPolicy.pdf>

5. Working with Children Check for Clinical Placements

All students enrolled in the Bachelor of Physiotherapy are required to obtain, and pay for a Working with Children check prior to undertaking clinical placements. Year 1 Physiotherapy students need to complete the check prior to enrolment or as soon as possible after enrolment (no later than Orientation Week).

The outcome of the Working with Children check will be sent directly to the student who must bring it to Physiotherapy reception for sighting. The original Working with Children check is retained by the student.

Working with Children checks remain valid for 5 years. If a student is undertaking a course of greater than 5 years duration, a new Working with Children check must be obtained prior to the end of the 5th year of study.

Further details regarding the Faculty's working with children check policy are available from: <http://www.medicine.unimelb.edu.au/docs/WorkingWithChildrenCheckPolicy.pdf>

6. Attendance and Participation

Attendance is compulsory for all practical classes and tutorials. Records of attendance are collected and monitored. Students who are absent from classes are required to inform the subject coordinator or their tutor of their absence and make all reasonable efforts to catch up on missed material. If a student is absent due to illness, a medical certificate should be presented to Physiotherapy reception.

Students are required to participate in practical studies of human anatomy, physiology, kinesiology, exercise and physiotherapy techniques. In addition, competent performance in carrying out the duties and work prescribed in all subjects is required.

7. Essays and Assignments

7.1 Assignment Submission Guidelines

Students are required to submit their assignments and other written work in printed, not handwritten form. Word processing and printing facilities are available in the School of Physiotherapy computer lab as well as in several other places on campus.

The School generally does not accept electronic submission of assignments (unless explicitly stated as a requirement for a particular assignment, or negotiated with the subject coordinator).

Guidelines for the format and presentation of written work are available on the School's website: <http://www.physioth.unimelb.edu.au/resources/ugrad/submission.html>

7. 2 In-text citations and reference lists

There are numerous editorial styles that provide guidelines for both referencing and formatting in scholarly papers.

The School of Physiotherapy requires that all written assignments submitted for assessment contain in-text citations and reference lists consistent with the guidelines advocated by the *American Psychological Association* ("APA style").

Examples of the APA style citations and reference lists are explained on the library webpage at: http://www.lib.unimelb.edu.au/cite/apa_ed/index.html

Detailed information regarding APA style is available in the text: American Psychological Association (2001). *Publication manual of the American Psychological Association* (pp.207-81), 5th ed., Washington D.C: American Psychological Association.

The APA editorial style should not be confused with the Australian Physiotherapy Association or the Australian Journal of Physiotherapy.

7. 3 Submission of Assignments

All assignments must be placed in the submission boxes near Physiotherapy reception by 5:00 pm on the due date, unless stated otherwise. Students should also retain a copy of the completed assignment. Assignments submitted by post must arrive at the School of Physiotherapy by the due date. Students using this submission method are advised to use pre-paid registered envelopes.

A School of Physiotherapy assignment Cover Sheet must be attached to all submitted assignments. A copy of the assignment cover sheet can be found online at: <http://www.physioth.unimelb.edu.au/downloads/forms/cover.pdf>

7.4 Late Submission of Assessment

Late submission of assignments will result in a 10% deduction of marks in the first week after the due date. A further 5% will be deducted for subsequent weeks.

In order to satisfy assessment requirements, students may be required to complete an additional piece of work. Students who do not meet course requirements and submit prescribed work by the due dates may be required to attend a Progress Committee, which may result in exclusion from examinations.

If an extension is required, applications should be submitted at least one week prior to the due date. Students requesting an extension should contact the subject coordinator in writing and complete the Extension Application Form (available from Physiotherapy reception). Further information regarding extensions for assignments is outlined below.

7.5 Extensions

According to The University's Academic Programs Committee policy, decisions regarding extensions to assignments should be left to the discretion of the subject coordinator. It is understood that some students with exceptional circumstances may require special consideration from an examining committee or flexibility on the part of the subject coordinator. Below are examples of what may be considered an acceptable or unacceptable reason for an assignment extension.

More information can also be found via:

http://www.physioth.unimelb.edu.au/downloads/forms/Extension_Guidelines.pdf

Acceptable reasons for extension:

1. Computer difficulties – e.g. computer crashed, corrupted disk. An extension may be granted in this instance. The work should be submitted within 48 hours of notification wherever possible
2. Short-term illness – e.g. students experiencing short-term illnesses that leave them incapacitated for two to three days prior to an assignment due date. Individual decisions will be made on the length of the extension.
3. Placements in rural settings and/or private practices where students indicate they have limited or no computer access. Where students are located in rural, remote or isolated settings, the need for an extension should be negotiated with the subject coordinator prior to or at the commencement of the placement.
4. Family or personal issues. Where there are family problems or activities that may be acceptable under special consideration requirements, an extension may be given.
5. Participation in sporting events. Elite athletes and performers are permitted to take time off to participate in sporting events or performance activities, following consultation with the subject or year coordinator. More information on Elite Athletes and Performers can be found at: <http://www.services.unimelb.edu.au/policy/index.html>

Unacceptable reasons for extension:

1. Inability to submit an assignment in person. It may be acceptable for the student to submit their assignment electronically (by the due date), followed by a hard copy by fax or post within 3-5 days (depending upon whether the student is placed intrastate, interstate or overseas). This method of submission should not be used except where it is difficult for the student to physically submit the assignment.

2. Clinical placements in rural settings. Where students are located at Goulburn Valley Health, Ballarat Health Services or Geelong Hospital or other rural facilities of the university, extensions will not be granted as students are provided with computer access at these locations.

3. Outside work demands. This is not an acceptable reason for the granting of an extension.

4. Individuals whose first language is not English and who rely on appointments with the Academic Skills Unit or claim that they require more time to complete the written demands of the assignment.

8. Results

Students may access their results via the Student Information System <https://sis.unimelb.edu.au/>

Dates for the release of results are advised by the University and are available on SIS website.

Results will not be provided to students by any other means.

9. Assessment

Assessment details and the relative weightings of the different modes of assessment for each subject are included in the subject handbook.

<https://app.portal.unimelb.edu.au/CSCApplication/view/2008/427-AA>

Students will be notified at the commencement of the subject if any changes to assessment have been made.

Unless advised, honours (H1, H2A, H2B, H3) and pass results are awarded in all subjects. The range of marks for each result is as follows:

H1	80 - 100%
H2A	75 - 79%
H2B	70 - 74%
H3	65 - 69%
P	50 - 64%
N	0 - 49%

For a full list of the grading scheme please refer to the website:

<http://www.services.unimelb.edu.au/policy/downloads/GradesPolicy.pdf>

As a component of all examinations during the course, students may be required to present for oral examination and/or additional written or clinical examinations during the examination period.

Students must be available at short notice throughout the University examination period.

10. Alternative Examination Arrangements

Alternative Examination Arrangements vary the conditions under which a student sits their examinations. Possible arrangements include:

- Extended reading and writing time
- Rest breaks
- Use of a computer

Alternative Exam Arrangements will only be provided in extenuating circumstances. Typically, these are defined as cases where illness impairs a student's performance in their examinations. Students with an ongoing illness or disability are strongly encouraged to register with the [Disability Liaison Unit \(DLU\)](#) who will make regular Alternative Exam Arrangements, on their behalf. Students with a short term condition should make a written application for Alternative Exam Arrangements to the School of Physiotherapy. Applications for Alternative Exam Arrangements should be made as close to the scheduled date as possible. Note that work commitments and travel arrangements will NOT be considered acceptable reasons for Alternative Exam Arrangements.

Further information regarding alternative examination arrangements can be found at: <http://www.services.unimelb.edu.au/disability/fdco/guidelines/index.html>

10.1 Failure to sit for an examination

If a student is unable to sit an examination due to illness, accident or some other reasonable cause, a special consideration application should be submitted. The following link provides further information:

<https://sis.unimelb.edu.au/functions/special-consid/info/SubmissionGuidelines.html>

10.2 Illness during an Examination

If a student is ill, handicapped or otherwise disadvantaged during an examination, a special consideration application may be submitted. The following link provides further information: <https://sis.unimelb.edu.au/functions/special-consid/info/SubmissionGuidelines.html>

11. Re-scaling / Standardisation of Marks

In the unusual event that a subject coordinator:

identifies an error in the application of marking guidelines;

discovers that results for a cohort are disproportionate; or

observes an irregular distribution of grades (that is, where results are outside an appropriate distribution), standardisation or moderation of provisional results of a subject may be undertaken. Where marks are adjusted, the method will be documented and made available to students. This moderation or standardisation should respect the determination of a pass or fail result as a separate judgment.

Further information regarding this process can be found at:

<http://www.services.unimelb.edu.au/policy/assessment/policy/distribution.html#marks>

12. Double Marking

Double marking of all assessment is not required. However in order for a student to be deemed to have failed a subject, each failed component of assessment will be marked by two independent Examiners or assistant markers.

To enable double marking as required, copies of submitted work, whether failed or passed, should be retained until the conclusion of the subject wherever possible.

In cases where it is not possible for a component of assessment to be marked at two different times (e.g. performance or oral presentation) it is desirable for two Examiners to be present at the execution of the assessment task and to agree on the mark to be awarded.

12.1 Requests for second marking

With the exception of double marking required for failed assessment, Examiners/assistant markers are obliged to mark each piece of assessment only once. Students are **not** automatically entitled to have their work marked by a different Examiner for any reason.

The first step taken by a student should be to discuss the mark with the marker and to provide written reasons to the marker explaining the perceived error. In the event that a student wishes to pursue a claim of an error in academic judgement by an assessor, the chair of the Board of Examiners will determine whether the original mark was appropriately determined according to established marking criteria.

13. Honours

A class list of all fourth year students will be prepared in order to determine the degree of the Bachelor of Physiotherapy and the level of the honours degree. Honours will be awarded at H1, H2A and H2B level.

The class list will be based on academic results in each year of the course but will be based on weighted academic results in all subjects across years 2, 3 and 4. Based on this calculation the top 40% of students fulfilling this criteria will be considered for the Honours Degree.

Students where applicable with credit exemptions in subjects will be calculated only on those subjects undertaken in the Bachelor of Physiotherapy course. Students who have repeated a year will not be eligible for the Honours degree.

This final list may be standardized.

14. Year Ranking (Dean's Honours List)

A class ranking list will be prepared based on academic results (H1, H2A, H2B, H3 and Pass). The Dean's Honour list will be prepared from this list and placed on the student notice board at the school. Students from Year 2, 3, and 4 who have scored H1 (80-100%) will qualify to be placed on the Deans Honour list. The student transcript will reflect the Deans Honour List.

15. Academic Honesty, Plagiarism and Academic Misconduct

The University of Melbourne promotes academic honesty and does not accept plagiarism or other forms of academic misconduct. Cheating in any form is not permitted, and all work submitted for assessment purposes must be the independent work of the student concerned (or, where joint work is permitted, of the students concerned). Plagiarism, or the copying and use of another's work without proper acknowledgment, is not permitted. Examples of plagiarism include:

- direct duplication, by copying (or allowing to be copied) another's work. This includes copying from a book article, web site, or another student's assignment;
- paraphrasing another person's work with minor changes, but keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- submitting an assignment that has already been submitted for assessment in another subject;
- presenting an assignment as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor.

The University of Melbourne's website on plagiarism (www.services.unimelb.edu.au/plagiarism) has advice on how to avoid plagiarism, and provides excellent links to resources from the Academic Skills Unit, where further information is available on how to avoid plagiarism, how to acknowledge sources, and how to use quoting, summarizing and paraphrasing effectively.

Collusion is the presentation by a student of an assignment as his or her own which is in fact the result in whole or part of unauthorised collaboration with another person or persons. Upon submission of assignments, all students are required to sign and attach a cover sheet declaring that they have not plagiarised or colluded and the submission is based on their own work. This cover sheet is viewed as a 'contract'.

The University's policy on standard of academic honesty and Plagiarism is outlined on website www.services.unimelb.edu.au/plagiarism. It is important that all students familiarize themselves with this information.

16. Consequences of Plagiarism and Collusion i.e. cheating

The University's statutes on assessment and academic misconduct define both plagiarism and the process by which this "academic misconduct" may be penalized. Where a student is suspected of plagiarism by an examiner, the following procedures will apply:

- the examiner will present the details to the Chair of the subject Examination Board (usually the Head of Department) who will determine whether to proceed with the matter;
- if the Chair determines to proceed, the student(s) will be invited to a hearing before the relevant subject Examination Board;
- if, after the hearing, the subject Examination Board is of the opinion that the student(s) has been guilty of plagiarism it may:
 - require the student to undertake additional assessment in that subject;
 - return a mark of zero for the piece of assessment;
 - return a fail grade for the subject;
 - refer the matter to the Dean regarding the possible presentation of a case of academic misconduct to a discipline committee;

In all cases where a penalty is applied to a student, a written notification will be sent by the Chair of the subject Examination Board to the Faculty Office.

17. Special Consideration

Students whose work has been substantially hampered by illness or another cause during the academic year or during the examination period, should notify the School of Physiotherapy administration office and lodge an online application for special consideration. The application forms are available via the Student Information System <https://sis.unimelb.edu.au/> or Student Portal www.portal.unimelb.edu.au. Applications should be lodged as early as possible together with appropriate supporting documentation. Where possible, applications should be lodged prior to the examination period or within three days of an assessment due date.

Students prevented from presenting for an examination by illness or another cause, should notify the School of Physiotherapy administration office and lodge an online special consideration application, together with supporting documentation, at the earliest opportunity and within three days of the examination.

All requests for special consideration are brought to the attention of the School of Physiotherapy Special Consideration Committee and/or the Board of Examiners and all applications are treated as confidential.

Please note that as a result of a change in University policy, from 2009 the awarding of a mark adjustment as a possible outcome for special consideration is no longer practiced. Options include additional time or additional assessment. Marks will only be adjusted after completion of an additional piece of assessment. Full details regarding special consideration, including possible outcomes, can be viewed online.

<https://sis.unimelb.edu.au/functions/special-consideration/info/SubmissionGuidelines.html>

18. Board of Examiners

At the end of each semester or end of year, a Board of Examiners (BoE) meeting is held to discuss all student results and make decisions on special consideration (or may endorse decisions of the special consideration committee – see above), supplementary assessment, or referral to progress committee. As results may be adjusted by the Board of Examiners, any results which students have received for assignments etc prior to this are considered "provisional".

Rules governing membership of the Board of Examiners are outlined in Statute 12.1: <http://www.unimelb.edu.au/Statutes/s121.html>

19. Guidelines for Extra time/Supplementary Examinations 3rd and 4th year Clinical Subjects

In the event that a student obtains an unsatisfactory result in a clinical subject extra time may be given, or supplementary examination may be awarded by the Board of Examiners. The awarding of extra time or supplementary examination is more likely to occur for a single clinical subject fail; however the spread of results and Special consideration applications are taken into account in this process.

Extra Time

This assessment takes place in the form of additional clinical time over a period of two days. Details of the extra time (i.e. location, discipline, start time, contact person) are arranged by the relevant Associate Clinical Dean.

Extra time is usually awarded when a student has achieved a result of between 45 and 49/100. Students awarded extra time, are not required to complete a full supplementary examination pending the outcome of their extra time. The student's final result will be withheld until the additional assessment is completed. The final result will then be recorded. A fail result after extra time will lead to review by the Board of Examiners.

Supplementary Examinations

This assessment takes place in the form of additional clinical time over a period of up to four weeks. For third year students, this clinical time will include a clinical examination. The clinical examination may be held at any time during the four week period.

Details of the supplementary examination (i.e. location, discipline, start time, contact person) are arranged with the relevant Associate Clinical Dean. The additional assessment may take place in November/December/January. In exceptional circumstances, it may also take place in Block 1 of the following fourth year timetable.

Supplementary examinations are awarded when a student has failed a component of assessment requiring a pass level. The result will be withheld until the additional assessment is completed. The supplementary assessment result will be recorded as the final result for the component of the

subject for the academic year. Supplementary assessments are only marked up to a 50 Pass mark. A fail result in the supplementary examination will be taken to Progress Committee.

Fourth year supplementary assessment usually does not include a clinical examination.

20. Student Progress

In accordance with The University's Statute 11.5, the Faculty of Medicine, Dentistry and Health Sciences is required to give consideration to the further progress in the physiotherapy course of students who fail or are absent from components of assessment. It is Faculty policy for these students to be considered by the Progress Committee for the appropriate semester/year level.

The Committee's function is to determine the most suitable course for a student's academic future rather than to discipline the student for unsatisfactory progress. In exercising its duty, the Committee has a responsibility to ensure that the available places are taken by students most likely to complete their course in reasonable time.

All students will be given the opportunity to make a written and/or personal submission to the Committee. In considering a student's progress, the Faculty will normally take into account personal, financial and study problems, as well as any evidence of changed circumstances that a student believes will result in an improved performance in the future.

A student recommended for suspension from the course will be given an opportunity to be heard by the Academic Board before the Board resolves the matter. Students who have been suspended from a course can only be re-admitted to that course by applying for selection in competition with other applicants during a subsequent selection period.

The Faculty of Medicine, Dentistry and Health Sciences has established a set of guidelines for its Progress Committees; however these principles are treated as guidelines only. The Committees are able to retain flexibility and discretion in making recommendations following consideration of all available information. The following guidelines apply to first and second year students:

Semesters 1 and 3

Students failing one or more subjects in these semesters will be considered by a Progress Committee, which may decide to offer supplementary examination(s) near the end of the inter-semester break or in the first 2 weeks of semester 2 or 4. When this is a likely outcome, students may be advised in advance of the meeting of the Progress Committee to start preparing for such an examination.

Success in these supplementary examinations will lead to the awarding of a Pass grade (50%) in the subject. Students who fail the supplementary examination may be permitted to continue with the following semester except where provided under "Semesters 2 and 4" below, but will need to again be considered by a Progress Committee at the end of semester 2 or 4. In order to progress to the next year students must pass all subjects for that year, or be granted a Faculty Pass.

Semesters 2 and 4

In the absence of persuasive extenuating circumstances, suspension should be recommended by the Progress Committee if a student in Years 1-2:

- Fails more than half of the subjects undertaken in semesters 1,2 or in semesters 3,4 at the first attempt, or
- Fails any subject previously failed, or
- Fails at least one subject in semester 2 or 4 after failing at least one subject in a previous semester (i.e. having been considered by the Progress Committee after failing a previous semester)

Draft Course Rules and Policies 16 July 2009

In other circumstances, students will be individually considered for admission to supplementary examination(s), or be permitted to repeat the year or semester as deemed appropriate. Students who fail a supplementary examination at the end of these semesters will be considered for suspension or to be allowed to repeat the year or semester as deemed appropriate, using guidelines similar to those set out above.

When a student who has not failed a subject before, fails one subject with a mark of no less than 48%, the committee may consider the award of a Faculty Pass for the year. This is provided that performance in all other subjects is above 55% and the subject which has been failed is not Physiotherapy 1, Physiotherapy 2, Physiotherapy 3, or Physiotherapy 4.

Year 3 and 4

In the absence of persuasive extenuating circumstances, suspension will be recommended by the Progress Committee if a student in Years 3 - 4:

- Fails half or more of the subject points undertaken in the year at the first attempt, or
- Fails any subject previously failed

Fourth year students will be considered on an individual basis, taking into account the above guidelines.

All Years

- Students must pass all subjects in order to progress from year one to year two, year two to year three and year three to year four
- If students fail one or more subjects, all subjects of the semester/year must be repeated. Extenuating circumstances may be considered by the progress committee.

For the precise rules relating to unsatisfactory progress students should consult [Statute 11.5](#) of the University's Statutes and Regulations.

21. Students with Mental Health or Disability Issues

Physical or mental health conditions can have a significant impact on a student's ability to study. The Disability Liaison Unit (DLU) provides support for students with a temporary or permanent impairment, a mental health condition or long term medical condition. Staff in the DLU can assist in identifying support requirements and liaising with University staff to facilitate student's access to, and participation in, academic life. This includes providing notes in an alternative format depending upon each student's requirements. To receive this support, students need to register with the DLU, attend an interview and provide medical documentation outlining the impact of the condition on their ability to study.

Students are not required to notify the University that they have a disability. However, disclosure may make it possible for the University to provide appropriate assistance that will enable students to participate more fully in their studies, thereby making the most of their University experience. Students are required to register with the University's Disability Liaison Unit (DLU) before disability related support can be provided.

22. Leave of Absence

Students who wish to take a break from their studies for any reason must make a formal application for Leave of Absence by completing an Application for Leave of Absence form.

Forms for domestic students are available from:

<http://www.physioth.unimelb.edu.au/resources/ugrad/index.html>

Forms for international students are available from:

<http://www.services.unimelb.edu.au/international/visas/loa.html#2>

It is not acceptable for students to absent themselves from classes or withdraw from all subjects without approval for a Leave of Absence. Students doing this without having leave approved by the Faculty risk unsatisfactory results, fees and other charges and ultimately, cancellation of their enrolment by the University.

The approval of a Leave of Absence from the Bachelor of Physiotherapy is subject to the following guidelines:

- Students will not normally be permitted to take more than two semesters of Leave of Absence for any reason.
- International students taking Leave of Absence from their course must depart Australia within 28 days from the date when the leave was granted. The University of Melbourne must report variations of student enrolment details to the Department of Immigration, Multicultural and Indigenous Affairs (DIMIA). Students are advised to report their Leave of Absence to the DIMIA Office before leaving Melbourne to reduce the possibility of their student visa being cancelled while they are on leave.
- Students who fail to re-enrol prior to the final date of leave will have their enrolment automatically terminated. A reinstatement fee will be levied. If students do not intend to return to study, a discontinuation form must be submitted.
- The awarding of a Leave of Absence will be granted at the discretion of the School of Physiotherapy.

24. Discontinuation/Withdrawal from Candidature

In order to withdraw from the Bachelor of Physiotherapy, students are required to complete the Discontinuation of Enrolment form available at:

<http://www.physioth.unimelb.edu.au/resources/ugrad/index.html>

Students who withdraw or are discontinued from their studies in the Bachelor of Physiotherapy are advised that re-admission to the course at a later date may not be possible as the final intake for the Bachelor of Physiotherapy took place in Semester 1, 2009.

Students considering withdrawing from their studies are advised to make an appointment to see their year coordinator.

25. Updating Your Contact Details

Students are responsible for ensuring that the University has their current contact details at all times. Contact details can be updated via the [Student Information System](#).

Students should ensure that their permanent address, term address (if different from the permanent address), and telephone details remain current. Please note that a temporary address and effective dates may be recorded if required.

Failure to update contact details may result in students missing out on important enrolment information and deadlines. The University may impose administrative fees and penalties where deadlines are not met; for example, for late payment of fees or failure to re-enrol by the required date.

26. Grievance Policy

Students may lodge a grievance regarding academic or administrative issues. Details of how to do this are provided via this website: <http://www.services.unimelb.edu.au/grievances/index.html>