

# PARTICIPATION AND ATTENDANCE

## EXPECTATION

All students enrolled in courses taught by the Elder Conservatorium of Music are expected to actively and positively participate in 100% of required rehearsals, workshops, classes, lectures, tutorials and performances.

## LEAVE

The Conservatorium recognises that extenuating circumstances may occasionally affect a student's ability to participate in a rehearsal, workshop, class, lecture, tutorial or performance. In such cases Leave may, upon application using the relevant Leave of Absence form, be approved by the relevant staff member (this could be the Head of Studies, teacher, conductor, lecturer or course coordinator as appropriate).

The following types of Leave are applicable:

- 1** Sick Leave. In cases of sickness, an original medical certificate must be supplied with the relevant Leave of Absence form within 7 days of return to classes. Students must make every effort to notify the relevant staff member of an impending absence for reasons of sickness. Sick Leave will only be approved if the relevant staff member is notified of the student's impending absence before the rehearsal or performance in question.

The relevant staff member may, in exceptional circumstances, waive the requirement to produce a medical certificate if they have clear evidence of illness and believe that the procurement of a medical certificate is deemed unnecessary or impossible in the circumstances. The form will need to be annotated to that effect as part of the approval process.

- 2** Compassionate Leave. Leave may be granted at the discretion of the relevant staff member for cases of family bereavement or other such occasions where the student has been adversely affected by circumstances which were unforeseen and legitimately beyond their control. Please note that Compassionate Leave will only be granted in exceptional circumstances and must be applied for using the relevant Leave of Absence form.
- 3** Professional Development Leave. Leave may be granted at the discretion of the relevant staff member in cases where the student has made sufficient case that the activity occasioning the absence is of considerable professional and educational benefit. Professional Development Leave must be applied for, and approved, in advance using the relevant Leave of Absence form.

## PENALTIES

Penalties will usually apply for any unapproved absences. These are often to the total number of marks received for a course or an individual component of a course. See the Course Outlines for full details.