

Russo Business School Interruption of Studies Leave Policy and Procedure

Scope & Purpose

This policy and procedure applies to all students of Russo Business School Pty Ltd ABN 34 601 105 319 trading as Russo Business School (RBS) (CRICOS Provider Code – 03441F).

It sets out the policy and procedures relating to a student's application for "Interruption of Studies" leave during a given study period based on a Compassionate or Compelling circumstance.

Domestic Students:

This policy is applicable to all domestic students.

International students:

This policy applies to international students who have completed at least one study period at Russo Business School.

Definitions and Abbreviations

Census Date - the date on which a student's enrolment in a subject is taken to be finalised

Commencement Date is the date of the course that is listed in the most recent *Letter of Offer* that has been signed by the student and returned by the student.

Compassionate or Compelling Circumstances are circumstances considered to be beyond the control of a student and have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (where a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- a traumatic experience, which has impacted the student (these cases should be supported by police or psychologists' reports), which could include an involvement in, or witnessing of an accident, or witnessing or being the victim of crime;
- inability to commence study on the course commencement date due to delay in receiving a student visa.

Please note that the above are only some examples of what may be considered. Each request will be assessed individually based on the information provided and documentary evidence.

A **course** is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the [Australian Qualifications Framework \(2nd ed, 2013\)](#) and which leads to the conferral of an award. (e.g. a Bachelor of Business degree).

Deferral of Studies is an application made by a Domestic Student to delay their study commencement. If approved, their Admission into Russo Business School would be considered as "on hold".

Interruption of studies refers to the period when, due to Compassionate or Compelling circumstances, a student is or will be absent from their studies at Russo Business School.

Interruption of studies leave is approved time when a student experiences an Interruption of studies. An application (including supporting evidence) for Interruption of studies leave must be submitted by the student and must be approved by Russo Business School.

Policy

Russo Business School is mindful that a student may face Compassionate or Compelling Circumstances that may impact on their ability to study and/or attend classes. This policy enables a student to apply for a period of absence from their studies (this period is referred to as "Interruption of Studies leave") when Compassionate or Compelling Circumstances arise.

The decision to approve an application for Interruption of Studies leave will be made on a case-by-case basis and is at the discretion of the Dean, Academic Operations or nominated person for undergraduate and postgraduate coursework students.

Consequences of an Interruption of Studies leave

- a. An Interruption of Studies leave guarantees a student a returning place in the course for which the leave has been granted.
- b. Any enrolled subjects that overlap the period for which the leave has been granted are withdrawn.
- c. Students retain access to email and Students *iLearn* for the duration of the leave (note: entitlement to some services may be suspended during the period of leave).

Applying for Interruption of Studies leave

A student must apply for Interruption of Studies leave where the student is seeking a period of absence of two weeks or more in a study period. This requirement applies to diploma, undergraduate or postgraduate coursework students (domestic and international).

Applications for Interruption of Studies leave must be made using the appropriate application form. Students will be advised in writing whether or not the application has been approved. Each application will be assessed on a case-by-case basis.

Interruption of Studies leave must be requested prior to commencing the period of absence. In exceptional circumstances, an Interruption of Studies leave may be considered where the application was submitted after the period of absence has started but not yet ended. Under no circumstances will Interruption of Studies leave be granted when the period of absence has already occurred before the application (for this leave) was submitted.

The maximum period of an approved Interruption of Studies leave is determined by the award rules for each course. Only one Interruption of Studies leave will be granted for each Study Period. For research students, the maximum leave allowed is usually twelve months (cumulative) in total, other than in exceptional circumstances.

Eligibility to apply for Interruption of Studies leave

Coursework students are eligible to apply for an Interruption of Studies leave once they have completed one Study Period and have been enrolled (past the Census Date) in at least one subject. Students are eligible to apply for Interruption of Studies leave at any time after the results of previously enrolled subjects are released.

International students

International students studying in Australia on student visas are not normally eligible to be granted Interruption of Studies leave.

International students must obtain approval from the Dean, Academic Operations for any period of absence greater than two week's duration during the study period.

International students should contact Student Services if they believe that they will need to take a period of absence from their studies.

Russo Business School has an obligation in certain circumstances to advise the Department of Home Affairs where an international student takes a period of absence from their studies.

Return from Interruption of Studies leave

When the approved period of Interruption of Studies leave is finished, the student may enrol in one or more subjects.

A student may apply to return from an Interruption of Studies early. Such applications will be assessed on a case-by-case basis and will include consideration of a range of issues, particularly the student's wellbeing.

Extension of Interruption of Studies leave

A student may apply in writing to have their approved Interruption of Studies leave extended up to the maximum time permitted under the relevant award rules.

Change of course

A student who wishes to change their course after an Interruption of Studies leave has been approved will need to apply to change their course as per the standard Russo Business School process. Obtaining approval for Interruption of Studies leave does not guarantee the student a place in any course other than the course for which the Interruption of Studies leave was granted.

Absent Without Leave (AWOL)

Undergraduate and postgraduate coursework students will be declared 'Absent Without Leave' (AWOL) if they:

- a) are not enrolled in subjects for a period of twelve months; or
- b) have not had any status changes to subjects already on their study plans (e.g. a change of result or a late result recorded) for twelve months;

and have not been granted an Interruption of Studies leave.

A student who is AWOL is not guaranteed a returning place in his/her course.

A student who is AWOL remains admitted as a Russo Business School student but will have their Russo Business School email, ilearn and internet access suspended until they return to their studies.

A student who is AWOL may apply to continue enrolment in his/her course, by submitting the appropriate application form.

Deferment (for Domestic Students only)

Domestic Students are able to defer their studies as they do not have the same study conditions as an International student. An application for deferral of studies is required for consideration and or acknowledgement by the Executive Dean.

The maximum period of deferment of studies is 12 months for an Associate, Bachelors or Master Degree. Only one period of deferment of studies is allowed for a Diploma qualification.

