

**LEAVE OF ABSENCE**  
**SCHOOL OF MEDICINE POLICY 2018 / 19**

1. The University's advice on leave of absence can be found at <http://www.st-andrews.ac.uk/students/advice/academic/loa/> to be read in conjunction with the University's policy on leave of absence <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/leave-of-absence.pdf>
2. A Leave of Absence (LoA) refers to a student temporarily withdrawing from their studies on medical or personal grounds. For undergraduates and taught postgraduates LoA can normally be requested for one or two semesters. Only in exceptional circumstances will a LoA be granted for more than two consecutive semesters, this can be requested by writing to the Chair of the School of Medicine Professionalism and Welfare Committee. In total LOA cannot extend beyond four semesters of study (consecutive or non-consecutive).
3. If an undergraduate or taught postgraduate student is absent from a module for three or more weeks consecutively they must either take LoA or withdraw from their studies, otherwise their studies may be terminated.
4. Students considering requesting a LoA should discuss the matter with a Pro Dean (student support). This should be arranged as early as possible as there may be alternative options open would not require a LoA. Those who decide to request a LoA must contact the appropriate Pro Dean who will be able to offer guidance on requesting LoA and explain what evidence is required.
5. Taking LoA is an important step and students may prefer to discuss their options, and the implications of those options, with an independent, confidential advisor before raising the matter with staff in the School of Medicine. Appointments can be made with Registry Officer (student support) by emailing: [reg-support@st-andrews.ac.uk](mailto:reg-support@st-andrews.ac.uk)
6. Students should be aware that there are potential financial implications in relation to fees, loans and / or maintenance grants when taking a leave of absence from studies part of the way through an academic year. Students should therefore ensure they contact the Money Adviser in Student Services to obtain early advice on the final implications of the decision. Email: [moneyadvice@st-andrews.ac.uk](mailto:moneyadvice@st-andrews.ac.uk)
7. For international students that are subject to immigration restrictions there may be significant visa implications and students in this situation considering taking a LoA should seek advice from the International Student Adviser in Student Services.
8. Students who are on LoA will only have continued access to Galen for the modules which they have satisfactorily completed. Students who have met the attendance requirements to allow a module to be assessed will have continued access to that module.

**Students with Recognised Sporting Talent**

9. There is a policy which allows allow eligible students (with the permission of the School and Sports Performance Manager) to have time off from their studies in order to participate in key sporting tournaments and competitions. Further information is available from the Sports Development Manager on 01334 462190 or see the policy [www.st-andrews.ac.uk/media/teaching-and-learning/policies/sports%20flexibility.pdf](http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/sports%20flexibility.pdf)

## University of St Andrews - School of Medicine Handbook

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### Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
23/08/2019	Published version	
23/08/2019	Update links	