AFTRS
Australian Film Television and Radio School

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APPLICATION FOR LEAVE FOR INDUSTRY EXPERIENCE

AFTRS values close connections to industry. While you study you may be approved to be absent from your studies if you are pursuing significant professional opportunities in Industry.

This application for Leave for Industry Experience form must be completed and any supporting documentation that supports the application emailed to your Program Convenor at least one week prior to the planned absence. *Please note: You may only apply for one approved leave per Semester.* The maximum period of approved leave will be no more than two weeks in any one semester.

The Program Convenor will use **Section 9.7 Good Standing** from the Student Handbook when making their determination. The decision of the Program Convenor regarding the application will be final.

Please note: You will not be covered by AFTRS' insurance while doing this activity.

APPLICATION REQUIREMENTS:
In your application, please identify and address these two professional practice eligibility criteria:

- The activity is a unique opportunity that can only be undertaken during specific semester dates
- The activity is with established industry professionals

Please note: Student productions (regardless of course level) or work on independent creative projects that can be scheduled outside of semester dates are not eligible for Industry Experience leave.

You are expected to take responsibility for your attendance and engagement over the duration of your course. This includes an additional impact to attendance or engagement for approval Industry Leave. In your application also provide details of how you plan to meet scheduled assessment requirements and deadlines while on leave. You will still submit via the submission method specified in your Course Outline.

IF LEAVE IS APPROVED:

During your leave, and on return from leave your continued enrolment is contingent on your ongoing good standing. This is outlined in Section 9.7 Good Standing from the Student Handbook.

If you require additional pastoral or academic support please contact the Student Centre by calling (02) 9805 6444 or emailing studentengagementmanager@aftrs.edu.au to explore what may be available.

1. STUDENT DETAILS

Name:		Student No:	
Course:			

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2. ELIGIBILITY CRITERIA

This significant industry opportunity can only be undertaken during specific semester dates. Provide details of the proposed professional opportunity, including the duration of the appointment and the role you will be performing.

This significant industry opportunity is with established industry professionals. Provide details of the production/company, including the contact details of the person who will be directly supervising you. *Please note: Student productions (regardless of course level) or work on independent creative projects that can be scheduled outside of semester dates are not eligible for Industry Experience leave.*	
Assignment Submission Dates List any assignments due during your requested leave, indicating your progress on this work to date.	
Proposed Strategy Provide details of how you will complete course work during your leave.	
Learning Outcomes Provide information about the learning outcomes this opportunity will provide, and how they will complement your learning in your course.	

3. APPLICANT DECLARATION

I declare the information I have submitted in this application is true, correct and not misleading. I understand the decision of the Program Convenor is final. If you decide to take leave during semester without approval this may result in the cancellation of my enrolment and exclusion from study. I acknowledge that I will not be covered by AFTRS' insurance while doing this activity.

Signed:		Date:	

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Office Use Only:

4. APPROVAL

Program Convenor:					Signature:	Date:	
Approved		Not Approved					

5. STUDENT CENTRE ACTION

Applicant advised of decision:	Date:	
Program Team advised:	Date:	

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