

Professional Experience Placement (PEP): Additional (makeup) hours application

If you are identified as requiring makeup hours of PEP to satisfy the unit requirements, you will be notified by your relevant Fieldwork Coordinator at the end of your placement period. All makeup PEP hours outside of scheduled PEP will be considered at the end of the PEP period at the discretion of the Unit Coordinator and Academic PEP Coordinator. These hours are subject to satisfactory academic/PEP progression within the unit to date against the following criteria:

1. Unexpected illness of short duration
2. Agency directive (closures, etc).
3. Accidents
4. Temporary disability
5. Bereavement
6. Sporting or cultural commitment at national or international representative level as per [university policy](#)
7. Other compassionate circumstances

If you have been asked to apply for makeup PEP hours, please provide the following information to be considered:

Name:	
Student number:	
Semester:	
Unit Code:	
Makeup hours required:	
Absence reason(s):	
Additional information:	

The school reserves the right to request additional supporting documentation to support requests for makeup PEP hours and has the final decision on whether these hours are granted (subject to placement availability).

Please attach a copy of all your supporting documentation to your application

Please note that availability of makeup PEP hours is at the complete discretion of the placement providers, in line with placement agreements and in consultation with the School of Nursing Academic PEP Coordinator. You will be provided with an update on your application via your InPlace within 7-days of submitting this application. To ensure there is no delay in the review of your application, please complete this form in full and provide all supporting documentation.