Attendance and Absence

Studies\(^1\) have shown that high attendance correlates with better engagement and success on a course. By punctually attending and actively participating in your classes you not only increase your own opportunities for success, but you also help build a learning community with other students. If you are not able to regularly attend classes, you should consult your relevant Course Authority.

You should also carefully read your course outlines before courses commence to ensure that you are familiar with any specific attendance requirements. If you are unable to attend required sessions, you need to inform your relevant Course Authority and if the absence is for medical reasons you will be required to present a medical certificate. If examinations or other forms of assessment have been missed, then you should apply for Special Consideration.

NOTE:

Please note the following information for:

**Members of Australian Defence Reserves**

Students who are volunteer members of the Australian Defence Reserves are required to provide Student Central with confirmation of this by an authorised Defence Reserves officer. Student reservists should also advise their course co-ordinators of this and any anticipated Defence Reserves commitment occurring during the semester.

UNSW supports and is proud of students who are members of the Australian Defence Reserves, and has adopted special provisions to ensure they are not disadvantaged academically as a consequence of participation in Defence Reserves activities.

A student who is a volunteer member of the Defence Reserves and is required to attend a compulsory camp or training course will be granted special consideration with regard to attendance, and may be granted special consideration with regard to assessment requirements of UNSW courses.

**Attendance**

A student who is a member of the Australian Defence Reserves should provide Student Central, Kensington Campus [lower ground floor, Chancellery Building], with confirmation of this by an authorised officer of the Defence Reserves. At the beginning of each semester the student reservist should also advise each of his/her course co-ordinators of this and of any anticipated Defence Reserves commitment occurring during the semester. Even where specific dates are not yet known, reservist students are expected to forecast, to the best of their ability, any likely Defence commitment that will prevent him/her from attending class.

In addition, and if appropriate, the Course Co-ordinator will arrange to provide learning materials in alternative formats if the student Reservist is unable to attend face-to-face classes, for a period of 2 weeks or less during a 12 week semester, because of a compulsory Defence Reserves activity.

In cases of absences of more than 2 weeks, or when a student reservist is called upon for full-time service (eg as part of a peacekeeping or humanitarian aid operation), the student may be permitted to discontinue enrolment without academic or financial penalty.

**Assessment**

To request Special Consideration because of compulsory Defence Reserves training the student must complete the
UNSW Request for Special Consideration application form, in accordance with University policy and timelines. Please refer to the UNSW Special Consideration policy and guidelines for further information.

Supporting evidence must be provided by a statement signed by an authorised officer of the Defence Reserves detailing the nature and duration of the compulsory camp or training course.

The possible outcome of the application for Special Consideration will be the same as that for an application for Special Consideration made on the grounds of illness or misadventure.

Elite Athletes, Performers and Leaders Support Program

Please refer to the UNSW Elite Athletes, Performers and Leaders Support Program web pages for more information.

1. Class Attendance in College: A Meta-Analytic Review of the Relationship of Class Attendance with Grades and Student Characteristics
   Marcus Credé, Sylvia G. Roch, and Urszula M. Kieszczynka
   DOI: 10.3102/0034654310362998