Attendance and Absence

Attendance

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. All applications for exemption from attendance at classes of any kind must be made in writing to the Course Authority.

It is the student’s responsibility to read the course outline before the course commences to ensure that they are familiar with any specific attendance requirements for that course.

In the case of illness or of absence for some other unavoidable cause students may be excused for non-attendance at classes for a period of not more than one month or, on the recommendation of the Dean of the appropriate faculty, for a longer period.

NOTE: 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 (e.g. 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.

**Absence from classes**

Explanations of absences from classes, or requests for permission to be absent from forthcoming classes, should be addressed to the Course Authority and, where applicable, should be accompanied by a medical certificate. If examinations or other forms of assessment have been missed, then the student should apply for Special Consideration.