

Defence Forces Reservists Policy

Section 1 - Purpose and Scope

(1) The University supports students who are members of the Defence Forces Reserve and has adopted special provisions to ensure they are not disadvantaged academically or financially as a consequence of participation in Defence Forces Reserve activities.

(2) This Policy details the process for special consideration to be granted to students in the Defence Forces Reserve with regard to attendance, availability of study materials, assessment requirements and refund of fees.

Scope

(3) These provisions apply to all students who are members of the Defence Forces Reserve.

Section 2 - Definitions

(4) For the purpose of this Policy refer to the Academic Board's Definitions Policy.

Section 3 - Policy Statement

(5) A student who is a volunteer member of the Defence Forces Reserve and as such is required to attend one or more compulsory camps of continuous training in a year and occasionally a non-compulsory camp or course, may be granted special consideration with regard to attendance and assessment requirements.

(6) In these circumstances the student shall provide the Head of School/College with a statement signed by an authorised officer of the Defence Force Reserve detailing the times when attendance at the camp or training course is to take place. The Head of School/College will ensure that Unit Assessors for units being undertaken by the student are notified of the approved absence which will not disadvantage the student in terms of any compulsory attendance requirements.

(7) Where possible the Unit Assessor shall arrange to provide learning materials in alternative formats if the student is unable to attend face-to face classes during their Reserve activity.

(8) A student may apply to the Unit Assessor for additional time to complete assessment requirements, or a variation to the due date for submission of an assessment task on the grounds of being required to attend Defence Forces Reserve training. Such a request shall be submitted on the University's prescribed form of application as soon as possible before the due date of the submission of the assessment task in compliance with the University's [Rules Relating to Awards](#).

(9) A student may apply to the Head of School/College for special consideration in the end of unit examination on the grounds of being required to attend Defence Forces Reserve training. Such a request shall be submitted on the University's prescribed form in compliance with the University's [Rules Relating to Awards](#).

(10) Special consideration approved by the Head of School/College may include the granting of a special examination.

(11) A student whose Defence Forces Reserve service commitments impact negatively upon their attendance and assessment performance may apply in writing to the Head of School/College for special consideration to withdraw from the course without academic penalty (that is without a grade of fail on their academic record for units being undertaken in the current study period). Such written request must be submitted before the end of the study period.

(12) A student Reservist who is called upon for full-time service (e.g. as part of a peacekeeping or humanitarian aid operation) shall provide the Head of School/College with a statement signed by an authorised officer of the Defence Forces Reserve detailing the expected duration of the call to service.

(13) The Head of School/College will ensure that Unit Assessors for units being undertaken by the student are notified of the approved absence and that provisions under clauses (5) to (9) are applied where possible.

(14) In the event a student Reservist is forced to defer or withdraw from study in order to undertake full-time service, the University will remit the student's HECS for the relevant units, if the withdrawal occurs after the HECS Census date.

(15) If a student is enrolled in a full fee-paying course and is forced to withdraw in order to undertake full-time service, the University will refund the student's fees for the relevant units, if the withdrawal occurs after the Census date.

Status and Details

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Head of Work Unit	Brendon Nelson Vice President (Students) and Registrar
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