

Student ADF Reservist Support Policy

Section 1 - Overview

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

Section 2 - Scope

(2) These provisions apply to all students who are members of the ADF Reserve Force members.

(3) The provisions of Paragraphs 12 - 15 shall also apply to ADF Permanent Force members who are deployed to areas designated by the Department of Defence as operational postings.

Section 3 - Policy

Objective

(4) This policy details the process for special consideration to be granted to students in the ADF Reserves with regard to attendance, availability of study materials, assessment requirements and refund of fees.

Policy — Volunteer ADF Reservist

(5) A student who is a volunteer member of the ADF Reserves 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 with a statement signed by an authorised officer of the ADF Reserves detailing the times when attendance at the camp or training course is to take place. The Head of School will ensure that Unit Coordinators 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 Coordinator 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 Coordinator 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 Reserves 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 Assessment Policy.

(9) A student may apply to the Head of School for special consideration in the end of unit examination on the grounds of being required to attend ADF Reserve training. Such a request shall be submitted on the University's prescribed form in compliance with University Assessment Policy.

(10) Special consideration approved by the Head of School in paragraph 9 may include the granting of a special examination.

(11) A student whose ADF Reserve service commitments impact negatively upon their attendance and assessment performance may apply in writing to the Head of School 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.

Policy — ADF Reservist undertaking Continuous Full-Time Service

(12) A student ADF Reservist who is called upon for continuous full-time service (eg operational deployment as part of a peacekeeping or humanitarian aid operation) shall provide the Head of School with a statement signed by an authorised ADF officer detailing the expected duration of full-time service.

(13) The Head of School will ensure that Unit Coordinators for units being undertaken by the student are notified of the approved absence and that Paragraphs 6 - 11 are applied where possible.

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

Status	Historic
Effective Date	27th July 2015
Review Date	7th December 2017
Approval Authority	Council
Approval Date	7th December 2012
Expiry Date	11th April 2017
Unit Head	Richard Dobek Executive Principal Student Experience
Enquiries Contact	Student Experience +61 2 6773 1795