





## Changes and Cancellations

(17) UNE will make all reasonable attempts to ensure all intensive schools are provided in line with the published schedule, location and content, however changes or cancellations may be necessary for reasons such as unexpected staff or physical resource unavailability.

(18) A non-mandatory intensive school may be cancelled if the minimum number of student registrations is not met by the registration cut-off date as outlined on the unit LMS site. The minimum number of student registrations is ten students, unless indicated otherwise on the unit LMS site.

(19) A mandatory intensive school, and non-mandatory intensive schools after the minimum number of registrations have been received, can only be cancelled in extraordinary circumstances, after UNE has considered all reasonable alternatives for providing the intensive school as scheduled.

(20) The process for approval and communication of any changes to or cancellations of published intensive schools is as follows:

- a. The Unit Coordinator (after consultation with the Course Coordinator) or Course Coordinator must demonstrate to the Head of School (or delegate) why the intensive school should or must be changed or cancelled, and where relevant, the proposed alternative arrangements for teaching the content and skills that was to be delivered and practised at the intensive school.
- b. The Head of School (or delegate) will seek approval from the Dean (or delegate).
- c. If a change or cancellation is approved, the Unit Coordinator or Course Coordinator will contact impacted students to advise of:
  - i. the change or cancellation;
  - ii. for changes that impacts a student's planned attendance, options for either undertaking replacement assessment activities (for a non-mandatory intensive school) or applying for a deferred mandatory intensive school under the special assessment provisions in the Assessment Policy; and
  - iii. for cancellations of a mandatory intensive, alternative arrangements for teaching the content and practicing the skills that were to be delivered at the intensive school.

(21) If a change or cancellation is approved, the Unit Coordinator or Course Coordinator must advise the Scheduling team of the change or cancellation.

(22) The relevant Dean (or delegate) must report all cancellations of intensive schools to the Academic Portfolio Executive Committee at the end of each trimester.

Approval Authority: XXXX

Approval Date: XXX XXXX 2022

Enquiries Contact: Executive Principal Education Futures: ep-educationfutures@une.edu.au