Student Defence Reserves Support - Procedures

1. Purpose and Objectives

These procedures detail the process for special arrangements to be made to students in the Defence Reserves with regard to attendance, availability of study materials, assessment requirements and refund of fees.

They are intended to satisfy the University’s obligations under The Defence Reserve Service (Protection) Act 2001.

2. Definitions, Terms, Acronyms

Defence Reservists – Students who join the Navy, Army or Air Force as part-time members of the Australian Defence Force. They are volunteers.
3. Policy Scope/Coverage

These procedures apply to all students who are members of the Defence Reserves.

4. Policy Statement

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

5. Defence Reservists

a) A student who is a volunteer member of the Defence 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 have special academic accommodations made with regard to attendance and assessment requirements.

b) In these circumstances the student shall provide the Associate Dean (Academic) with a statement signed by an authorised officer of the Defence Reserves detailing the times when attendance at the camp or training course is to take place. The Associate Dean (Academic) will ensure that Course Coordinators for courses being undertaken by the student are notified of the approved absence which will not disadvantage the student in terms of any compulsory attendance requirements.

c) Where possible the Course 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.

d) A student may apply to the Course 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 in accordance with the assessment details in the Electronic Course Profile.

e) A student may apply for a deferred examination on the grounds of being required to attend Defence Reserves training. Such a request shall be submitted on the University’s prescribed form and in accordance with Section 6 of PPL 3.10.11 Examinations relating to deferred examinations.

f) A student whose Defence Reserves service commitments impact negatively upon their attendance and assessment performance may apply in writing to the Associate Dean (Academic) for withdrawal from the course without academic penalty. Such a written request must be submitted before results are finalised for that semester.

g) A student who is called upon for full-time service (eg as part of a peacekeeping or humanitarian aid operation) shall provide the Associate Dean (Academic) with a statement signed by an authorised officer of the Defence Reserves detailing the expected duration of the call to service.
h) The Associate Dean (Academic) will ensure that Course Coordinators for courses being undertaken by the student are notified of the approved absence and that provisions b) and f) detailed above, are applied where possible.

i) In the event a student is forced to withdraw from study in order to undertake full-time service, the University will remit the student’s HECS HELP/FEE-HELP/OS-HELP for the relevant courses, providing the notice of the requirement to undertake full-time service and withdrawal from the courses occurs after the census date.

j) 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, providing the notice of the requirement to undertake full-time service and withdrawal from the courses occurs after the census date.

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Academic Registrar Mr Mark Erickson
academic.registrar@uq.edu.au

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