Student Reservist and Emergency Services Support Procedure

Section 1 - Context

(1) The University supports students who are members of the Defence Reserves, Rural Fire Service and State Emergency Services, and has adopted special provisions to ensure they are not disadvantaged academically or financially as a consequence of participation in activities related to their roles.

(2) This Procedure details the process for special consideration to be granted to students who are in the Defence Reserves, Rural Fire Service and State Emergency Services with regard to attendance, availability of study materials, assessment requirements and refund of fees. It complements the University's Adverse Circumstances Affecting Assessment Items Procedure and should be read in conjunction with that document.

Section 2 - Procedure

(3) A student who is a volunteer member of the Defence Reserves, Rural Fire Service and State Emergency Services (Emergency Services) 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, will be granted special consideration with regard to attendance and assessment requirements.

(4) In these circumstances the student shall provide the Student hub with a statement signed by an authorised officer of the Defence Reserves or Emergency Services detailing the dates and times when attendance at the camp or training course is to take place.

(5) The Student hub will ensure that Course Co-ordinators for courses being undertaken by the student are notified throughout the year, of the approved absence, and do not disadvantage the student in terms of any compulsory attendance requirements.

(6) Where possible the Course Co-ordinator shall arrange to provide learning materials in alternative formats if the student is unable to attend face-to face classes during their Reserve or Emergency Services activity.

(7) A student may apply to the Course Co-ordinator 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 or Emergency Services training. Such a request shall be submitted as soon as possible before the due date of the submission of the assessment task in line with the provisions of the University's Adverse Circumstances Affecting Assessment Items Procedure.

(8) A student may apply for special consideration in the end of course examination or for a rescheduled examination on the grounds of being required to attend Defence Reserves or Emergency Services training. Such a request shall be submitted on the University's prescribed form in compliance with the Adverse Circumstances Affecting Assessment Items Procedure.

(9) Special consideration approved by the Course Co-ordinator in clause 8 above may include the granting of a rescheduled examination.

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(10) A student whose Defence Reserves or Emergency Services 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 courses being undertaken in the current study period). Such written request must be submitted before the last day of the relevant semester/trimester.

(11) If a student is forced to withdraw from a course(s) after the census date of the course in order to undertake their commitment to the Defence Reserve or Emergency Services on a full time basis the student will, before the end of the relevant term, submit appropriate documentation regarding that commitment. The University will:

a. if the student is a Commonwealth supported student:
    i. remit the student contribution and re-credit the student's HECS-HELP loan; and/or
    ii. refund any payment of that contribution; and
b. if the student is a fee-paying student:
    i. remit the fee and re credit the student's FEE-HELP loan; or
    ii. refund any payment of the fee.

Status and Details

Status	Current
Effective Date	8th November 2022
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Responsible Executive	Belinda Yourn Senior Deputy Vice-Chancellor (Academic & Global)
Enquiries Contact	John Radvan Senior Manager, Academic Governance & Compliance Student Central

Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Census date" - The date in each term on which a student / candidate enrolled in a course is deemed to be financially liable for the course.

"Course" - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Due date" - The date specified in the course outline when an assessment item is to be submitted for marking or another date that may be set by the Course Coordinator.

"Student hub" - Is located at Callaghan, Ourimbah, Newcastle and Port Macquarie or the administrative units for students enrolled at Sydney or Singapore.

"Term" - When referring to an academic period, term means a period of time aligned to an academic year for the delivery of a course in which students enrol and for which they are usually charged fees for example semesters, trimesters, summer, winter or full-year term. The academic year for a term is determined by the academic year in which the course commences, not concludes. For all other uses of this term, the generic definition applies.

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