



Permissible Timetable Clashes

Rules and Procedures

This online form is only to be used if you have an unavoidable timetable clash and:

- a) You are enrolled in a program for which Arts & Social Sciences is the Program Authority; or
- b) You are enrolled in a Dual Arts & Social Sciences program with another Faculty (e.g. Arts/Law) and will only be missing the Arts & Social Sciences course or have a clash between two courses for your Arts & Social Sciences component.

If you are not one of the above, please seek advice from your Program Authority.

Rules and Procedures for Permissible Timetable Clashes

The Faculty allows permissible timetable clashes only in certain circumstances:

- a) The timetable clash can only be between lectures or between a lecture and a tutorial or seminar. Only the lecture can be missed.
- b) You must be able to access, at minimum, a sound recording of the missed lecture for example through ECHO360.
- c) The Course Convenor(s) must give their approval for the timetable clash.
- d) A permitted timetable clash will not be granted when the clash is the result of overloading.
- e) Permissible timetable clashes are not available to students in their first semester of study at University.
- f) You take full responsibility for the timetable clash and ensure that you meet the course learning outcomes.

If your permissible timetable clash request is approved you must fulfil the following requirements:

- a) Failure to meet attendance requirements is regarded as unsatisfactory performance in the course if attendance is recorded according to the Faculty Assessment and Attendance procedure.
- b) You must attend the clashed lecture on a specific date if that lecture contains an assessment task for the course such as a quiz or test. If you miss the said lecture there is no obligation on the Course Convenor to schedule a make-up quiz or test and you can receive zero for the assessment task. It should be noted that in many courses a failure to complete an assessment task can be grounds for course failure.

Important Note: All communication will be sent to your student email account. Please ensure you check this account regularly or have your emails redirected to your preferred email address.