

# Student Defence Force Reservists' Support Policy and Procedure



## 1 Purpose

To establish the process for special consideration to be granted to students in the Defence Forces Reserve.

## 2 Scope

Applies to students in the Australian Defence Forces Reserve with regard to attendance, availability of study materials, assessment requirements and refund of fees.

## 3 Policy Statement

1. The University of Southern Queensland supports students who are members of the Defence Forces Reserve and has adopted special provisions to ensure they are not disadvantaged academically or financially as a consequence of participation in Defence Forces Reserve activities. Such activities may include attending training camps or being called upon for full-time service.
2. A student who is a member of the Defence Forces Reserve and is required to participate in Defence Force Reserve activities may be granted special consideration with regard to attendance and assessment requirements.

## 4 Procedures

1. When required to participate in Defence Force Reserve activities, the student shall provide the Faculty Dean with a statement signed by an authorised officer of the Defence Force Reserve detailing the times when the Reserve activity is to take place. The Faculty Dean will ensure that Course Leaders for courses being undertaken by the student are notified of the approved absence and will accommodate the student in terms of any compulsory attendance requirements.
2. Where possible the Course Leader shall arrange to provide learning materials in alternative formats to allow the student to continue studying during their Reserve activity.
3. A student may apply in writing to the Course Leader 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 Forces Reserve activities. Such a request shall be submitted as soon as possible before the due date of

the submission of the assessment task in compliance with the University's Academic Policy - Assessment.

4. A student may apply to the Faculty Assessment Officer for a deferred examination on the grounds of being required to attend Defence Forces Reserve activities. Such a request shall be submitted on the University's prescribed form in compliance with the University's Academic Policy - Assessment.
5. A student whose Defence Forces Reserve service commitments impact negatively upon their attendance and assessment performance may apply to the Policy and Projects Officer, Student Administration for consideration to withdraw from the course without academic or financial penalty. Such a request must be submitted on the University's prescribed form of application in compliance with the University's Academic Policy - Waiving Academic Penalty and Fee Reversal Policy.
6. While the regulations in this policy apply to students who are Australian Defence Force Reservists, the principles of this policy may be applied to international students who are members of other defence force organisations.

## 5 References

Nil.

## 6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Policy Information

<b>Accountable Officer</b>	Deputy Vice-Chancellor (Academic)
<b>Responsible Officer</b>	Director (Student and Academic Support)
<b>Policy Type</b>	Executive Policy
<b>Policy Suite</b>	
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	14/12/2021
<b>Effective Date</b>	14/12/2021
<b>Review Date</b>	

<b>Relevant Legislation</b>	
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Related forms, publications and websites</b>	
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b>
	<b>Definitions that relate to this policy only</b>
<b>Keywords</b>	Student, Defence Force, reserves, support, leave of absence, enrolment
<b>Record No</b>	13/444PL