

## Clash notification form

Please use this form to notify us of a timetable clash between a unit being run within the School of Asian Languages and Studies and any other unit. SALS units follow the Faculty of Arts policy of requiring 66% attendance for satisfactory completion of the unit. We do, however, recognise that clashes occur and can be unavoidable. Therefore we can waive the attendance requirement if we choose. Filling out the form will *not* mean you are automatically exempt from attendance. You must discuss your situation with your lecturer.

By enrolling in two units which clash, however, you are putting an extra burden on yourself and you need to develop active ways of overcoming this difficulty.

Name: _____		Date: _____
Student number: _____		
<b>Which semester?</b>		
	<b>Unit 1</b>	<b>Unit 2</b>
<b>Name of unit and code</b>		
<b>Timetable details (tutes, lectures)</b>		
<p><b>Actions taken to avoid clash – describe – are the other times you could go to class?</b></p>   <p><b>Who have you talked to about the clash?</b></p>   <p><b>Describe the strategy you will follow to deal with the clash (e.g. alternate missing classes, record lectures, friend as notetaker, etc)</b></p>   <p><b>Signed:</b></p>		
<p><i>Keep one copy of this form for your records and give the other copy to your unit coordinator</i></p>		<p><i>Lecturer's signature</i></p>