



Student Reservist, Emergency Services, Elite Athletes and Performers Support Procedure

Related Policy	<i>Student Reservist, Emergency Services, Elite Athletes and Performers Support Policy</i>
Responsible Officer	Provost
Approved by	Provost
Approved and commenced	March, 2016
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Responsible Organisational Unit	Academic Division

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1 Objective

To establish procedures consistent with the objectives of the *Student Reservist, Emergency Services Volunteer, Elite Athlete and Performers Support Policy*.

2 Scope

This procedure applies to:

- Students who are members of the Defence Reserves
- Students who are elite athletes or performers
- Students who are emergency services volunteers
- Executive Dean
- Academic Directors/Associate Deans (L&T) or Institute Equivalent
- Heads of School or Institute equivalent
- Academic staff

3 Procedure

Key Steps	Responsibility
1. A student who is a volunteer member of the Defence Reserves, emergency services or an elite athlete or performer and as such required to attend compulsory camps of continuous training in a year and occasionally a non-compulsory camp or course, other intensive training, competitions or performances may be granted special consideration with regard to attendance and assessment requirements.	Associate Dean (L&T) Graduate Research Co-ordinator (GRC)
2. In these circumstances the student shall provide the Associate Dean (Learning & Teaching) or Graduate Research Co-ordinator (GRC) of the College responsible for the course in which the student is enrolled either with a statement signed by an authorised officer of the Defence Reserves or relevant emergency service detailing the times when attendance at camps or training courses is to take place. Elite athletes or performers must submit appropriate documentation from the governing body of their field verifying that they are operating at the highest level or representing their state or country in their particular area of interest to the Associate Dean (Learning & Teaching) or GRC of the College responsible for the course in which the student is enrolled. The Associate Dean (Learning & Teaching) or GRC will verify	Student Associate Dean (L&T) GRC

<p>the supplied documents against the definitions supplied above.</p>	
<p>3. In the event of a definition needing further clarification, the Executive Director, Student Experience will investigate the claim in consultation with relevant University staff and external stakeholders. The Associate Dean will pass all relevant information to the Executive Director, Student Experience and leave final determination of the student's status to them. The Executive Director will notify the Associate Dean of any outcome.</p>	<p>Executive Director, Student Experience Associate Dean (L&T)</p>
<p>4. The Associate Dean (Learning & Teaching) or GRC will ensure that Unit Assessors for units being undertaken by the student are notified of any approved absences which will not disadvantage the student in terms of any compulsory attendance requirements.</p>	<p>Associate Dean (T&L) GRC Unit Assessor</p>
<p>5. Where possible the Unit Assessor shall arrange to provide learning materials in alternative formats if the student is unable to attend face-to-face classes during their Reserve, emergency service and sporting or performance activities.</p>	<p>Unit Assessor</p>
<p>6. A student may apply to the Unit Assessor 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 intensive sporting training, competitions or performances. Such a request shall be submitted in writing as soon as possible before the due date of the submission of the assessment task</p>	<p>Student</p>
<p>7. A student unable to sit an examination on the grounds of being required to attend Defence Reserves or emergency services training, intensive sporting training, competitions or performances may apply to the Executive Director, Student Experience to request a deferred ordinary examination or a sitting at an alternative centre. Such a request shall be submitted on the University's prescribed form in compliance with the special assessment request provisions of Rule 6 – Admission, Assessment and Student Progress</p>	<p>Student Executive Director, Student Experience</p>
<p>8. A student whose study for examinations has been severely affected by required Defence</p>	<p>Student</p>

<p>Reserves or emergency services training, intensive sporting training, competitions or performances may apply to the Associate Dean (Learning & Teaching) for Special Consideration in Marking. Such a request shall be submitted on the University's prescribed form in compliance with the special assessment request provisions of Rule 6 – Admission, Assessment and Student Progress</p>	
<p>9. Special consideration approved by the Academic Director/Associate Dean (Learning & Teaching) above may include the granting of a special examination.</p>	<p>Associate Dean (L&T)</p>
<p>10. A student whose Defence Reserves or emergency service, or sporting or performance commitments impact negatively upon their attendance and assessment performance may apply in writing to the Associate Dean (Learning & Teaching) for special consideration to withdraw from the course without academic penalty (that is without a grade of fail on their academic record for units being undertaken in the current study period).</p>	<p>Student Associate Dean (L&T)</p>
<p>11. A Student Reservist who is called for full-time service (e.g. as part of a peacekeeping or humanitarian aid operation) shall provide the Associate Dean (Learning & Teaching) with a statement signed by an authorised officer of the Defence Reserves detailing the expected duration of the call to service. An elite athlete or performer who is called upon to represent their state or country for an extended period of time (e.g. representing Australia at the Olympic games) shall provide the Associate Dean (Learning & Teaching) with a statement signed by the governing body of the activity verifying the situation and detailing the expected duration of the absence from study.</p>	<p>Student Associate Dean (L&T)</p>
<p>12. The Associate Dean (Learning & Teaching) will ensure that Unit Assessors for units being undertaken by the student are notified of any approved absences and that provisions 1-6 detailed above, are applied where possible.</p>	<p>Associate Dean (L&T)</p>
<p>13. In the event that a student is forced to defer or withdraw from study in order to undertake full-time military service as a defence reservist, training or extended service as a emergency services volunteer, participate in training or competition at a national or international level</p>	<p>Executive Director, Student Operations</p>

<p>as an elite athlete or performer the student may apply using the prescribed UTAS form for a remittance of HECS fees for the relevant units, if the withdrawal occurs after the HECS Census date.</p>	
<p>14. If a student is in a full fee-paying course and is forced to withdraw in order to undertake full-time service, or participate in training or competition at a national or international level as an elite athlete or performer the student may request a refund of their student fees for the relevant units using the University's prescribed form, if the withdrawal occurs after the Census date.</p>	<p>Executive Director, Student Experience</p>
<p>15. A student who is a member of the Defence Force Reserves, emergency services or an elite athlete or performer whose commitments have impacted negatively upon the terms and conditions of their scholarships shall apply in writing with supporting documents to the Scholarships staff for special consideration and/or a leave of absence from the scholarship</p>	<p>Student</p>
<p>16. The Scholarships staff shall liaise with all stakeholders of a given scholarship on the behalf of the student to bring about the best outcome for both the student and benefactor, where appropriate approving a Leave of Absence from the scholarship for a student.</p>	<p>Scholarships</p>
<p>17. Applicants whose previous studies have been greatly impacted by their participation as a Defence Reservist, elite athlete or performer may submit certified supporting documents to apply for special consideration in the assessment of their application for admission.</p>	<p>Student</p>
<p>18. Special consideration approved by the Associate Dean (Learning & Teaching) above may include the admission to a course with conditions.</p>	<p>Executive Director, Student Experience Associate Dean (L&T)</p>
<p>19. An international student seeking to receive special consideration on the basis of participation as an elite athlete or performer must contact the Student Centre to discuss the implications special consideration may have upon their visa.</p>	<p>Executive Director, Student Experience</p>
<p>20. A Graduate Research candidate seeking an extension or suspension of research and/or research scholarship, or variation to a milestone</p>	<p>Graduate Research candidates</p>

<p>date, on the basis of participation as an Australian Defence Force Reservist, emergency services worker or elite athlete or performer must seek approval from their supervisor, Head of School and the Dean of Graduate Research.</p>	
<p>21. A student wishing to receive special consideration on the basis of being an elite performer must provide signed documentation to the Associate Dean (Learning & Teaching) or GRC demonstrating they are operating at the highest level in their field. This may include a signed testimony from the Australian Arts Council.</p>	<p>Student</p>

4 Definitions and Acronyms

Academic Unit Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.

College Means
 (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure
 (b) the University College

Executive Dean Means:
 (a) the Executive Dean of the relevant College, or
 (b) in relation to the University College, the Principal of the University College

Head of Academic Unit Means the head of the relevant Academic Unit

EAFU An Elite Athlete Friendly University (EAFU) implements the guiding principles of the Australian Sports Commission’s Elite Athlete Friendly University Program, and relies on the accurate identification of athletes as being elite.

Elite Athlete For athletes and coaches to access the support identified within the EAFU guiding principles, they must be identified and recognised, or be a member of one of the following organisations as an “elite athlete or coach”:

- Australian Institute of Sport

- State Institutes or Academies of Sport
- AFL Players' Association
- Australian Cricketers' Association
- Rugby Union Players' Association
- Rugby League Professionals' Association
- Australian Professional Footballers' Association
- National squad members from Australian Sports Commission funded sports
- Senior/head coaches from state and territory institutes/academies of sport, national teams from Australian Sports Commission funded sports or participating professional sports.

The majority of elite athletes within Australia will be on scholarships within the network of institutes and academies of sport around Australia, however there are many athletes that may fall outside of this cohort. The EAFU guiding principles state that: "If an athlete falls outside of these organisations, they may submit an application for consideration to the University."

This clause allows the Executive Director of the Student Experience of The University of Tasmania to assess an application from an athlete outside of the endorsed list provided by the Australian Sports Commission, and use their discretion to determine if they would like to provide the athlete with EAFU status.

Elite Performer

A student who is operating at the highest level in their field in either scholastic achievement, leadership or as a contracted artist on a state, national or international level. The following list maybe used as a guide:

- Actors Equity Australia
- Australian Dance Council
- Australian Dance Theatre
- Australian Chamber Orchestra
- The Symphony Australia Orchestras
- Tasmanian Symphony Orchestra
- Australian Youth Orchestra
- Opera Australia
- Musica Viva Australia
- Musica Viva Tasmania
- ABC Concerts
- Australian Voices

This clause allows the Executive Director of the Student Experience of The University of Tasmania to assess an application from an elite performer outside of the above list and use their discretion to determine if they would like to provide the performer with Elite status. Or "If a performer

falls outside of these organisations, they may submit an application for consideration to the University.”

Emergency Services Worker A member of one of the following organisations:

- The State Emergency Service (SES);
- Tasmanian Fire Service or relevant state equivalent;
- Country Fire Authority;
- Tasmanian Ambulance Service or relevant state equivalent.

Student Reservist A member of the Australian Defence Force Reserves.

5 Supporting Documentation

- *Student Reservist, Emergency Services, Elite Athletes and Performers Support Policy*
- Guiding Principles for National Network of Elite Athlete Friendly Universities - National Conference for Australian Vice Chancellors Committee May 2004
- Australian Defence Force Advanced Standing Scheme Agreement (The University of Tasmania is a signatory)
- Guidelines for Awarding Deferred Ordinary Examinations on Non-medical Grounds – Application for Deferred Examination
- *Full Fee Paying and Commonwealth Supported Student Remission of Debt Policy*
- School/Faculty Assessment Guidelines

6 Versioning

Former Version(s)	Version 1 – <i>Student Reservist, Emergency Services, Elite Athletes and Performers Support Procedure</i> ; approved December, 2010. Version 2 – <i>Student Reservist, Emergency Services, Elite Athletes and Performers Support Procedure</i> approved by the DVC Students and Education March, 2016, amended in December 2016 to incorporate Colleges.
Current Version	Version 3 – <i>Student Reservist, Emergency Services, Elite Athletes and Performers Support Procedure</i> approved March, 2016, amended in December 2017 to reflect College structure and nomenclature.