



## Procedure: Student reservist support

### Purpose

To detail the process for special consideration to be granted to students in the Defence Reserves with regard to attendance, availability of study materials, assessment requirements and refund of fees.

### Procedure

#### Attendance at compulsory and non-compulsory training

1. Students who are volunteer members of the Defence Reserves and required to attend one or more compulsory camps of continuous training in a year and occasionally a non-compulsory camp or course, may apply for special consideration with regard to attendance and assessment requirements.
2. Students provide the Associate Dean of the relevant College(s) with a statement signed by an authorised officer of the Defence Reserves detailing the times when attendance at the camp or training course is to take place
3. The Associate Dean ensures the Course Conveners for the courses being undertaken by the student are notified of the:
  - a. student's details;
  - b. time period of the student's approved absence;
  - c. requirement under the Defence Reserve Service (Protection) Act 2001 and this procedure to make reasonable adjustments for the student during the period of the approved absence.
4. The Associate Dean ensures a record of the student's written application and their communication to the Course Convener(s) is filed on the student's official file.
5. The Course Convener arranges to provide learning materials in alternative formats if the student is unable to attend face-to-face classes during Reserve activity, where possible.
6. Any communication detailing adjustments made are filed on the student's official file.
7. A student may apply to the Course Convener for additional time to complete assessment requirements, or a variation to the due date for submission of an assessment task as per the [Student assessment procedure \(ANUP 004604\)](#) on the grounds of being

required to attend Defence Reserves training. The Course Convener is to upload the student's written request and the decision record to the student's official file. Applications regarding official examinations are submitted via the Deferred Examination eForm on the student's ISIS account.

8. A student may apply to the Delegated Authority for special assessment consideration on the grounds of being required to attend Defence Reserves training. Such requests are submitted via the Special Consideration eForm.

9. Special Consideration approved by the Delegated Authority in the above clause may include the granting of a deferred examination.

10. Where a Defence Reserve service commitment impacts negatively upon a student's attendance and assessment performance the student may apply for a Late Withdrawal from their course(s). Requests are submitted within 12 months of the study period, and appropriate supporting documentation is provided. For the purposes of a request for Late Withdrawal, the act of volunteering for Defence Reserves does not mean that a student had control over the activities they were required to complete as part of the Defence Reserves.

### **Full-time service**

11. A student Reservist who is called upon for full-time service (e.g. as part of a peacekeeping or humanitarian aid operation) provides the Associate Dean of the relevant College(s) with a statement signed by an authorised officer of the Defence Reserves detailing the expected duration of the call to service.

12. The Associate Dean ensures that the Course Convener for the courses being undertaken by the student are notified of the:

- a. student's details;
- b. time period of the student's approved absence;
- c. requirement under the Defence Reserve Support (Protection) Act 2001 and this procedure to make reasonable adjustments for the student during the period of the approved absence.

13. The Associate Dean ensures a record of the student's written application and their communication to the Course Convener(s) is filed on the student's official file.

14. Where a student Reservist is forced to defer or withdraw from study in order to undertake full-time service, the University processes a remission of the student's HECS-HELP or FEE-HELP debt for the relevant courses, if the withdrawal occurs after the relevant Census Date. Such requests are submitted on the Application for Late Withdrawal form within 12 months of the study period

15. If a student is enrolled in a full fee-paying course and is forced to withdraw in order to undertake full-time service, the University refunds the student's fees for the relevant courses, if the withdrawal occurs after the Census Date. Such requests are submitted on the Application for Late Withdrawal form within 12 months of the study period.

## Document information

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