# 

School of Historical and Philosophical Studies

**History program**

# ATTENDANCE WAIVER REQUEST

**This form is to be used for an attendance waiver request (beyond the number of classes students are able to miss without penalty) and should be submitted to the Subject coordinator by email (and copied to the tutor) no later than 3 working days after the class that was missed.**

*The submission of this request does not mean that the application has been approved. Supporting documentation (ie. Doctor’s certificate) may be supplied to support your request. The application will be assessed and you will be notified of the outcome of the application via your University email account within three business days of its submission.*

**Applications will not be considered if submitted more than 3 working days after the class that was missed.**

Students seeking class attendance waivers for more than two tutorials (beyond the number of classes students are able to miss without penalty) should submit an application for [Special Consideration](https://students.unimelb.edu.au/admin/special).

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| --- | --- | --- | --- |
| **Student ID number:** | | **Student name:** | |
| **Email address:** | | | |
| **Subject code:** | **Subject name:** | | |
| **Subject coordinator:**  **Tutor:**  **Tutorial day & time:** | | | |
|  | | |  |

**Reason for requesting an attendance waiver:**

**Documentation attached**

**Date of submission:**

|  |  |  |
| --- | --- | --- |
| *To be completed by Subject coordinator:* |  | |
| **Date received: (Subject coordinator): Date of outcome:**  **Outcome:**  Approved  Not approved | | |
| **Alternative assessment (if required) & due date:** | |  |
|  | | |

**1. University Policy on Hurdle Requirements**

1.1 The University Assessment and Results Policy (MPF1326) [Definitions] defines a Hurdle Requirement as:

‘...an assessment requirement that must be satisfactorily completed in order to pass a subject, irrespective of the marks achieved by completion of other components of assessment in that subject.”

1.2 The University Assessment and Results Policy (MPF1326) sections 4.48-50 state:

“Hurdle Requirements

4.48. Where a hurdle requirement is part of the assessment for a subject, the particular nature of the requirement, and the consequences for failing to meet it, must be published in the subject outline.

4.49. Students who do not satisfy the hurdle requirements in a subject fail that subject, even if they have obtained more than 50% of the marks available by completing other components of assessment.

4.50.A BoE may also set pass/fail hurdle requirements where a task (such as practical work):

(a) is not able to be graded; and

(b) where the final result in the subject is dependent on performance in theoretical work weighted at 100%of the assessment.”

1.3 The following guidelines apply to the application of this policy to attendance hurdle requirements in the BA.

**2. Communication of Hurdle Requirements to Students**

2.1 It is the responsibility of each subject coordinator to ensure that attendance hurdle requirements are clearly stated on each subject LMS site and in any outline of assessment requirements distributed to students.

2.2 Any attendance hurdle requirement applied to a subject must be consistent with the assessment information for that subject published in the University Handbook.

2.3 The hurdle requirement should be explained clearly to students and, wherever possible, state the minimum required attendance in terms of the number of classes (or class hours) required as well as the overall in percentage terms (as a percentage of the total number of classes).

2.4 Subject coordinators who desire to modify a hurdle requirement after the details of their subject has been published in the University Handbook must follow the procedures for submitting late changes to assessment requirements and should consult the Academic Programs Manager (Undergraduate), Faculty of Arts, for advice before proceeding.

**3. Recording Attendance**

3.1 In subjects with attendance hurdle requirements, attendance at relevant classes should be carefully recorded, and these records retained for at least six months following the release of results for the subject (in line with the requirements for preservation of all records relating to student assessment: see the Records Management Policy [MPF1106]).

3.2 The method of recording attendance, and any requirements of the students in this regard (e.g. signing in, presenting student cards, etc.) should be communicated clearly in the first class and stated on the LMS site for the subject.

3.2.1 If attendance will not be recorded for late-comers, this should also be clearly communicated to all students with details of when the cut-off for timely attendance will be. As a general guide, arrival at class later than fifteen minutes after the advertised starting time should not be considered a timely attendance. However, the exact cut-off is set at the discretion of the subject coordinator and must be consistent for all class groups in the subject, and consistently applied.

3.2.2 Late-comers to class should not be excluded from class unless their inclusion is deemed disruptive to the work being undertaken by that class, even if this inclusion does not qualify as a timely attendance for purposes of the hurdle requirement.

**4. Attendance Waivers and Alternative Assessment**

4.1 Subject coordinators have the discretion to provide reasonable adjustments for students who have failed to attend up to two weeks’ of required classes (i.e. beyond the number of classes students are able to miss without penalty) and have valid reason(s) for doing so.

4.1.1 For example, in subjects that have weekly tutorials over twelve weeks (12 total) and a 75% attendance hurdle requirement (requiring attendance at a minimum of 9), students may fail to attend 3 classes without penalty. Should any students miss more than 3 classes, and have valid reason for doing so, they may apply to the subject coordinator for reasonable adjustments for up to 2 further classes missed.

4.1.2 This guideline is based on the discretion afforded to subject coordinators (by delegation from the Dean under sections 4.133-136 of the Assessment and Results Policy [MPF1326]) to grant extensions to assessment tasks and is subject to the same grounds:

“due to unforeseen circumstances that impact on a student during the time allocated for the preparation of an item of assessment.”

4.1.3 In the case of applications for adjustment to an attendance hurdle due to unforeseen circumstances, it is recommended that subject coordinators only consider student requests that are submitted no later than three working days after the class that was missed.

4.2 It is recommended that departments and schools modify existing extension application forms to accommodate requests for adjustment to the attendance hurdle, or make dedicated forms available to students for the purpose.

4.2.1 The procedure for applying for such adjustments should be clearly communicated to all students at the same time, and in the same manner, as extension expectations and procedures.

4.3 As the attendance hurdle is an assessment requirement that applies equally to all students in the subject, any adjustment applied by the subject coordinator should ensure that the student completes the requirement in an appropriate alternative form if at all possible.

4.3.1 An appropriate alternative form of assessment may involve attending a class at a different time, or a make-

up class at a later date where these are available. It may also involve submission of further (or supplementary)

assessment (see sections 4.80-81 of the Assessment and Results Policy [MPF1326]) that might take the form, for example, of a short written answer to the seminar/tutorial question(s), a précis of the seminar/ tutorial reading, or similar. Such work is to be submitted as fulfillment of the attendance requirement and is not to receive a grade.

4.3.2 Further (or supplementary) for attendance hurdles must be consistently applied to all students in the subject who have reasonable grounds for failing to attend and have followed correct procedures for requesting an adjustment. Concern should also be given to equity with all students in the subject who have met the attendance expectations.

**5. Attendance Requirements and Special Consideration**

5.1 In cases where any student has missed more than two weeks’ of classes (beyond the number of classes they are able to miss without penalty), and may have valid grounds for adjustment, that student should be directed to the Special Consideration application process.

5.2 In no circumstances should a subject coordinator authorize an adjustment for more than two weeks’ of missed classes.

**6. Entering Results for Students who Fail to Meet the Attendance Hurdle**

6.1 The result 49 NH should be entered for any student who would have otherwise passed the subject but for failure to meet an attendance hurdle.

6.1.1 For example, if a student receives a result of 0-49 and fails to meet the hurdle requirement, the result should be entered as an N with the numerical mark achieved. However, if a student receives a pass grade or higher (50-100) but fails to meet the attendance hurdle, this result should be entered as 49 NH.