



Permission to Participate in Lectures Online

Never Stand Still

Faculty of Arts & Social Sciences

School of Education

Rules and Procedures for Permission to Participate in Lectures Online

The School of Education gives permission to participate lectures online only on a case by case basis and only in the following circumstances:

- a. The student is able to demonstrate that they have no other option but to participate in lectures online.
- b. The student must be able to access, at minimum, a sound recording of the missed lecture either through Lectopia or independent recording. The Course Convenor can reserve the right to refuse the lectures in their course to be recorded independently.
- c. The Course Convenor(s) must give their approval for participation in lecture to be undertaken online.
- d. Permission will only be granted for lectures, not tutorials or method courses and for no more than one course at a time.
- e. Permission will not be granted when it results in over-enrolment.

A student who is approved for permission to participate in lectures online must fulfil the following requirements:

- a. The student must provide the Course Convenor with copies of lecture notes and/or reading notes from those lectures missed on a regular basis as agreed by the Course Convenor and the student.
- b. If a student does attend a lecture for which they had secured permission to participate online they will still submit lecture notes and/or reading notes as evidence of attendance.
- c. Failure to meet these requirements is regarded as unsatisfactory performance in the course and a failure to meet the Faculty's course attendance requirement. Accordingly, Course Convenors will fail students who do not meet this performance/attendance requirement.
- d. Students must attend the lecture on a specific date if that lecture contains an assessment task for the course such as a quiz or test. Inability to meet this requirement would be grounds for a Course Convenor refusing application. If the student misses the assessment task lecture there is no obligation on the Course Convenor to schedule a make-up quiz or test and the student can receive zero for the assessment task. It should be noted that in many courses a failure to complete an assessment task can be grounds for course failure.

Please submit the completed form to the School of Education Office
Location: Lv1 John Goodsell Building | **Phone:** 9385 1977 | **Email:** education@unsw.edu.au

SECTION 1: PERSONAL DETAILS	
Student ID:	Program:
Family name:	Given name(s):
Phone:	Email:

SECTION 2: COURSE DETAILS					
COURSE					
Course Code (e.g. EDST5112)	Title (e.g. Learning Perspectives)	Class Type (e.g. lec/tut/sem)	Class No. (e.g. 8155)	Day & Time (e.g. Thu 11-1)	Semester, Year (e.g. S1, 2013)
Reason for Request					

SECTION 3: STUDENT ENDORSEMENT	
I have read and understand the requirements for permission to participate in lectures online. I certify that all information, including any supporting documentation in correct.	
Student Signature:	Date:

SECTION 4: DECISION FROM CONVENORS	
Approved: YES / NO	
Course Convenor:	Signature:
Summary of comments and recommendation	
Approved: YES / NO	