

Form for Student with Irreconcilable Timetable Clashes

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This form is only applicable for students who are in their final semester or students under special conditions where a mandatory unit of study is clashing with another mandatory unit of study.

The completed form is to be submitted to Student Information Centre latest by Friday, Week 1.

Special conditions (please tick ☒ where applicable):

- ☐ A final year mandatory unit has a timetable clash with another mandatory unit.
- ☐ A mandatory pre-requisite unit (which cannot be deferred to a later semester in course) clashes with another unit.
- ☐ A mandatory unit is offered once a year (which cannot be deferred to a later semester in course) and is clashed with another unit.
- ☐ A mandatory unit is phasing out.
- ☐ A mandatory unit is clashes with elective/minor units and there is no feasible replacement unit.

If students with timetable clashes do not fit the above criteria, the students will need to choose another unit of study.

STUDENT DETAILS

Student ID		Program	
First Name		Surname	
Phone Number (H)		Mobile	

Please fill in the details of your timetable clashes:

UNIT 1:			
UNIT CODE AND NAME	ACTIVITY (E.g. LE1/01)	DAY	TIME

UNIT 2:			
UNIT CODE AND NAME	ACTIVITY (E.g. LE1/01)	DAY	TIME

DISCLAIMERS

1. It is your decision to enroll into the unit with timetable clashes.
2. It is your responsibility to put in extra time and effort to revise on the lessons that you might have missed. Do not expect the academic staff (your lecturers) to repeat the lessons that you have missed. Academic staff will extend their assistance to you as much as they are able to, but the responsibility for you to cope with your lessons is solely yours.
3. The University will not entertain any special consideration appeals if you are not able to cope in your studies due to your decision to attend clashes classes.
4. The unit convenors of the units that have a timetable clash have to be informed about the timetable clash.

If you agree with the abovementioned conditions, please sign below.

Signature of Student		Date	
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SCHOOL ACKNOWLEDGEMENTS			
1. Unit Convenors informed			
<i>Unit Convenor 1</i>			
Name	Signature	Unit Code	Date
<i>Unit Convenor 2</i>			
Name	Signature	Unit Code	Date
2. Discipline Leader of the applicant's program			
Final semester mandatory unit has a timetable clash and there is no feasible replacement unit		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Remarks:			
Signature & Name of Discipline Leader		Date	

REMARKS BY STUDENT ENGAGEMENT: