
Flinders University Student Defence Reserves Support Guidelines

1. Introduction and Purpose

1.1. To assist students who are defence reserves as the University is committed to supporting Australia's defence reserves achieve academic excellence while also undertaking service or training in the Australian Defence Force.

1.2. The purpose of the following guidelines is to provide University staff and qualifying student defence reserves with information regarding eligibility and the process for seeking assistance with a range of matters including flexible study options.

2. Scope

2.1. For the purposes of accessing the support identified in these Guidelines a defence reserves student is defined as being a member of the Australian Defence Reserve Service and who is entitled to be released for service or training in the Australian Defence Force without disadvantage under Part 7 of the [Defence Reserve Service \(Protection\) Act 2001](#).

3. Applying for defence reserves support

Students must have documentation ready for upload before beginning the application.

3.1. Applications must be lodged using the approved online application form:
<https://students.flinders.edu.au/study-support/defence-reserves-support>

3.2. Applications (one per academic year) should be lodged prior to the census date of the relevant semester: <https://students.flinders.edu.au/key-dates/critical-enrolment-dates>. Applications will however be considered after the census date, where a student can demonstrate that:

- they were not advised of their selection for participation in the relevant training or event until after the census date; or
- there were extenuating circumstances beyond their control which prevented them from submitting the application before the census date.

3.3. Applications must include the following:

- contact and study/course details;
- time commitment in respect to training and event participation and how these impact on the applicant's University studies; and
- a letter on an official Australian Defence Force letterhead outlining your duties and obligations. The letter must be written and signed by an official authority on behalf of the Australian Defence Force

3.4. The Director, Student Administration Services (or nominee) will consider the application and notify the individual whether or not their application has been approved.

3.5. Approval is only effective for the academic year in which it is granted. Defence reserves are required to reapply for consideration for each subsequent year of study.

3.6 Enrolment Services within Student Administration Services acts as a coordination point for the provision of information and support for defence reserves on a range of matters including:

- advice, guidance and advocacy on academic planning, including enrolment and assessment needs; and
- support in negotiating flexibility to meet academic requirements including:
 - study load and timetables;
 - leave of absence to meet commitments;
 - assessment deadlines;
 - sitting exams externally; and
 - cross-institutional study options interstate or credit transfer arrangements

3.7. Enrolment Services within Student Administration Services will maintain a register of defence reserves.

5. Arranging support arrangements

5.1. The list of defence reserves along with supporting information regarding the University's obligations will be forwarded by Enrolment Services to relevant areas/staff for information, including:

- Course coordinator/s;
- Topic coordinator/s; and
- Student Progress and Assessment Advisors (Student Administration Services)

5.2. The University's expectation is that defence reserves will arrange, organise and negotiate aspects (including any special considerations) of their own enrolment and support arrangements in conjunction with their Topic Coordinator.

6. Additional Assistance

6.1. Defence reserves who are experiencing difficulties arranging support or consider that they require additional assistance with coordinating particular matters should contact the Director, Student Administration Services (or nominee) via Enrolment Services to discuss further:
studentdefencereserves@flinders.edu.au

7. University Policies and Procedures

7.1. The University has a suite of Policies and Procedures (<https://www.flinders.edu.au/policies>) relating to course entry, enrolment and assessment. These Policies and Procedures have sufficient flexibility to accommodate the diverse needs of defence reserves in most cases.

- Flinders University allows students to undertake cross institutional study where this can be accommodated within the course selected and where appropriate studies are available at another institution. Further information can be obtained from: <http://www.flinders.edu.au/enrolling/cross-institutional/>
- Flinders University is committed to providing flexible delivery options throughout all courses, with full on-line and/or external mode delivery of several courses and on-line delivery of specified components for the majority of courses.
- Flinders University has a Credit Transfer Policy which allows the recognition of prior learning from other universities and registered training providers. Further information regarding this matter can be obtained from: <https://www.flinders.edu.au/study/apply/credit-transfer.html>.
- Flinders University has Policies in place which provide for flexible arrangements under special circumstances for students wishing to take extended periods of leave of absence and/or extend the maximum time required to complete a course. Further information regarding this matter can be obtained from: <https://students.flinders.edu.au/my-course/enrolment/leave-from-study>
- The University's Assessment and Teaching Policies and Procedures provide sufficient flexibility to allow defence reserves to negotiate variations to assessment methods directly with the relevant Topic Coordinator. Further information regarding this matter can be obtained

from: <https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/assessment-policy.pdf>.

• Flinders University allows students to undertake examinations off-campus where there are special circumstances. Queries regarding the sitting of examinations off campus should be forwarded directly to the University's Student Progress and Assessment team: examinations@flinders.edu.au

Any Questions?

If you still have questions, please contact studentdefencereserves@flinders.edu.au

- Web: <https://students.flinders.edu.au/study-support/defence-reserves-support>