



TIMETABLE CLASH APPROVAL FORM

Please read the following information before proceeding with this form.

How to complete this form

1. **IMPORTANT: Download this form and save it to your computer as a PDF. The form will not work from a web browser.**
2. Complete section 1 on the following page, all fields are required. Course 2 should be the course with pending enrolment.
3. Ensure you provide all class numbers for both courses; this may include lectures, labs and tutorials. Class numbers can be found on the timetable website (look for the 4-5 digit code underneath 'Class').
4. If your clash meets the criteria below you only need to complete section 1. Your clash will be approved and processed by the Science Student Centre.
5. **If your clash is with a non-science course, you will need the non-science course convenor's approval. Please save the form and send to the course convenor for approval.**

After receiving your form, the Science Student Centre will process your enrolment and contact you to confirm. Processing can take up to 3 business days.

Timetable Clash Approval Criteria

1. A clash that exceeds 1 hour requires written approval from the course coordinator (either sign section 2 or email direct to sso@unsw.edu.au).
2. A clash must be between 2 courses in the Faculty of Science or be approved by the non science faculty.
3. A clash is only permitted between a lecture and lecture or a lecture and lab/tute.
4. Students must ensure there are no assessments in any clashing classes or make appropriate arrangements if there are.
5. A clash in your first semester of study will not be permitted if this is avoidable.
6. A clash is not grounds for special consideration or alternative assessment requests.
7. Students are responsible for revising any missed content due to a timetable clash.

By submitting this form you agree to the above criteria.



SECTION 1: Student & Class Details

z Number	Study Abroad/Exchange?	Yes	No
Surname	Given Name/s		
Phone	Email		
Program Code	Program Name		

Course 1 (Course you are enrolled in)

Course Code:	Course Name:	Class Numbers*:
		Lec
		Lab
		Tut
		Oth

Course 2 (Course requiring enrolment)

Course Code:	Course Name:	Class Numbers*:
		Lec
		Lab
		Tut
		Oth

***Please ensure you include class numbers for ALL related portions of the class (including classes that are not clashing). We cannot process your enrolment without this information.**

Does your clash involve in involve a non science course?	YES -->	Proceed with Section 2
	NO -->	Proceed to next question

Does your clash meet the criteria on page 1?	YES -->	Press submit (course convenor approval not required)
	NO -->	Contact the Science Student Centre

SECTION 2: Non-science course convenor approval (OR 2 hour clash approval from science convenor)

Course Coordinators: If you approve enrolment in this clash please complete your details below (including approval conditions) and press submit to send the form to the Science Student Centre. Any comments will be provided to the student for noting.

Approval conditions/comments:

Course Convenor	Phone	Date
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