



## 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](#).
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 24 hours.

### Timetable Clash Approval Criteria

1. A clash must not exceed one hour in duration.
2. A clash will not be permitted in your first semester of study.
3. A clash must be between 2 courses in the Faculty of Science or be approved by the non science faculty.
4. A clash is only permitted between a lecture and lecture or a lecture and lab/tute.
5. Students must ensure there are no assessments in any clashing classes or make appropriate arrangements if there are.
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 UoC Passed

Surname Given Name/s

Phone Email

Program Code Program Name

Course 1 (Course you are enrolled in)

Course Code: Course Name: Class Number:  
Lec  
Lab  
Tut  
Oth

Course 2 (Course requiring enrolment)

Course Code: Course Name: Class Number:  
Lec  
Lab  
Tut  
Oth

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**

**Course Coordinators: If you approve enrolment in this clash please complete your details below 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