



SWINBURNE  
UNIVERSITY OF  
TECHNOLOGY  
SARAWAK CAMPUS

## Form for students with irreconcilable timetable clashes



### WHAT SUPPORTING DOCUMENTATION MUST I PROVIDE?

Students must attach their Degree Planner upon submission of this form.

### CHECKLIST

The following checklist is to help to ascertain that the student has genuine irreconcilable timetable clashes. Please indicate which category applies:

- Part-time student unable to get into evening activity
- Final year mandatory unit is full or clashes with another unit
- Mandatory prerequisite unit (which cannot be deferred until later in course) is full or clashes with another unit
- IBL student (ie part-time) unable to get into evening activity

If the student fits into one of the above criteria check the following immediately:

1. Student details on Eduversal

If the student does not fit the above criteria they will need to choose another unit.

### STUDENT DETAILS

If you have verified that the student is a genuine case, and you were unsuccessful in allocating them, please proceed to get the following details:

First Name		Surname	
Student ID		Course	
Phone Number (h)		Work/Mobile	

Please write below the unit code and name and activity the student is unable to allocate for:

UNIT CODE AND NAME	ACTIVITY	DAY	TIME	REASON

Reasons for enrolment in above activity:

\_\_\_\_\_

\_\_\_\_\_

If there is a clash, please print the unit code and name and activity unit clashes with:

UNIT CODE AND NAME	ACTIVITY

Once you have these details, please inform the student of the following:

1. They need to attend classes at the preferred time in week 1 of semester
2. They will be removed from the activity if they are allocated to an activity they do not want.
3. They need to keep trying to get into the activity until \_\_\_\_\_ (Date)
4. They should keep checking their timetables to see if their timetable allocations have been changed
5. If they are unsuccessful in changing, they must contact the Student Administration \_\_\_\_\_ (Date)

Signature of staff member: \_\_\_\_\_ Date: \_\_\_\_\_