

Special Arrangements Policy: Elite Athletes & performers

Title	Elite Athletes & performers
Overview	The policy enables special arrangements to be made for students who, by virtue of their sporting / performance endeavours, have extensive, yet inflexible outside commitments that may interfere with their study.
Key Words	Sport, elite, perform, special
Scope	All coursework degrees
Related documents	
Approved by	Academic Board
Date approved	27 March 2008
Start Date	April 2008
Date for review	September 2009
Business Owner	Office of the Provost
Contact Name/extension/email	<hr/>

The University of Melbourne

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Elite Athletes and Performers

Definitions: (NB. These are working definitions that may be changed to ensure consistency with terminology employed in the Student System).

Elite: Representing the state or country.

Athlete: A participant in sporting activity.

Performer: A participant in some activity, other than sport, that is not associated with the participant's area of tertiary study.

Policy: All coursework degrees in the Melbourne Model

The University is committed to working with students who are elite athletes or performers to facilitate progress in their studies concurrently with their participation in sporting or other activities.

The University encourages a flexible approach to the provision of assistance for elite athletes and performers subject to preservation of the integrity of academic programs, the maintenance of appropriate academic standards and equity between students. Provision may include alternative examination arrangements, renegotiation of assessment deadlines, alternative format learning materials, cross-institutional study, timetable planning and flexibility about class attendance requirements, deferment, leave of absence, withdrawal and refunds. Discretion available within these policy areas may apply to elite athletes or performers.

Students who wish to receive assistance on the grounds that they are an elite athlete or performer must submit appropriate documentation verifying that they represent their state or country in a sporting team or other relevant organisation. Examples of such organisations include:

- Australian National Institute of Sport
- National Senior Squad members from Athlete Career and Education (ACE) supported sports
- State Institutes or Academies of Sport
- AFL Player's Association
- Australian Cricketer's Association
- Rugby Union Player's Association
- Australian Professional Footballer's Association
- Netball Australia
- A student who is operating at the highest level in their field of activity as a contracted artist, for example, a principal for Opera Australia or for Melbourne (or other state) Symphony Orchestra

It may be required that student update their status with any changes, or annually, as required.

Students who wish to claim elite status as an athlete or performer, but do not meet the stipulated criteria may apply for consideration with relevant supporting documentation.

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Procedure and Practice: All coursework degrees in the Melbourne Model

1. Application for assistance

1.1 The first request - Identification

- Students seeking assistance for the first time on the grounds that they are an elite athlete or performer should speak with a Student Adviser in their Student Centre or Graduate School and provide appropriate supporting documentation.
- If the grounds on which a student is claiming elite status fall outside this policy, or established precedent, the Student Adviser should refer the matter to the Academic Board for determination.
- Once a student's elite status has been established this can be noted on the Student System so that future requests do not have to be verified to the same extent, although verification of continuing status may be sought in the next semester or the next year.

1.2 All requests

- Once a student's elite status has been established, special arrangements are generally considered on the basis of particular documented commitments to the elite activity, such as intensive training or rehearsal schedules, competitions or performances.
- Requests should always be negotiated through a Student Adviser in the relevant Student Centre or Graduate School.
- Should changes to assessment be requested, the student adviser will consult with subject coordinators, who may discuss matters with the chair of board of examiners.

1.3 Timing of requests

- The nature and extent of commitments to elite activity can be unpredictable and outside of a student's control (e.g. selection into a team or cast).
- A student will be expected to plan for known commitments, for example regular training commitments or rehearsal/performance, well in advance.
- Students are advised to seek assistance at the earliest possible time to ensure the best outcome.
- Subject to other policies relating to enrolment and assessment, there are no formal deadlines by which students must request assistance on the basis of their required activity, however the timing of requests will have an impact on the University's capacity to provide assistance.

2. Assistance Provided

- The precise nature of the assistance provided to each student will vary depending on the nature and extent of their commitment to elite activity. Examples of assistance that may be provided include:
 - Extended deferment or Leave of Absence: Subject to the relevant policies, recognised elite activity may constitute compelling grounds for additional periods of leave or deferment.
 - Timetable planning: Subject to the availability of classes that facilitate involvement in elite activity, such activity may constitute grounds for registration in a particular class.
 - Attendance Requirements: commitments may be considered grounds for discretion around the application of a policy on minimum class attendance.
 - Alternative exam arrangements: Usually permission to sit exam on the same day as the official exam in an appropriately supervised alternate location. The student is to organise and incur any costs involved.

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In exceptional circumstances an alternative examination may be provided at a different time, subject to the agreement with the subject coordinator(s) of the relevant subject (see Examinations policy for more details).

- Renegotiation of assignment deadlines: Usually permission for short-term extensions (e.g. of up to two weeks for a larger assignment. See Extensions Policy for more details).
- Cross-institutional enrolment: Participation in elite activity may be considered compelling grounds for discretion around the application of the policy on cross-institutional enrolment.

3. Discretion

- Student Advisers consider all requests for assistance in the first instance.
- Where this policy is unclear or silent on the subject of eligibility for assistance (e.g. request for the inclusion of a new sport) , questions are referred to the Vice-Principal and Academic Registrar for determination by the Academic Board. Once determined, the established precedents will be updated.
- Where this policy is unclear or silent regarding the appropriateness of assistance sought, and there is no established precedent, questions are referred to the Manager of the relevant Student Centre or Graduate School, or the Academic Head of the relevant degree (the dean or custodial dean)for final determination.
- In the case of alternative assessment arrangements the head of the relevant teaching department may also be consulted prior to a recommendation being made, if the request involves a proposed arrangement for which there is no established precedent.

4. Appeals

Students concerned about decisions made in respect to this policy should consult the Student Grievance Policy for information about how to conduct an appeal.