

Policy on Lecture Cancellations and Rescheduling

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1 PURPOSE

Top Education Institute (TOP) is committed to providing the best possible educational experience to students, enabling them every opportunity to excel in their studies. It is therefore a priority to minimise any deviations from lecture schedules. It is recognised that students have a right to expect their lectures to be delivered at the times indicated on their timetables.

This document outlines TOP’s policy on lecture cancellations, delayed starts, and the monitoring procedures associated with this. The over-riding principle is never to cancel lectures outright but, where possible, to find an appropriately qualified person who can provide coverage for the lectures or to reschedule lectures and give students ample advance warning that this will happen. The procedures outlined in this policy are intended to ensure that students are not disadvantaged and there is no impact on the achievement of learning outcomes resulting from lecture cancellation or rescheduling.

2 SCOPE

This policy applies to all academic and administrative staff, including full-time and sessional staff.

3 DEFINITIONS

Cancelled lectures are timetabled lectures that do not take place at the originally scheduled time or date. Lectures will only be cancelled in extenuating circumstances; for example, illness of the lecturer.

Re-scheduled lectures are lectures delivered at an alternative time due to a cancelled lecture.

4 PROCEDURES

- 4.1 Only in extenuating circumstances may a lecture be cancelled outright. However, even if a lecture is cancelled learning activities must be incorporated into other lectures or appropriate learning activities to ensure that students are provided with every opportunity to achieve the learning outcomes of the unit. TOP has a nominated administrative staff member who keeps a record of cancelled lectures.
- 4.2 Academic staff are expected to deliver their scheduled teaching at the times advertised to students on their timetables. Where, after the publication of timetables, academic staff find they cannot be available at the scheduled teaching time, they must make a written request to the Dean to be absent. Such requests must be made in a timely manner, so as to assist the Dean in finding a replacement lecturer. Refer to the Employee handbook for details regarding staff attendance and lateness.
- 4.3 Where the Dean regards the absence to be reasonable but a replacement lecturer cannot be found, arrangements must be made for the lecture to be rescheduled and for all students involved to be informed of the change within 24 hours. These arrangements must be agreed to by the Dean. To help with student communication, TOP has a nominated administrative staff member who contacts students via email and Moodle to inform them of cancellations, delays in starting lectures and any details of re-scheduled lectures.
- 4.4 Where an academic staff member is ill and cannot present the scheduled lecture, the nominated administrative staff member will attempt to inform the relevant students in advance of the lecture via email and/or notification on Moodle and arrange for a note to be placed on the lecture room door. They must also inform the Dean. If possible, teaching cover will be arranged, however, the general expectation is that the lecture will be rescheduled.
- 4.5 Where possible, lectures that cannot occur at the advertised time will be re-scheduled to occur within the normal semester teaching period. Timing of re-scheduled lectures should take into account factors such as sequencing of learning activities and effective completion of assessments. In order to provide fair access to all students, every endeavour shall be made to re-schedule the lecture at times when students are most likely to be on campus.
- 4.6 Where a staff member intends to present a lecture but because of extenuating circumstances will be late, the nominated administrative staff member will inform the students by making an announcement in the lecture at the normal start time. It is expected that the lecturer will ensure the material that was to be covered in the lecture is covered either within the remainder of the lecture or in a subsequent lecture or appropriate learning activities.
- 4.7 The nominated administrative staff member will provide the Dean with a summary of any lecture cancellations and rescheduling arrangements each semester. This report will also include details leading to cancellations.
- 4.8 When considered necessary, the Dean will consult with the Teaching and Learning

Committee and the Academic Board in relation to student concerns about lecture cancellations.

5 RELATED DOCUMENTS

- i. Employee Handbook

Version Control

Historical Version	Approved by	Approval Date
2013.12	Academic Board	19 December 2013