All LAWS/JURD/GENL Courses
You are required to attend all classes and activities in your Law courses, unless that class or activity is specifically described as optional. Being persistently late to class and/or partially attending classes will be considered when a decision is made as to whether you have met the attendance requirements for a course.

If you do not meet class and activity attendance requirements you may be excluded from assessment (i.e. your written work will not be marked), unless either:

1) You can provide adequate documented reasons to explain absences; or
2) You have missed less than 20% of course hours (except full intensive mode courses; see below)

Decisions on whether to exclude from assessment, or to waive or modify attendance requirements, are made by the course convenor, in consultation with the relevant Program Director. You will be notified by student email (and may also be notified by hard copy mail) if you are to be refused the right to have your final assessment marked.

Full intensive mode courses
Full intensive mode courses are those taught across a limited number of days and where each scheduled day contains more than four hours of teaching. There is no 20% leeway for full intensive mode courses.

Any absences from intensive courses must be justified on Special Consideration grounds (with appropriate application and documentation via myUNSW) and will also be assessed against the degree of learning deficit the absence causes. As the nature of intensive courses is such that a one day absence results in a significant amount of course learning being missed, even if you are eligible for Special Consideration you may be excluded from assessment in the discretion of the convenor, to be exercised in consultation with the Head of School.

Documentation for absences
It is your responsibility to keep track of your attendance. If you are concerned that you may have missed close to 20% of classes (or more) then you should consult your lecturer and discuss with them whether supporting documentation explaining absences is required.

You do not need to provide documentation for occasional absences up to 20% of class hours. However, it may be a good idea to keep documentation where available during semester. In circumstances where you have missed more than 20% of classes, the documentation provided to your teacher should explain the full extent of the absences, not only absence beyond 20%. In some circumstances, even where
documentation is provided to explain your absences, you will none the less be advised to apply to withdraw without penalty.

**Special provisions for students representing UNSW**

These provisions apply to students who are travelling during semester to represent UNSW, including at conferences, in Faculty sponsored competitions, for significant international or interstate student-run competitions such as WorldMUN, or for internships. To ensure consistent treatment of students travelling during semester to represent UNSW all students seeking permission to travel during semester, or seeking alternative assessment arrangements because of travel representing UNSW should be referred to:

- **Mooting or mediation students representing UNSW Law** (both UG and JD) – The Director of Moots

- **For all other students** – the Undergraduate Program Director (for LLB students), or the JD Program Director (for JD students).

The approved student travel must not breach the attendance rules above. If the Director of Moots, the Undergraduate or JD Program Director grants permission for a student to travel during semester to represent UNSW:

- The approved travel still counts as an absence for the purposes of class attendance rules, however the absence on approved travel will not have a negative effect on the assessment of CP (in the same way that an absence that is explained by medical documentation will not affect, negatively, assessment of a student’s class participation);

- Students are responsible for keeping up with all required reading and course activities; teachers are not expected to arrange additional consultations, tutorials, materials, lecture notes, recordings etc;

- Where assessment is due during the student’s absence or shortly thereafter the Director of Moots, the Undergraduate or JD Program Director, in consultation with the relevant course convenor will determine appropriate assessment arrangements, such as extensions. These will be the same for all students attending the same event, and will not be negotiable by / for individual students. The granting and timing of extensions will take into account the time away as a proportion of the amount of time available to complete the assignment i.e. extensions are less likely to be granted where an assignment has been available for many weeks.

As above, these provisions do not apply courses taught in an intensive format with 100% attendance requirements.

These provisions for approved travel do not apply for students intending to travel to attend events or competitions in an individual capacity.

*Students who are registered with the UNSW Elite Athletes or Performers Scheme should use the application process administered by the Elite Athletes and Performers Scheme Office.*