



BSB Timetable Clash Application

This form is for timetable clashes involving courses within the School of BABS, SOMS and BEES.

Please refer to instructions on reverse page

SECTION A

Surname:	Given Name/s:
Student ID:	Telephone: (during office hours)
UNSW Program: (e.g. 3970 or 3972 or 3052 or 3991)	Year/Stage:
All students will be contacted via their official UNSW student email	

Course 1

Course Code (eg. BABS1201)	Course Name (eg. Molecules, Cells & Genes)	Semester	Activity Type	Class Day and Time	Class Code (eg. LEC 7040)	Clashing activity (please tick)
			Lecture			
			Lab			
			Tutorial			

Course 2

Course Code (eg. ANAT1511)	Course Name (eg. Anatomy for Health Science)	Semester	Activity Type	Class Day and Time	Class Code (eg. LEC 7040)	Clashing activity (please tick)
			Lecture			
			Lab			
			Tutorial			

- If the clash involves 2 courses in the schools of BABS, SOMS or BEES, complete section A only and submit to Student Office
- If the clash involves a NON-BABS/SOMS/BEES course complete section A *and* B before submission to Student Office

Student Signature:		Date:	
---------------------------	--	--------------	--

SECTION B

TO BE COMPLETED BY COURSE COORDINATORS

The course coordinator/s for your above selected courses must give you permission for this clash

Course 1		Course 2	
Permission Granted? (please circle)	Y / N	Permission Granted? (please circle)	Y / N
Attendance required:	0% / 50%* / 100%	Attendance required:	0% / 50%* / 100%
*Permission IS NOT granted/IS granted (please circle correct option) for the student to enrol with the above clash on the basis that the student will attend each of the clashing courses approximately 50% of the time (unless otherwise specified) and that, if the clash involves a lecture, iLecture will be available.			
Comments		Comments	
Coordinator's Name:		Coordinator's Name:	
Coordinator's Signature:		Coordinator's Signature:	
Extension:	Date:	Extension:	Date:

Office Use Only

Timetable Clash: Approved / Disapproved
Comments:

Signature: _____ Date: _____



BSB Timetable Clash Application

Instructions:

- Please fill out class codes for **all** classes of each course; this includes all labs, lectures and tutorials. Class codes can be found on the online handbook timetable website - www.timetable.unsw.edu.au. In some cases we will be forced to enrol you in a different class time as the times class times you have chosen are at full capacity.
- If both courses which are clashing are in the schools of BABS, SOMS or BEES, you do not need to get the coordinator's signature - please submit the form to the BSB Student Office and if necessary we will get both coordinator's to assess the clash (Biological Sciences Building, Room G27). If approved, the Student Office will enrol you.
- If one of the courses is a NON-BABS/SOMS/BEES course, you will need to have it signed by the other course coordinator prior to submitting the form to the BSB Student office (if you gained approval through an email, attach the email to the application).
- Students will be notified via their official UNSW student email if their application has been successful.
- In general, clashes involving lectures in an iletecture theatre are more likely to be approved. Clashes will not be approved if it involves missing a tutorial or practical class.