



# Application for Special Consideration *due to serious illness/misadventure*

Only well-attested illness or misadventure will warrant special consideration. Occasional brief or trivial illness of one or two days duration that occur one week or more before an assessment is due or an exam is undertaken will not be regarded as sufficient reason to warrant special consideration. Please refer to the special consideration guidelines at [www.law.usyd.edu.au](http://www.law.usyd.edu.au).

**Please address and forward this form to:** [Name of Unit Coordinator], Faculty of Law (F10), The University of Sydney NSW 2006 or lodge at the Information Desk, Level 3, Law School, Eastern Avenue, Camperdown, as soon as practicable and within **seven days** of the affected exam/assessment date. The Unit Coordinator must also be notified by telephone or e-mail of your illness/misadventure before or on the assessment due date or day of scheduled exam.

## 1. Personal details

Surname:				Given names:			
Student no:						Award course: (eg. LLM)	
Postal address:							
						Postcode:	
Home tel:			Work tel:			Mobile:	
E-mail <sup>^</sup> :					Fax:		

<sup>^</sup> If we have any queries relating to this application, we may contact you at this address. All standard University correspondence is sent to your University email address.

## 2. Special consideration details

Period for which special consideration is sought

From: 

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 To: 

				2	0		
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Please indicate the unit of study and assessment task (exam, essay, class presentation, class attendance, etc) for which special consideration is requested and the relevant due date. If you are seeking an extension of time to complete your assessment or permission to sit a rescheduled exam due to serious illness/misadventure, please attach an additional request letter with this form.

Unit code	Unit name	Consideration for (eg exam, essay)	Due date	Unit Coordinator

A separate application form should be submitted to each Unit Coordinator if applying for more than one unit of study.

Please state the reason for your application in your own words (please attach statement as necessary).

If applying on the basis of illness, the attached *Professional Practitioner Certificate* MUST be completed. The practitioner MUST describe the impact of the illness on your capacity to study.

The Unit Coordinator will assess the application and where appropriate will consult with the Associate Dean then formally notify the student of the outcome.

✂ -----  
Special consideration application received

Signed \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_  
*Faculty of Law* *Student*



## Guidelines for the Completion of an Application for Special Consideration

The University's assessment practices are designed to ensure that conditions are fair to all students, as consistent as possible and that individual students are not disadvantaged by adverse personal circumstances beyond their control or by the activities of other students.

Generally, serious illness or misadventure will be taken into account when considering a student's academic performance in a course or units of study. There is, however, a clear distinction between longstanding illness or difficulties which prevent students from attending classes or completing required work or which seriously interfere with their capacity to study for long periods and short-term serious illness or misadventure that may prevent a well-prepared student from sitting for an examination or completing a particular assignment.

The information you supply on this document is needed by the University so that it can deal with your application for special consideration. This document, and any associated records, will be retained by the relevant faculty. The records will only be available to those staff who need access to it in order to carry out their duties. All records will be destroyed in a secure manner at the appropriate time. Any request to access and/or correct the information should be addressed to the faculty office, in the first instance.

To apply for special consideration

1. Obtain a special consideration form from the relevant faculty office, faculty website or the Student Centre
12. Complete this special consideration application form
  - For consideration due to serious illness have a registered medical practitioner or counsellor complete the Professional Practitioners Certificate
  - For consideration due to misadventure attach the appropriate documentation.
3. Lodge this form with the relevant faculty office
4. Applications must be received within one week from the end of the period (i.e. assignment due date or date of examination) for which consideration is sought
5. Students must retain their receipt (at the bottom of this page) that will be given upon lodgement of this form with the relevant faculty office
6. Students will be notified of the academic judgment concerning their special consideration application.



### Professional Practitioner Certificate

To be completed by a registered medical practitioner or counsellor for student whose work during a teaching period or whose academic performance in an assessment item or items, including examinations, has been affected by serious illness or misadventure. The person completing the form should refer to the University's policy (see extract on the rear of this form).

Special Consideration applications must be supported by documentary evidence from an appropriate professional authority (a registered medical practitioner, or counsellor). Certificates signed by family members are not acceptable. Your help providing information about the student's illness or misadventure is appreciated. This information will help the University make a fair and informed assessment about the student's academic performance. The information you provide on this form will be used solely to assess this application.

#### PROFESSIONAL PRACTITIONER CERTIFICATE

SID: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_

Date/s of consultation: \_\_\_\_\_

Please indicate your evaluation of the severity, duration and effect on the student's ability to attend classes, learn, retain and/or complete assessment requirements:

#### Specify period/duration

Severity (please tick appropriate boxes)	√	from	to
Totally unable to study			
Very severely affected			
Severely affected			
Moderately affected			
Slightly affected			
Unable to assess			

**Plain English description of: nature of illness, symptoms, restrictions on capacity or functionality in their studies and other relevant information (attach additional report or documentation if necessary, bearing in mind privacy requirements)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### OTHER (please specify and attach documentation/evidence)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Provider Number \_\_\_\_\_ Stamp \_\_\_\_\_

**I authorise the University to contact me or my office to confirm authenticity of this document.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Part 5 – Special Consideration Due to Serious Illness and Misadventure**

**7. Documentation**

- (1) **Professional Practitioner Certificate** is supplied with the special consideration form and should be completed by a registered medical practitioner, or counsellor for a student whose work during a teaching period or whose performance in an assessment task, including examinations, has been affected by illness or misadventure. Certificates signed by family members are not acceptable.

The Professional Practitioner Certificate includes;

- (a) dates of consultation;
- (b) an evaluation by the practitioner, psychologist etc as to the severity, duration and effect on the student's ability to attend classes, learn or complete assessment requirements;
- (c) a description of the nature and seriousness of the student's problems, within the limits of confidentiality, so that an academic assessment can be made of the possible effects of the illness or accident on the student's performance;
- (d) any other relevant information relating to the student's illness, trauma etc;
- (e) any other documentation that may be relevant; and
- (f) the practitioner authorises the University to contact them to confirm the authenticity of the certificate.