

When Making a Special Consideration Application

Useful Information

Applications are accepted only in the following circumstances:

1. Where academic work has been hampered to a substantial degree by illness or other cause. Except in unusual circumstances a problem involving only three consecutive days or a total of five days within the teaching period of a semester is not considered sufficient grounds for an application.
2. The circumstances have to be unexpected and beyond your control. Students are expected to give priority to their University study commitments and any absence must clearly be for circumstances beyond your control. Work commitments are not normally considered a justification.
3. An absence from an examination must be supported by a medical certificate or other document which clearly indicates you were unable to be present.
4. A student absent from an examination or who attends an examination and wants to request special consideration is normally required to provide a medical certificate dated the same day as the examination.
5. An application for Special Consideration must be provided within three working days of the assessment to which it refers. In exceptional circumstances an application may be accepted outside the three-day limit.

To give the University sufficient and appropriate information on which to base its decision about your request, you must support your application with certified official documentation that normally contains at least the following key information:

1. The assessment task/s for which you are seeking consideration;
2. The dates/deadlines associated with these tasks;
3. The basis of your request ie. the nature of your misadventure, illness, etc;
4. The date/s on which you were seen by the professional/authority providing your official documentation;
5. The date of the illness or misadventure or the dates of the period of time of the illness or misadventure;
6. The professional's/authority's assessment of the severity of your illness or misadventure and opinion of the likely effect on your capacity to undertake the assessment task/s concerned.

Items 4. to 6. need to be certified by the provider, e.g., by your medical practitioner or other health professional (for illness or injury) or counsellor (for personal or family problems), so you need to make the provider aware of the University's requirements.

For causes other than sickness, (e.g. road accident, court hearing, or death of a relative) written evidence (e.g. a police report, a court summons, or a death certificate) instead of the documentation required in (6) above is acceptable (Section B of the Consideration form need not be completed).

See Myunsw <https://my.unsw.edu.au/student/atoz/SpecialConsideration.html>

- a. For more information
and
- b. A copy of the special consideration form

Counsellor's role

- Provide or direct you to information about Special Consideration and the appropriate procedures for applying for special consideration
- Provide assistance and/or advice about the required documentation as appropriate
- Discuss other support options
- Make referrals as appropriate
- In some rare situations, the counsellor may offer to act as an advocate for a student who has limited capacity to contact other areas of the University
- Provide ongoing counselling support as appropriate

This guide is brought to you by Counselling Services and 