

## SPECIAL CONSIDERATION

If you are having difficulties that affect your ability to meet the Academy's assessment or attendance requirements, you may want to apply for Special Consideration. While the Key Points provide a useful summary, you should familiarise yourself with the complete policy (available below) and regularly check for updates, as policies are subject to review.

### Key Points:

- Special Consideration is not automatic. You must have a good reason and, in most cases, provide appropriate evidence.
- You will not be eligible for Special Consideration if you have already been absent for more than one third of the total class hours.
- If you have questions about this policy or your eligibility for Special Consideration, please contact the Student Support Manager ([derrick.shaw@academyofdesign.edu.au](mailto:derrick.shaw@academyofdesign.edu.au)).

## POLICY AND PROCEDURE: SPECIAL CONSIDERATION

<b>Endorsed by</b>	Academic Board
<b>Date created</b>	2 February 2007
<b>Revision date(s) and scope</b>	10 November 2009 – updated to specify calendar weeks and working days January 2014 – update to application procedure
<b>Review date(s)</b>	February 2010 February 2013 February 2016
<b>Next review date</b>	February 2019

### Scope

This policy and procedure applies to all units/courses delivered at the Academy of Design Australia.

### Policy Statement

Students experiencing serious difficulty can apply for Special Consideration. Applications forms are available from the Administration Office. As a general rule, Special Consideration may be granted to students who experience misadventure or extenuating circumstances that:

- affect class attendance so the minimum 80% attendance requirement is not met and/or
- prevent the student from submitting assessment projects by the due date.

### Procedure

#### Eligibility

Only students who are absent for less than 33% of the total unit hours shall be eligible to apply for Special Consideration.

As a general guide misadventure or extenuating circumstances are circumstances that are:

- beyond the student's control (ie they could not have reasonably been anticipated, avoided or guarded against);
- sufficiently grave or of a nature or duration to have caused considerable disruption to the student's capacity to study effectively or to complete subject requirements; and
- have interfered with the otherwise satisfactory fulfilment of the unit requirements.

Circumstances contributing to *misadventure* can include:

- medical reasons;
- family/personal reasons – including death or severe medical or personal problems;
- employment related reasons – such as a substantial change to routine employment arrangements or status.

The following circumstances would *not* be considered misadventure:

- routine demands of employment;
- difficulties adjusting to Academy life, to the self discipline needed to study effectively, and to the demands of academic work;
- stress or anxiety normally associated with examinations, required assessment tasks or any aspect of course work;
- routine need for financial support;
- lack of knowledge of requirements of academic work.

Circumstances which can be deemed to be *extenuating* include:

- administrative problems – such as the late receipt of teaching materials, enrolment errors or delays;
- sporting or cultural commitments – where a student has been selected to participate in a state, national or international sporting or cultural event;
- military commitments – where a student is a member of the armed forces involved in a compulsory exercise;
- legal commitments – where a student is called for jury duty or is subpoenaed to attend a court, tribunal, etc; or
- other events that pose a major obstacle to the student proceeding satisfactorily with his or her studies.

The following would *not* be regarded as extenuating circumstances:



- demands of sport, clubs, and social or extra-curricular activity (other than selection for state, national or international sporting or cultural events);
- difficulties with the English language during examinations.

### **Application**

If a project/assessment is worth less than 30% of the overall unit mark, then an extension to the submission deadline of up to 7 days may be granted by the relevant tutor. If the tutor refuses to grant such an extension, the student may apply to the Student Progress Committee (SPC) for a review of the decision.

All other applications for Special Consideration must be submitted in writing, using the applicable form. There are two types of application form, one for late project submissions and one for class absences.

Students should use the **green** form for late project submissions:

- one side is for a late submission/project extension of less than 14 days. Supporting evidence **may** be required.
- the other side is for a late submission/project extension of 14 days or more. Supporting evidence **will** be required.

Students should use the **mauve** form for any class absence, including late arrival or leaving prior to the end of class. All absences listed on this form should be accompanied by official documentation specifying relevant dates: for example, a medical certificate.

Students applying for Special Consideration for both a class absence and a project extension due to the same circumstances will need to fill out both forms.

When filling out either form, students should read the instructions carefully, include all requested information and attach all relevant documents. Incomplete or incorrectly completed forms may not be processed. Forms should be submitted to the Administration Office as soon as reasonably possible. If possible, applications for project extensions should be submitted in advance of the submission deadline. Students applying for Special Consideration due to a serious personal reason may be required to attend an interview with the SPC.

### **Supporting Documentary Evidence**

#### ***Medical Certificates***

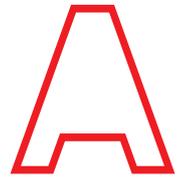
A medical certificate will normally be submitted by a student who has suffered an acute (ie. brief) illness when seeking special consideration. A medical certificate is a signed statement from a qualified and registered health practitioner which explains the debilitating nature of the condition from which the student is or was suffering and the period during which the condition has or will affect the student, so that the Academy can decide on the basis of that information and any other information provided by the student, whether to grant the special consideration sought. The certificate should also specify the precise nature of the medical condition, unless to do so would result in a breach of patient confidentiality.

#### ***Medical Reports***

A medical report will normally be submitted by a student when seeking to explain poor academic performance over an extended period of time as in the case of an exclusion appeal. A medical report is a signed statement from a qualified and registered health practitioner which explains the debilitating nature of the chronic (ie ongoing) medical condition from which the student is or was suffering and the likely duration of the condition, so that the Academy can decide on the basis of that information and any other information provided by the student, whether to grant the special consideration sought. The report should also specify the precise nature of the medical condition, unless to do so would result in a breach of patient confidentiality.

#### ***Conditions Relating to the Use of Medical Reports and Certificates***

- Medical certificates and medical reports will only be accepted when given by qualified and registered health practitioners: ie, a registered medical practitioner or registered dentist.
- Medical certificates and medical reports must be legible, signed by the practitioner and preferably be on letterhead stationery; they must indicate the date/s on which attention was sought.
- A student shall submit a medical certificate or medical report when seeking special consideration in relation to an illness, disability or medical condition.
- When assessing a request for special consideration, the Academy will take into account all matters relevant to the



request. A medical certificate or medical report, in itself, does not guarantee that special consideration will be granted.

#### ***Family/Personal***

For family/personal reasons – a statement from a registered health care practitioner, a recognised mental health professional, or a person who knows the student, who is not related to the student and who is independent of the Academy stating:

- the date the student's personal circumstances began or changed; and
- how these circumstances affected the student's ability to study.

#### ***Employment***

For employment related reasons – a statement from the student's employer stating:

- the date employment arrangements or status changed; and
- the nature of the changes.

#### ***Sporting/Cultural/Military/Legal***

For sporting, cultural, military or legal commitments – a statement from the relevant authority advising:

- details of the event; and
- the period during which the student's study will be interrupted.

#### **Outcome**

An application for Special Consideration is not an automatic licence for extension of time for projects/work or exemption from an 'At Risk' through unsatisfactory attendance situation. If an application is rejected or further information is required, the SPC will contact the student as soon as possible.

If successful, an application for Special Consideration can only exempt a student from being penalised for absence or provide additional time to complete a project. It cannot result in an assessment grade being raised to a higher assessment.

A student who is granted extra time to complete an outstanding project and who fails to make good the incomplete project at the designated time, shall be subject to the standard penalties for late submission.

#### **Fee**

Where an application is determined to be frivolous by the Academic Board a fee of \$20 may be charged. Students submitting applications for Special Consideration to permit late submissions of projects for inadequate reasons shall be charged this fee.

#### **No Appeal**

The application will be considered by the SPC and, if the committee deems appropriate, by the full Academic Board. The decision of the Academic Board shall be final; no appeal provisions exist.