



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Procedure:

Special Consideration

Effective: 1 January 2019

Audience: Staff and Students

Policy Category: Academic
Policy Sub-category: Student Conduct
and Responsibilities

Key words:	Special consideration, misadventure
Procedure Owner:	Deputy Vice Chancellor, Academic
Responsible Officer:	Academic Registrar with Schools
Review Date:	January 2021

Contents

1	PURPOSE.....	3
2	RELATED POLICIES AND REGULATIONS	3
3	SPECIAL CONSIDERATION - PRINCIPLES.....	3
4	GROUNDS FOR SPECIAL CONSIDERATION	3
5	APPLYING FOR SPECIAL CONSIDERATION.....	4
6	SPECIAL CONSIDERATION OUTCOMES	4
7	RECORDS.....	4
8	APPEALS.....	5
9	DEFINITIONS	5
10	PROCESS SUMMARY	6

1 PURPOSE

- 1.1** This Procedure provides direction for students wishing to apply for Special Consideration and it guides staff about the requirements for applying for, and granting special consideration.

2 RELATED POLICIES AND REGULATIONS

- 2.1** This Procedure should be read in conjunction with the following policies:
- 2.1.1 General Regulations
 - 2.1.2 Policy: Assessment in Coursework Units
 - 2.1.3 Policy: Student Appeals
 - 2.1.4 Applicable School/Program Regulations

3 SPECIAL CONSIDERATION - PRINCIPLES

- 3.1** A student may apply for Special Consideration where their study has been significantly affected by unexpected circumstances beyond their control.
- 3.2** Decisions about Special Consideration must consider the achievement of course learning outcomes.
- 3.3** Students who are facing circumstances due to medical conditions that result in the need for longer-term support should seek Disability Support and assistance through the Academic Support Office.
- 3.4** Special Consideration may be granted only by a Dean (or delegate) following formal application by the student.
- 3.5** Decisions about Special Consideration will be transparent and made on the basis of fairness, equity, consistency and evidence.

4 GROUNDS FOR SPECIAL CONSIDERATION

- 4.1** A student may apply for Special Consideration on grounds that may include, but are not limited to:
 - 4.1.1 Illness, disability, impairment or incapacitation;
 - 4.1.2 *Misadventure*, such as: a serious and unexpected event, such as an accident which is entirely beyond the student's control;
 - 4.1.3 *Compassionate grounds*, such as: death or serious injury of an immediate family member or close friend;
 - 4.1.4 *Trauma*, such as: financial adversity, family breakdown, unexpected loss of employment, serious disturbance in domestic arrangements, crime or accident, or natural disaster; and/or
 - 4.1.5 *Compulsory Community Commitments*, such as: religious commitments; state, national or international service such as sporting commitments, military services, emergency service and/or legal service (jury duty or court/tribunal/hearings commitments).
- 4.2** Students will not be eligible to apply for Special Consideration on the grounds of poor academic preparation and planning, competing workloads, outside employment or other obligations.
- 4.3** Special Consideration may be granted in cases where the circumstance has adversely affected a student's ability to:

- 4.3.1 Complete a piece of assessment (including an examination);
 - 4.3.2 Attend an examination, except final invigilated exam;
 - 4.3.3 Attend scheduled classes or learning experiences for a particular course where attendance is prescribed; or
 - 4.3.4 Attend a compulsory requirement of a course such as a practicum, internship, or clinical placement in part, or in full.
- 4.4** Special Consideration will not normally be considered in circumstances where the application for Special Consideration and supporting evidence are received outside the required timeframe.

5 APPLYING FOR SPECIAL CONSIDERATION

- 5.1** A Student must apply for Special Consideration for each individual piece of assessment that they wish the Dean to consider for Special Consideration.
- 5.2** A student applying for Special Consideration should complete the appropriate form and provide sufficient evidence of the exceptional circumstances under which Special Consideration is being sought.
- 5.3** Applications relating to a piece of continuous assessment must be made to the Dean or delegate no later than three working days after the assessment due date.
- 5.4** Applications relating to the final invigilated examination must be made to the Dean no later than three working days, before or after, the date of the examination.
- 5.5** Where a student applies for Special Consideration based on compulsory cultural community commitments, the commitment must be formally documented with evidence from the relevant community body including contact details of an appropriate representative (where reasonable).

6 SPECIAL CONSIDERATION OUTCOMES

- 6.1** Where a Dean or delegate considers that Special Consideration should be granted, the Dean has discretion to identify appropriate means to support a student's achievement of course learning outcomes. Normally the type of accommodation granted will depend on the severity of the student's circumstances. Examples of the types of accommodation that may be granted include, but are not limited to:
 - 6.1.1 Allowing an extension of time to submit an assessment;
 - 6.1.2 Recommending that the student apply for a deferred exam;
 - 6.1.3 Allowing extra time to complete hours required for clinical placements, practicums or other working integrated learning experiences;
 - 6.1.4 Providing a replacement assessment (except in the case of a final invigilated examination);
 - 6.1.5 Recommending awarding of a supplementary examination or conceded pass (CP) to the Board of Examiners (where a School Regulation allows the option of a CP).
- 6.2** A student who is alleged to have provided false or forged documentation in order to obtain Special Consideration will be subject to disciplinary procedures in accordance with the process outlined in the University's *General Regulations*.

7 RECORDS

- 7.1 The Dean shall advise the student in writing of the decisions in relating to any Special Consideration application.
- 7.2 Records of Special Consideration applications and outcomes will be kept on the student's central file in Student Administration (copies may also be kept by the School).

8 APPEALS

- 8.1 A Student who is dissatisfied with a decision about an application for Special Consideration may lodge an appeal in accordance with the *Policy: Student Appeals*.




9 DEFINITIONS

9.1 The following definition applies to this Procedure:

- 9.1.1 **Compulsory Community Commitment** has the same meaning as provided in the *General Regulations*.

Version	Date of approval	Approved by	Amendment
1	27 February 2008	Vice Chancellor	Effective date – new Guideline.
2	12 December 2018	Vice Chancellor	Change from a Guideline to a Procedure; clearer guidance on outcomes; reformatted to new template.

10 PROCESS SUMMARY

<i>Process Step</i>	<i>Responsibility</i>
	
<p>Application</p> <ul style="list-style-type: none"> Complete and submit Special Consideration application form and supporting evidence to the Dean of the relevant School for each piece of assessment, as per Clause 5 of this <i>Procedure</i>. 	Student
	
<p>Outcome</p> <ul style="list-style-type: none"> Application considered and student advised of decision in writing. Record of Special Consideration applications and outcomes kept on student's central file. 	Dean of relevant School Student Administration
	
<p>Appeals</p> <ul style="list-style-type: none"> If a student is dissatisfied with the outcome of their application for Special Consideration, they can lodge an appeal as per <i>Policy: Student Appeals</i>. 	Student