

APPLICATION FOR SPECIAL CONSIDERATION

Undergraduate/Postgraduate Coursework Units

Only complete this form if you are seeking special consideration for serious and unavoidable disruption which affected your studies:

- for **three or more** consecutive days, or
- prevented you from completing the formal examination

For all other situations, you need to contact your Unit Convenor.

1. PERSONAL DETAILS

Student ID							Student's Signature	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Title	Family Name						Other Names	
Email Address The University will communicate via your student email account and/or via a Faculty website. @students.mq.edu.au								

2. UNITS FOR WHICH CONSIDERATION IS SOUGHT

Unit Code	Unit Name	Location eg. Ryde, City, etc.	Assessment Task e.g. Exam, Class Test, etc	Due Date

3. DATES FOR WHICH CONSIDERATION IS SOUGHT

_____ to _____
dd/mm/yyyy dd/mm/yyyy

4. INSTRUCTIONS FOR SUBMITTING

- For policy on Special Consideration please refer to www.mq.edu.au/policy/
- Application must be completed by the student seeking special consideration
- Submission must be made within **five days** from the due date of the affected task/or date of the formal examination
- Ensure supporting evidence is attached before submitting (including a Professional Authority Form completed by the relevant Professional Authority)
- Submit one original set plus one set for each unit affected
- Students are advised to keep one set of all documents as proof of submission
- Applications received by fax or email will not be considered

5. PRIVACY STATEMENT

The University collects personal information from you to enable your request to be considered. Provision of personal information is voluntary, but if you do not provide the information requested, the University may be unable to process your request. Personal information held by the University is subject to the Privacy and Personal Information Protection Act, 1998. You may access your personal information and request the University to update, correct or amend your personal information where necessary. You may request that personal information provided not be used, in which case the University may not be able to carry out the purpose for which you provided the information.

6. WHERE TO SUBMIT

In Person: Student Enquiry Service Level 1, Lincoln Building C8A North Ryde	By Mail: Student Enquiry Service Level 1, Lincoln Building C8A Macquarie University NSW 2109	Date Received
---	--	---------------

PROFESSIONAL AUTHORITY FORM

THIS FORM MUST BE COMPLETED BY A REGISTERED HEALTH PROFESSIONAL OR PROFESSIONAL WITHIN MACQUARIE UNIVERSITY STUDENT SUPPORT SERVICES

1. INSTRUCTIONS

- Only complete this form if the student presents with serious symptoms
- Students at Macquarie University are able to apply for special consideration for serious and unavoidable disruption which affected their studies:
 - for **three or more** consecutive days or
 - prevented them from completing the formal examination.
- For all health conditions, a student must include a Professional Authority Form to support their application.
- If Special Consideration is requested on non-health grounds, do not use this Form. The student is responsible for providing appropriate supporting documentation, eg. Statutory declarations by independent witnesses, police reports, or statements from sufficiently senior officials in the place of employment.

2. PERSONAL DETAILS OF STUDENT

Title	Family Name	Other Names

3. CONSULTATION

Date of Consultation:

Duration of Condition:

Severity of Condition: I confirm that the impact of the student's condition is serious and would adversely affect their ability to perform the required assessment tasks and/or formal examination.

Signature of Professional Authority _____

4. PRIVACY STATEMENT

The University collects personal information from the student identified above to enable their request to be considered. Provision of personal information is voluntary, but if the student does not provide the information requested, the University may be unable to process their request. Personal information held by the University is subject to the Privacy and Personal Information Protection Act, 1998. Students may access their personal information and request the University to update, correct or amend their personal information where necessary. Students may request that personal information provided not be used, in which case the University may not be able to carry out the purpose for which the student provided the information.

Name and Title _____

Provider or Registration Number: _____

Phone Number: _____

Stamp of Professional Authority