

Dear Faculty of Science Student,

**Important information regarding: Application for Special Consideration and Special Arrangements.**

**PLEASE READ THE GUIDELINES SO THAT YOUR REQUEST FOR SPECIAL CONSIDERATION OR SPECIAL ARRANGEMENTS WILL NOT BE DECLINED.**

These two different application forms can be collected at the Faculty of Science counter or can be downloaded from:

[www.science.usyd.edu.au](http://www.science.usyd.edu.au) - click on: Current Students, Undergraduate Students, How to & Forms. The Guidelines and Application Forms can then be downloaded.

Students who have a serious illness or who have experienced misadventure which may affect academic performance in a course or unit of study may request they be given SPECIAL CONSIDERATION in relation to the determination of their results.

- 1 A doctor's certificate will not be accepted for special consideration. Your doctor must complete the Professional Practitioner's Certificate which is part of the application form. Take the form with you when you see the doctor.
- 2 For SPECIAL CONSIDERATION - The application must be lodged within 7 days of the assessment task (this includes weekends and times when the Faculty Office is not open).
- 3 The Faculty cannot photocopy documents for you. You must bring an original and a copy for each assessment task for which you request special consideration or special arrangements.
- 4 The dates on the Professional Practitioner's Certificate must be logical concerning special consideration for an assessment, report, etc. The end date on the Practitioner's Certificate must be within 4 days of the due date. (This does not apply to an Exam or a Quiz).

**THE FOLLOWING CIRCUMSTANCES DO NOT QUALIFY FOR SPECIAL CONSIDERATION:**

- 1 occasional brief or trivial illness of a one- or two-day duration that occurs 7 days or more before an assessment is due or an exam undertaken;
- 2 competing workloads from other units of study, disciplines and faculties;
- 3 the circumstances pertain to planned commitments—such as elective surgery, holiday, wedding or competing work commitments;
- 4 computer-related problems, except where a police report is provided indicating that burglary or calamity has resulted in loss of a computer;
- 5 Jury Service, Military Service, National Sporting and religious or cultural commitments. See "Special Arrangements Guidelines" concerning these circumstances.

**LONG ILLNESSES AND ONGOING DISABILITY**

The above are not processed as usual special consideration. If you will require ongoing assistance with a disability, you should register with Disability Services as soon as possible. If you have an illness of more than four weeks duration, you should book a time to see the Pro Dean. You might also consider suspending a semester.

Students who are experiencing difficulty in meeting their assessment requirements due to competing essential community commitments may request SPECIAL ARRANGEMENTS

- 1 For SPECIAL ARRANGEMENTS the application must be lodged at least 7 days before the due date of the assessment or examination.
- 2 ALLOWABLE CIRCUMSTANCES for special arrangements:
  - a) Essential religious commitments or essential beliefs
  - b) Compulsory legal absence (jury duty, court summons, etc)
  - c) Sporting or cultural commitments, including political and union commitments, WHERE THE STUDENT IS REPRESENTING THE UNIVERSITY, STATE OR NATION
  - d) Australian Defence Force commitments (including Army Reserve)