

NOTICE TO STUDENTS IN SCHOOL OF BUSINESS UNITS INFORMATION ABOUT SPECIAL CONSIDERATION

Applications for special consideration will be considered by a committee of academic staff members and your unit coordinator will be notified of the results of the application. The decisions of the Special Consideration Committee are final and cannot be changed by unit coordinators. Please do not contact unit coordinators regarding the outcome of special consideration applications.

Bundoora students: If you have queries about the Committee's decisions, you should submit those queries in writing to the Committee's email address. busspeccon@latrobe.edu.au. All inquiries should be submitted not later than 14 days after the release of final results. Students on other campuses should contact Student Administration with their queries.

NOTE: An application for special consideration does not guarantee that you will be granted a special examination or an adjustment to your results. The Committee reviews each application on an individual basis.

In most cases, you will NOT be given a second opportunity to sit an examination as a result of an application for special consideration. The Committee only approves second examinations in extraordinary cases.

Who should apply for special consideration?

1. A student who is unable to sit an examination due to illness or other cause.
2. A student who considers that his or her performance in an examination has been adversely affected by illness or other cause immediately prior to or during an examination
3. A student who considers that his or her performance throughout the semester has been adversely affected by illness or other cause

Requests for special consideration must be for serious circumstances beyond the control of the student and will usually fall within the following causes:

Serious illness or psychological condition – e.g. hospital admission, serious injury, severe illness, severe anxiety, or depression

Loss or bereavement – e.g. death of a close family member

Hardship/trauma – e.g. victim of crime, sudden loss of income or employment, family relationship breakdown, severe disruption to domestic arrangements

When should you apply for special consideration?

Applications which relate to an examination should be submitted to the local Student Administration Office of the University **not later than seventy-two hours after the commencement of the examination.**

Applications which relate to situations which have had an impact on studies during the semester should be filed **prior to any examination to which such application relates.**

If you cannot meet the applicable deadline, you may still submit your application but it is not likely to be successful unless you can provide a satisfactory explanation as to why your application is late.

What outcomes are possible?

Applications will be assessed and will be assigned the following outcomes:

1. If you miss the final exam **and** the Committee determines that your reasons were both serious and beyond your control, you will be granted a Special Examination.
2. If you sit the final exam **and** Committee determines that your performance was affected due to serious and unavoidable circumstances, the Committee will grant a mark adjustment depending on the individual circumstances in your application. This adjustment will normally be less than 6% of the marks available for the assessment. In extraordinary cases the Committee may grant the opportunity for a special examination.
3. If the Committee determines that your application does not meet the School's criteria for special consideration, no adjustment will be made and no additional assessment will be offered.

How should you request special consideration?

You must provide a statement in writing to the University's Vice Principal (Resources and Administration) containing the circumstances together with any medical evidence (on the prescribed form - completed by a registered, qualified medical practitioner) or such other evidence as may be applicable.

1. Get the [official form](#) and the medical form if applicable from your local Student Administration Office.
2. Complete the form and attach documentation
3. Return the form and documentation to your local Student Administration Office.

What documentation should be included with the application?

The University medical certificate which has been completed by a registered medical practitioner. The following principles will apply. If your application relates to illness on your part (or illness of another person that has an effect on you) it must be accompanied by the following documentation in the evaluation of applications involving medical certificates:

- The medical certificate must be completed by a registered medical practitioner. The best way to ensure that this is the case is to ensure the certificate includes a Medicare Provider Number. (This is normally a 5 or 6-digit number followed by 2 letters). Certificates that do not include a Provider Number are not likely to be accepted.
- The medical certificate must state that in the medical practitioner's opinion you were or will be unfit to attend an assessment component or have been or will be adversely affected by illness. Medical certificates in which the medical practitioner reports that you claim to be unwell will not be accepted.
- The medical certificate must cover the date on which the assessment is held.
- Backdated medical certificates will not be accepted.

If you are unable to complete an assessment component or your study is adversely affected due to a non-medical reason, you are encouraged to provide as much documentary evidence as you can to support your application. This should be objective evidence from an independent source. Documentation may include a death notice or certificate, a police report, a letter from an employer, a current letter from La Trobe Counselling Services or La Trobe Equity and Access.

If you have questions or concerns about documentation, see Student Administration on your campus for advice. Bundoora Students can contact the Committee busspecccon@latrobe.edu.au with queries about documentation.

How will you know the outcome of your application?

Bundoora, Mildura, and Shepparton students: The Committee's decisions are emailed to your University email address. Please check your email for outcomes. Albury-Wodonga and Bendigo students: Check your results and contact Student Administration if you have questions.

The following circumstances are not normally matters covered by special consideration:

If you need support because of a disability, mental health issue, or ongoing medical condition, this is not normally a matter for special consideration. For this type of long-term assistance, contact the Equity and Access Unit on your campus as soon as you become aware of the need for assistance and as early in the semester as possible.

If you have timetable clashes, exams scheduled close together, or more than the usual number of exams because you have been allowed to overload your enrolment, you **will not** be eligible for special consideration.

Special consideration **will not** be granted to accommodate travel plans, attendance at social events such as weddings, visits with relatives/friends or any discretionary activities.

Special consideration **will not** be granted because of avoidable issues related to visa requirements.

Prepared by
Academic Services Manager
School of Business
9 February 2007