

## Guidelines for Documentation

### WHAT DOCUMENTATION SHOULD BE INCLUDED WITH THE APPLICATION?

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 University medical certificate which has been completed by a registered medical practitioner. The following principles will apply 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 by email [busspeccon@latrobe.edu.au](mailto:busspeccon@latrobe.edu.au) with queries about documentation.

## TO BE COMPLETED BY THE STUDENT

Required for School of Business Students for 2007. This form and the associated business process apply only to those taking units/subjects in the School of Business during 2007. The form and process will be subject to review by the University prior to 2008.



**LA TROBE**  
UNIVERSITY

## Application for Special Consideration

Provisions for Special Consideration are documented under the University's Regulation 21.12 in Section 12 'ILLNESS OR OTHER CAUSE AFFECTING PERFORMANCE IN AN EXAMINATION' and Section 18 'ILLNESS OR OTHER CAUSE AFFECTING PERFORMANCE DURING AN ACADEMIC PERIOD'. University Regulations can be viewed via the web at [www.latrobe.edu.au/policies/](http://www.latrobe.edu.au/policies/) under the Subsection 'Examinations - Special'.

Family Name:

Student No:

Given Names:

Mr/Mrs/Ms/Miss/Dr:

Faculty:

Course:

University Email Address:

Unit Code	Unit Name	Semester (circle one)		Date of Exam/Assessment	If you attended the exam, did you complete the exam/assessment? Circle Yes or No. If no, provide details in Section B.	
		Semester 1	Semester 2		Yes	No
		Summer	Supp/Special Exam Period		Yes	No
		Summer	Supp/Special Exam Period		Yes	No
		Summer	Supp/Special Exam Period		Yes	No
		Summer	Supp/Special Exam Period		Yes	No
		Summer	Supp/Special Exam Period		Yes	No
		Summer	Supp/Special Exam Period		Yes	No

Reason for Application:

Medical

(Medical Certificate/s must be attached)

Non-Medical

(Supporting statement/s if any, should be attached)

Both

(Both of the above must be attached)

State period during which your studies were affected

From

To:

Period covered by medical certificate/s

From:

To:

### OFFICIAL USE ONLY

To:

School of:

To:

School of:

To:

School of:

To:

School of:

Medical Certificate/s received:

Medical Certificate/s received:

### Privacy Policy

At La Trobe University, we respect the privacy of your personal information. Academic Services collects personal information about you during your admission and enrolment periods at La Trobe University to ensure your entitlements and obligations are appropriately managed. We are required to collect information about you under the Higher Education Support Act and the Education Services for Overseas Students Act. For this purpose we will use this information and typically disclose it to the Department of Education, Science and Training, Department of Immigration Culture and Indigenous Affairs, Australian Taxation Office and Centrelink. You may have the right to access personal information we hold about you, subject to any exceptions in relevant laws, by contacting your local Student Administration Office, or by telephone on (03) 9479-2005.

