

Request for Special Consideration Due to Illness or Misadventure Pre-Masters Program

For Final Examinations or Assessment Tasks (Only Accepted 3 Days Before and Up to 3 Days After Final Exams/Assessments)

You must complete this form **3 days before and up to 3 days after** final exams/assessments. Please email it together with a medical certificate or supporting documents to explain why you miss your final exams/assessments to: enquiries@unswcollege.edu.au.

Please read the following important information:

1. If you submit an I&M form without an official medical certificate, or other official documentation recognized as Compassionate or Compelling evidence, then your form will not be accepted.
2. All supporting documentation must be in English or translated into English by a certified translator.
3. If you are unsure about Compassionate or Compelling evidence, please check the list on the last page of the form.

STUDENT DETAILS: (Please use CAPITAL letters)

Student ID Number	Date of Birth (dd/mm/yyyy)	Are you under 18 years old?	Yes	No
<input type="text"/>	<input type="text"/>	Are you a sponsored student?	Yes	No
Family Name	Given Name		<input type="text"/>	
Telephone/Mobile	Email			
<input type="text"/>	<input type="text"/>			

ENROLMENT DETAILS:

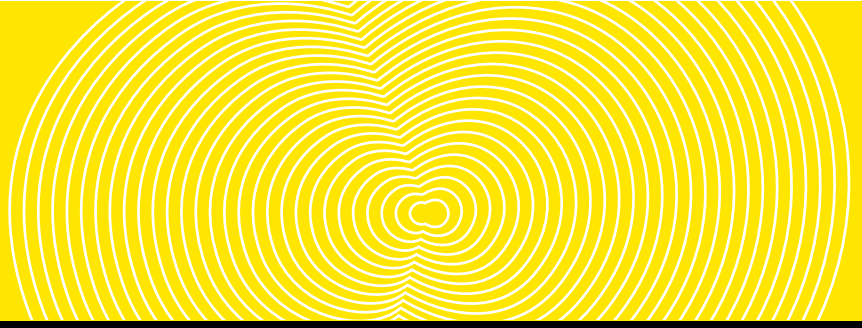
Course	Intake/Term/Year	Class Group
<input type="text"/>	<input type="text"/>	<input type="text"/>

WHAT WAS AFFECTED: (Please tick appropriate box)

FINAL/END-OF-TERM EXAM ONLY			
Did you attend your FINAL/END OF TERM EXAM?	Yes		No
Which FINAL/END OF TERM EXAM was affected?	Exam Name:	Subject:	Exam Date:
	Exam Name:	Subject:	Exam Date:
ASSESSMENT (Quiz, Project, Lab)			
Did you submit your ASSESSMENT?	Yes		No
Which ASSESSMENT was affected? (e.g. Presentation, Calculus Test 1, Assessment 2B)	Assessment Name:	Subject:	Submission Due Date:
	Assessment Name:	Subject:	Submission Due Date:

WHAT DATES DO YOU REQUIRE SPECIAL CONSIDERATION (dd/mm/yyyy)?

From: To: Number of Days:

**MEDICAL CERTIFICATE:**

Do you have a medical certificate? *(Please attach it when you submit your form)*

Name of Practitioner

Provider Number

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IMPORTANT: If your Medical Certificate is not in English you **MUST** provide a certified translation from an official public notary or use a translation service like <https://www.naati.com.au/>. Inaccurate or missing information will result in either delayed processing or your request may be denied.

OTHER REASONS FOR SPECIAL CONSIDERATION (eg. illness, technical issue, family crisis. Please provide as many details as you can)

SUPPORTING EVIDENCE

Requests for Special Consideration should include supporting documents translated into English.

Please tick which evidence you will provide with your form:

 Screenshots Other Evidence

To tick this box, you confirm that you have provided ALL the information to request for Special Consideration, and you understand that your request may be DECLINED if you don't provide supporting documents.

DECLARATION:

I understand that this is an explanation of illness/misadventure affecting my final examinations or assessments and that I will be informed of the outcome by the Assessments Coordinator or a member of the Academic staff.

Student's Signature

Date of Request (dd/mm/yyyy)



Compassionate or Compelling Evidence Can Be Accepted by UNSW College

Compassionate and compelling circumstances are matters which are, in most cases, beyond the control of the student and which will impact their capacity to progress with their planned course of study.

In the below table UNSW College sets out what it considers to be compassionate and compelling circumstances, and the documentary evidence required to support a claim.

Compassionate or Compelling Circumstances	Documentary Evidence Required
Compassionate or compelling circumstances that apply under all UNSW College policies	
Serious illness or injury of a student	Medical certificate from an AHPRA registered practitioner, stating that the student was unable to fulfil attendance / course progress requirements. Where the student is offshore, other medical evidence may be accepted at UNSW College's sole discretion.
Death or serious illness of a close family member such as a parent or grandparent.	A death certificate which is written in English or is translated into English by a NAATI accredited translator, or appropriate alternative evidence.
Major political upheaval or natural disaster in the home country of the student requiring emergency travel by the student that is, or is likely to have, an impact on the student's ability to continue or commence their studies.	Any reasonable evidence of the event, including copies of flight/travel bookings and/or any reasonable evidence of the impact such event has had on the student's studies
A traumatic experience where a student is victim of, or a witness to, a serious accident or crime, and this experience has adversely impacted on the student.	A hospital report, police report or an AHPRA registered health practitioner's report. Where the student is offshore, other medical evidence may be accepted in UNSW College's sole discretion.
Misadventure, for example: an unusual/one-off event such as a major traffic incident that prevented the student from being able to travel to and attend class.	Any reasonable evidence of the event.
Other	
Any others circumstances that UNSW College considers to be compassionate and compelling in nature, in its sole discretion	Any reasonable evidence of the event.