



Australian Graduate School of Leadership

Policy register

Policy name	Special Consideration		
Version	1.0	Status	Approved by Board of Directors
Communication	To all staff, students and prospective students	Date	21 January 2013

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1. Preamble

AGSL recognises that students may need special consideration as a result of illness or misadventure that adversely affects their capacity to satisfy the demands of their studies.

2. Scope

This policy applies to all students of AGSL. These regulations apply in all cases where other Academic Policies provide for a student to seek some entitlement on the grounds of misadventure or extenuating circumstances.

3. Definitions

Term	Definition
Illness	A medical (including dental) condition, generally of an acute nature, with an adverse impact on health
Medical certificate	A document provided by a medical or dental practitioner that – <ul style="list-style-type: none">• shows the date or dates on which attention was sought• certifies the nature, duration and impact of an illness• is written legibly on the practitioner’s letterhead• is signed by the practitioner personally
Misadventure and Extenuating Circumstances	An event or events that – <ul style="list-style-type: none">• are beyond the student’s control• could not have been predicted or avoided

	<ul style="list-style-type: none"> • of such severity and duration that they have disrupted the student’s capacity to satisfy the demands of their studies • have interfered with the otherwise satisfactory fulfilment of subject, progression or any other requirements.
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4. Principles

Students who have suffered illness or misadventure that has adversely affected their capacity to satisfy the demands of their studies should be granted special consideration in meeting those demands.

Students must supply evidence that satisfies AGSL as to the severity and duration of the impact of the illness or misadventure on their studies.

Misadventure

Circumstances contributing to misadventure could include:

- Medical situations
- Family or personal reasons (such as death or severe medical or personal problems)
- Employment-related reasons, such as substantial change to routine employment arrangements.

The following circumstances would not be considered misadventure:

- Routine demands of employment
- Difficulties adjusting to academic life, to the self-discipline required to study effectively or to the demands of academic work
- Stress or anxiety normally associated with examinations, assessments or any other aspect of course work
- Routine need for financial support
- Lack of knowledge of expectations and requirements for academic work.

Extenuating Circumstances

Circumstances that can be defined as extenuating include:

- Administrative problems, such as the late receipt of subject materials or enrolment errors or delays

- Sporting or cultural commitments related to a state, national or international sporting or cultural event
- Military commitments that are compulsory for a member of the armed services
- Legal commitments, for example where a student is required to perform jury duty or is subpoenaed to attend a court, tribunal or similar
- Other events in which the student must partake that pose a major obstacle to satisfactory progression through their studies.

Circumstances that would not be considered as extenuating include:

- Demands of sports, clubs and other extra-curricular activity (except for selection for state, national or international sporting or cultural events)
- Difficulties with the English language.

Special Consideration Relief

Requests for special consideration may be lodged for the purposes given below:

- An extension of time to submit assessment tasks:
 - Where the extension of time to submit assessment tasks would result in all assessment marks and grades for the subject being available prior to the commencement of the subsequent session, the application for special consideration may be made verbally or in writing to the subject lecturer, who may confirm the approval or otherwise of the application for special consideration in the same manner as the request was received.
 - Where the extension of time would result in final marks and grades not being available prior to the commencement of the subsequent session, see below “An extension of time to complete a subject (Grade Pending GP)”
- Approved withdrawal from a subject after the published cut-off date: applications are to be made in writing to the Registrar, detailing the circumstances surrounding the request for special consideration. Students granted approved withdrawal under this policy are not automatically entitled to the remission of the financial liability for their enrolment in the subject for which approved withdrawal is granted – the remission of financial liability following granting of an approved withdrawal will only be granted in extraordinary circumstances and will be determined on a case-by-case basis, giving consideration to the timing of the application within the session calendar, the circumstances surrounding the application, financial liability

incurred by AGSL in relation to the enrolment for which approved withdrawal was granted and any other relevant information.

- Extended leave of absence: applications for leave of absence that do not exceed the maximum leave permitted (two sessions of leave in any four consecutive calendar years) are normally automatically approved. All applications for leave must be in writing and applications for leave of absence that exceed the maximum leave permitted must be on the grounds of extenuating circumstances or misadventure.
- An extension of time to complete a subject (Grade Pending GP): the application for special consideration is to be initially made in writing to the subject lecturer and must include the grounds for the request and the amount of extra time that the student wishes to apply for to complete the subject. If the subject lecturer supports the application, they are to liaise with the Registrar to confirm the administrative viability of the requested extension, that the extension does not breach any other policy and to manage the impact of the extended enrolment in a subject on the student's progression through remaining subjects in the course.
- Permission to submit a supplementary examination: the application for special consideration is to be initially made in writing to the subject lecturer. If the subject lecturer supports the application, they are to liaise with the Registrar to confirm the administrative viability of the requested extension, that the extension does not breach any other policy and to manage the impact of the extended enrolment in a subject on the student's progression through remaining subjects in the course.

5. Procedures

Applying for special consideration

Applications for special consideration are to be made by the student in the format specified above to the person specified above, including relevant documentation and setting out –

- the nature of the extenuating circumstances or misadventure, and
- the nature of the special consideration requested.

Supporting Documentary Evidence

- Medical Certificates: A medical certificate will normally be submitted by a student who has suffered an acute (i.e. brief) illness when seeking special consideration. A medical certificate is a signed statement from a qualified and

registered health practitioner that explains the debilitating nature of the condition from which the student was suffering and the period during which the condition has affected or will affect the student's ability to study effectively. The certificate should specify the precise nature of the medical condition, unless doing so would result in a breach of patient confidentiality, and must also be legible, signed by the practitioner, preferably on letterhead stationery and include the date(s) on which attention or treatment was sought. Medical certificates will be accepted from registered medical practitioners and registered dentists.

- **Medical Reports:** A medical report will normally be submitted by a student when attempting to explain poor or unsatisfactory performance over an extended period of time, for example in the case of an exclusion appeal. A medical report is a signed statement from a qualified and registered health practitioner that explains the debilitating nature of the chronic (i.e. ongoing) condition from which the student was suffering and the period during which the condition has affected or will affect the student's ability to study effectively. The certificate should specify the precise nature of the medical condition, unless doing so would result in a breach of patient confidentiality, and must also be legible, signed by the practitioner, preferably on letterhead stationery and include the date(s) on which attention or treatment was sought. Medical reports will be accepted from registered medical practitioners and registered dentists.
- **Family/Personal:** For family or personal reasons, a statement from a registered health care practitioner, a recognised mental health professional or a person who knows the student, is not related to the student and who is independent of AGSL stating the date the student's personal circumstances began or changed and how these circumstances affected the student's ability to study.
- **Employment:** A written signed statement from the student's employer stating the date the employment arrangements changed and the nature of the changes.
- **Sporting/cultural/military:** A statement from the relevant authority that confirms the student is required to attend or has been officially selected for the event, provides details of the event and confirms the period during which the student's study will be disrupted.

Processing applications for special consideration

The Registrar will refer the application for special consideration to the Executive Dean, who will –

- make an assessment of the impact that the extenuating circumstances or misadventure has had on the student's capacity to satisfy the demands of their studies, including their ability to satisfy the demands if special consideration were not granted
- consider whether the special consideration would, if granted, unfairly advantage the student in relation to other students
- make appropriate allowance for the impact
- advise the student of their decision
- report the decision to the subject lecturer
- Report the decision to the Registrar, who will record the decision in the student's file and liaise with subject lecturers regarding implementation of the special consideration relief approved by the Executive Dean.

6. Responsibilities

The following are responsible for the application of this policy –

- Executive Dean
- Registrar