Special Consideration
The purpose of special consideration is to provide an opportunity for students to alert the University to extraordinary or unusual circumstances that have adversely affected their performance in examinations and other forms of assessment. An accommodation will be considered where a student’s capacity to attend, complete or submit assessment has been affected by significant factors beyond their control.

The University’s Special Consideration Policy allows for several forms of supporting documentation.

1. Health Care or Appropriate Professional Form (HCAP): Where the application is made due to illness an HCAP form must be completed and submitted within the required timeframe. This form must be completed by a relevant professional such as a medical practitioner or counsellor who is familiar with the student’s circumstances. The form is designed to collect all of the information required to make a proper assessment of the application.

2. Professionally prepared documentation not on HCAP form: Such documentation includes medical certificates, police reports and letters from relevant professionals. Such documentation may fail to provide all of the information required to properly assess the application if, although it verifies the student’s circumstances, it makes no comment about the impact of those circumstances on studies.

3. Statutory Declaration by the student: In cases where a student feels there is no suitably informed independent person who can either verify or comment on the circumstances affecting their studies, they may make a statutory declaration on a form downloaded as part of the application process. Lack of independent verification is likely to affect the outcome of the application except in rare circumstances.

Please note that staff at the Counselling Service will in general complete HCAP forms for students only when they are familiar with the student’s situation, generally via a pre-existing and relevant client relationship, and as a result have the capacity to make informed assessments of the impact of circumstances on academic performance and functioning.

Full special consideration guidelines for students can be found at: https://sis.unimelb.edu.au/functions/special-consid/info/SubmissionGuidelines.html

NB: Student Experiencing Academic Disadvantage Policy
The University’s Students Experiencing Academic Disadvantage Policy is intended to handle circumstances where students have a long standing or ongoing condition or situation for which ongoing academic adjustments may be appropriate, separate from the special consideration process, and without the necessity for multiple or repeated applications.

Students wishing to apply for assistance under this policy should contact the Student Equity Officer in their Student Centre.

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