Special Consideration Policy & Procedure

Applications for Special Consideration are made in accordance with Statute 12.4.5 and is not intended in any way as a substitute for Council approved Statutes. Your attention is drawn to section 9 of the Directions of the Registrar pursuant to Statute 12.2.10(2). Statutes can be viewed at: http://www.unimelb.edu.au/ExecServ/Statutes/.

1. Special Consideration

Students are eligible to apply for Special Consideration in respect to their assessment if they can demonstrate that:

- Their work has been hampered to a substantial degree by illness or other cause at any time during the academic year; or
- Illness or other cause prevented them from preparing or presenting for all or part of an assessment; or
- The student’s performance was adversely affected by illness or other cause during the performance of a component of assessment.

2. Application for Special Consideration

An application for special consideration in respect of assessment must be made on-line (https://sis.unimelb.edu.au/cgi-bin/special-consideration.pl) within three (3) working days of the date an assignment was due or an examination was scheduled. The application will be recorded and passed on to the appropriate Subject Coordinator.

3. Dealing with applications for Special Considerations

A Subject Coordinator who receives an application for special consideration may:

a. Decide to give special consideration to the applicant or
b. Refer the application to the Postgraduate Studies Committee of the School.

If the Postgraduate Studies Committee decides to give special consideration to the applicant, it may direct the Subject Coordinator to:

a. Take into account the matters raised by the applicant in relation to the component of assessment in question; or
b. Administer to the applicant a further or supplementary component of assessment; or

If the Postgraduate Studies Committee decides to give special consideration to the applicant, it may direct the Subject Coordinator to:

a. Take into account the matters raised by the applicant in relation to the component of assessment in question; or
b. Administer to the applicant a further or supplementary component of assessment; or
c. Extend the time for completion or submission by the applicant of any component of assessment; or
d. Do more than one of the things described above in (c), (d) and (e); or
e. Do none of the things prescribed above.