

Special Consideration: Unavoidable Personal Circumstances *(for Assignment work only)*

1. The Student must apply no later than two weeks after the due date of the assignment.
2. The student sends the form to the **Programme Leader**¹. The **Programme Leader** considers eligibility by looking at the evidence in support of the application (e.g. doctors certificate, counsellor's letter). If evidence cannot be sourced, then the student provides a written statement on the application form that outlines their eligibility. This form is not shared with the Course Co-ordinator or Lecturer.
3. The **Programme Leader** communicates the outcome of the application to the student within 5 days of submission, and if the application is approved advises the students that they will be contacted by the Course Co-ordinator.
4. If the application is approved the **Programme Leader** liaises with the **Course Co-ordinator** to determine the course work option (see below).
5. The **Course Co-ordinator** informs the student of the coursework option to be applied (copying in the **Programme Leader**), and ensures Canvas is updated to reflect any change.
6. The **Programme Leader** electronically files all relevant documentation.
7. If the decision is made prior to submission of grades, no further action required. If the decision is made after submission of grades, an AS58 is required.

Extract from Faculty of Arts and Education Coursework Information

- a) *Where a student faces unavoidable personal circumstances that mean the student is unable to submit a component of coursework, he/she may apply to the Programme Leader for special consideration. The application is made on the form "Special Consideration: Unavoidable Personal Circumstances (EDSW96)" and will be supported by written evidence from a doctor or counsellor or a statement from the student. The student must apply no later than two weeks after the due date of the assignment.*
- b) **If the Programme Leader supports the application, one of the following coursework option recommendations is determined by the course co-ordinator:**
 1. *An extension of time for the assignment; or*
 2. *An alternative assessment activity; or*
 3. *A waiver for that assignment:*
 - i. *Re-weighting other items of coursework; or*
 - ii. *Adding the weighting of the missing item to the final examination.*
 4. *Require the student to re-enrol in the course*

¹ Programme leaders are responsible for either a specific programme (degree, diploma and/or certificate) or a major, specialisation or discipline within a programme.

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Application form

Must be applied for within 2 weeks of assignment due date.

Student Name:	Date:	
Student ID:	Phone:	
Address:		
UOA Email address:		
Programme:	Course No.:	
Course Title:	Campus:	
Course Co-ordinator:	Assignment No.:	Assignment Due Date:

Documentation to support request if available (attach copies to email submission):☐ Doctor's certificate **OR** ☐ Counsellor's letter **OR** ☐ Other evidence

OR

☐ Student statement if evidence cannot be sourced**Student Signature:**

By submitting electronically I confirm I have provided complete, accurate and truthful information.

*(Type directly in box)*Decision: ☐ APPLICATION APPROVED ☐ APPLICATION NOT APPROVED

Course Coordinator Course Work Option Recommendation.

1. ☐ Submit the work by a revised deadline Assignment Revised Date: **OR**2. ☐ Submit a new task by a revised deadline New Task: Revised Date:

OR

3. ☐ Give an assessed grade for the course based on:
i. Re-weighting other items of coursework; or
ii. Adding the weighting of the missing item to the final examination. **OR**4. ☐ Student to re-enrol**Programme leader notes or additional comments.***(Type directly in box)*

Programme Leader Signature:

Date: