

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

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

Student Name:										Date:	
Student ID:										Phone:	
Address:											
Email address:								UOA Email address:			
Programme:										Campus:	
Course Title:										Course No.:	
Course Director/Administrator:						Assignment No.:			Assignment Due Date:		

**Provide evidence in support of Special Consideration application:**

☐ Doctor's certificate

OR

☐ Counsellor's letter

**AND**

☐ Evidence of working towards course Learning Outcomes (eg. work in progress for assignments / regular attendance / regular participation online)

**Eligibility.**

☐ ELIGIBILITY APPROVED

☐ ELIGIBILITY NOT APPROVED

Head of Programme Signature:										Date:	
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If not approved inform student, if approved send the form to the: **School Group Services Coordinator**

**Course Administrator Recommendation.**

1. ☐ Submit the work by a revised deadline OR

2. ☐ Give an assessed grade for the course based on:

i. either a grade indicated by the completed work

ii. or the allocation of a mark for the missing work derived from the student's relative ranking on others' completed work OR

3. ☐ Submit a new task by a revised deadline OR

4. ☐ Student to re-enrol

Deadline Date:

Grade:

OR Mark:

☐ AS58: Complete and submit to examinations

Course Administrator Signature:										Date:	
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**Head of School.**

HOS Signature:										Date:	
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☐ RECOMMENDATION APPROVED

☐ RECOMMENDATION NOT APPROVED

**NB 1:** Group Services co-ordinator to notify outcome to student using proforma letter.

**NB 2:** In the case of professional programmes, Group Services co-ordinator to send copy of this form and supporting information to the Education Student Centre.

**NB 3:** Group Services to load information in FEDSS.