

STUDENT RIGHTS INFORMATION

The information in this brochure has been prepared by MONSU Student Assistance staff. It is intended as a guide to assist you with your educational issues.

For further information, or to speak to someone, please make an appointment with the Student Rights Manager.

If you wish to make an appointment, please register your details on our websites.

CAULFIELD STUDENTS:

MONSU Caulfield
www.monsucaulfield.org.au/studentrights
Ph: 9903 2596
L3, Bldg S

PENINSULA STUDENTS:

MONSU Peninsula
www.monsupeninsula.org.au/studentrights
Ph: 9904 4217
Gr Fl, Bldg U

MONSU Student Assistance publications:

INFOSHEETS

Academic Progress - Early Warning
Academic Progress - Exclusion
Academic Progress - Hearing Hints
Discipline
Exams
Exams - Cheating
Grievance
Results
Special Consideration

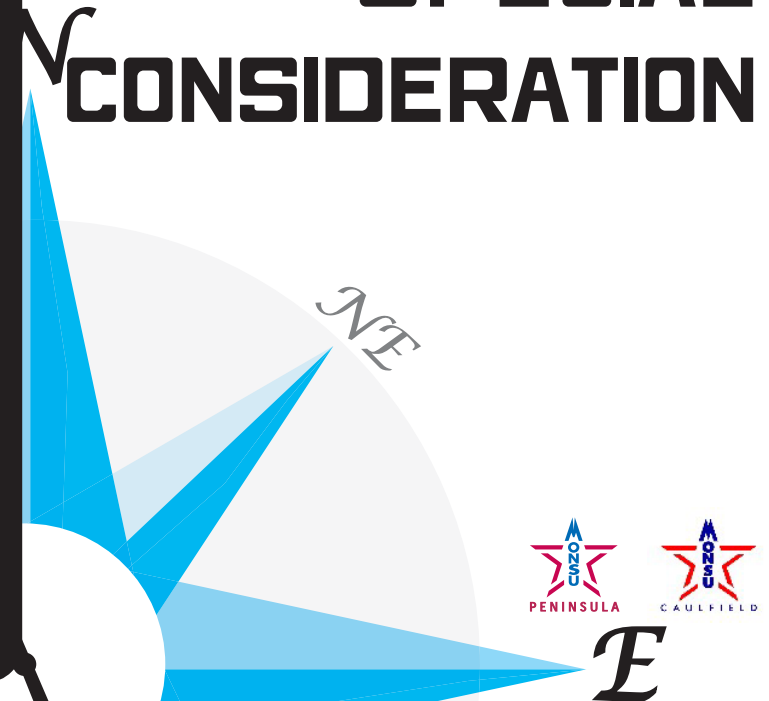
BOOKS

Steady Course - Your Student Rights Guide

Copies of all publications are available at our offices or can be requested via email.

Last edited 19/09/2007

SPECIAL CONSIDERATION



SPECIAL CONSIDERATION

If there is something seriously affecting your study, it is your right to apply for Special Consideration.

Special Consideration allows you to be fairly assessed on your genuine ability, taking into account a range of difficulties and problems that may have occurred during the semester or around exam time.

Reasons for applying include:

- **Serious illness or psychological condition** (e.g. hospital admission, serious injury, severe asthma, severe anxiety or depression. Note: It does not include minor illnesses, such as a cold.)
- **Loss or bereavement** (e.g. death of a close family member, family relationship breakdown.)
- **Hardship/trauma** (e.g. victim of crime, sudden loss of income or employment, severe disruption to domestic arrangements.)

Each Special Consideration application is considered individually and may impact on your overall result in a subject. Possible outcomes include:

- An adjustment to your marks for a particular assessment;
- An adjustment to your overall mark; or
- You may be granted a deferred exam, extension, or permission to re-submit an assignment.

Applications must be submitted within **48 hours** (2 working days) after your last exam or, for other assessment, within 48 hours (2 working days) after the submission deadline for that piece of work. In exceptional circumstances, students should consult the faculty. Applications for deferred exams or extensions should be made prior to the exam or due date.

FAQ

Q: Where do I get a *Special Consideration Form*?

A: You can obtain a form from your faculty office, the Service Centre (Caulfield campus) or download from: www.adm.monash.edu.au/execserv/policies/Academic-Policies/policy/special-consideration.html

Q: I have problems understanding English, can I apply for *Special Consideration*?

A: Difficulty with English is not grounds for Special Consideration. Monash expects that all students have the appropriate level of understanding English. Students with language difficulties should consult a Learning Support staff member, located in the Library for assistance with strategies to improve their English ability.

Q: What should I write on my *Special Consideration Form*?

A: You will be asked to explain the reasons for requesting Special Consideration. State your reasons clearly, including all relevant details and attach a separate letter if required.

Q: What should I include with my application?

A: Documentation can include written statements and statutory declarations; however evidence will only be accepted by professionals who are registered with a professional body, such as social workers, medical practitioners, lawyers and psychologists.

Q: How do I lodge a Special Consideration application?

A: You should take the original (including accompanying evidence) to the Faculty office. Remember to take a photocopy of everything you submit and keep it in a safe place.

At **Caulfield**, students from the Faculties of Art and Design, Business and Economics and Information Technology must submit their application to the Service Centre. At **Peninsula** and other campuses, students should lodge their forms at their faculty office.

Q: How are forms assessed?

A: When an application is made, the Board of Examiners (or delegated authority) will take into account the case made by the student for determining either a final outcome, granting additional assessment or a deferred examination.

Special consideration policies and procedures normally apply across the entire grade distribution, not just at the pass/fail level.

Q: How will I know if it has been granted?

A: In some cases you will receive a letter from your faculty informing you of the decision regarding deferred exams or assessment extension, but in most cases, it will be up to you to check with the lecturer involved whether you have been granted special consideration/deferred exam.

Q: What can I do if my application is rejected?

A: If your application is rejected it is advised that you make an appointment with a Student Assistance staff member for advice on any further action you may take.