

Faculty of Architecture Guidelines for Application for Special Consideration or Extension

Introduction:

Students who have a serious illness or who have experienced misadventure, which may affect their academic performance in a course or unit of study, may request that they be given Special Consideration in relation to the determination of their results.

It should be noted that brief illness or minor misadventure will not warrant Special Consideration unless it prevents the student submitting an assessment by the due date, attending an examination as scheduled or attending a compulsory class. Occasional brief illness is not regarded as sufficient to explain poor performance where work has been completed, nor does it justify failure to produce work as soon as the illness is past.

Applications for Special Consideration may be made in respect of any or all factors, which contribute to assessment in a Unit of Study, including assessment tasks, examinations and attendance requirements.

Please note that the application for Special Consideration must be submitted within five (5) working days of the due date of the assessment or examination.

No application received after this period has lapsed will be accepted unless exceptional circumstances (e.g. hospitalization), for which documentation must be provided, have prevented timely application.

The Faculty of Architecture Guidelines for Application for Special Consideration must be read in conjunction with the Academic Board Resolutions: Assessment and Examination of Coursework, Part 5 – Special Consideration due to Illness or Misadventure, which may be viewed at http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-lay=www&-format=/pol/pol_summary.html&-RecID=11&-find

Applying for Special Consideration:

To apply for special consideration

1. Obtain a special consideration form from the Student Administration Office or through the Faculty website at:
<http://sydney.edu.au/architecture/CS/forms.shtml>
2. Complete one special consideration application form for each unit of study affected
 - For consideration due to serious illness have a registered medical practitioner or counselor complete the Professional Practitioners Certificate (do not supply medical certificates)
 - For consideration due to misadventure attach the appropriate documentation.
3. Have the lecturer in charge complete their portion of the Academic Judgment Form.
4. Return the form to the Student Administration Centre (Room 212, level 2,

Wilkinson Building) including relevant documentation.

5. Applications must be received no less than FIVE working days from the end of the, period for which consideration is sought
6. Students will be notified by email through their University email of the academic judgment concerning their special consideration application.

Extension

The Faculty of Architecture will only consider an extension if timely submission is prevented by:

- 1) Failure of University or Faculty equipment or service;
- 2) Postgraduate students whose employment places unusual demands on them at short notice (less than 4weeks).

Applying for an extension

1. Complete the portion describing the failure of equipment or service, or employment commitments;
2. Have it verified by the staff member responsible for that equipment or service, or provide a letter from your employer;
3. Have the lecturer in charge complete their portion of the Academic Judgment Form and indicate a new submission date.
4. Return the form to the Student Administration Centre.
5. Applications must be received no later than the next working day after the submission date.
6. Students will be notified by email through their University email of the academic judgment concerning their special consideration application.

FACULTY GUIDELINES RELATING TO APPLICATION FOR SPECIAL CONSIDERATION, LATE SUBMISSION AND ATTENDANCE

1. An application for Special Consideration is a request

Students are advised that an application for Special Consideration is a *request*, and does not guarantee that consideration will be granted. The lecturer in charge and the Associate Dean will evaluate how serious the reasons for Special Consideration are and how they may have impacted on a student's performance or attendance. The academic assessors will also determine the result of the application for Special Consideration in accordance with Faculty guidelines regarding possible outcomes (see below).

2. Longstanding Illness and Special Consideration

The University makes a clear distinction between longstanding illness or misadventure which prevent students from attending classes or completing required work or which seriously interferes with their capacity to study for long periods, and short-term serious illness or misadventure that may prevent a well-prepared student from sitting an examination or completing a particular assignment. Students who, because of serious illness or misadventure, are prevented from attending classes for prolonged periods should seek an interview with the relevant Unit of Study Coordinator. Even if they do not exceed any specified permitted period of absence, they may need to consider

whether their best academic interests are served by discontinuing with permission from the course until they are able to resume their studies effectively. International students may need to seek advice regarding visa requirements prior to making any changes to enrolment. Assistance can be sought from the International Office.

3. *Minimum attendance requirements*

Students must attend all lectures and other classes required for a unit of study. Each unit has its own specific requirements for attendance, usually 90-100%, without certification for illness or misadventure. If a student does not fulfill the attendance requirements as well as other unit of study requirements, they may fail the unit.

Please note that where a Unit of Study has sessions at which attendance is mandatory non-attendance may result in academic penalty or failure of the Unit of Study as determined by the lecturer in charge. Lecturers, who determine that a student has not met attendance requirements, without documented reasons under the policy for Special Consideration, will be able to exercise the option of awarding the grade of AF (Absent Fail) for the given Unit of Study.

4. *Penalties for late submission*

It is expected that unless an application for special consideration has been approved, students will submit all assessment for a unit of study on the due date specified. If the assessment is completed or submitted within the period of extension, no academic penalty will be applied to that piece of assessment. If an extension is either not sought, not granted or is granted but work is submitted after the extended due date, the late submission of assessment will result in an academic penalty as follows:

For work submitted after the deadline but up to three calendar days late, a penalty of 35 per cent of the total mark awarded for the assignment will apply.

For work submitted after 3 days and less than one week after the deadline, a penalty of 50 per cent of the total mark awarded for the assignment will apply.

For work submitted more than one week late but less than two weeks after the deadline, a penalty of 55 per cent of the total mark awarded for the assignment will apply.

Work submitted more than two weeks after deadline will not be assessed (Fail).

5. *Outcomes from Special Consideration*

Where the nature of either the assessment or impairment do not allow for an extension of the deadline for submission, other possible outcomes from a request for Special Consideration include:

- a) offering alternative assessment;
- b) exemption from submission of assessment, with marks adjusted as determined by the lecturer in charge; or
- c) comparing assessment performance for work submitted under Special Consideration with other assessment in the course and making an adjustment to the result in an individual piece of assessment or to the final result for a Unit of Study.

Such adjustment will only be made if performance in other assessment tasks indicates

that the student would reasonably have been expected to gain a higher grade if performance had not been impaired.

How the mark for an assessment task submitted under Special Consideration will be affected by the granting of consideration will be indicated on the Academic Judgment Form completed by the academic assessors; this information will also be entered into the Special Consideration database by Student Administration Centre staff.

The SAC will use the database to formally communicate the outcome of the request for Special Consideration to the student, including the manner in which consideration will affect assessment.

6. Special Consideration relating to exams

Students are strongly advised to check with each individual lecturer regarding Special Consideration for examinations before deciding to miss an examination or sit a final examination despite impairment. Unless otherwise advised, if a student is unable to sit an end-of-semester exam, they must apply for Special Consideration following the procedure outlined above, including submission of appropriate supporting documentation, within five (5) days from the date of the exam. If a student does not sit an examination and is not granted Special Consideration, a grade of AF(Absent Fail) will result for that examination.

If a student is able to attend an examination, even if performance is impaired during that examination, the student is strongly advised to sit the examination and lodge an application for Special Consideration. If consideration is granted, final results may be adjusted, or assessment may be based on a supplementary examination or alternative means of assessment, as advised by the lecturer in charge. Where possible, lecturers are encouraged to allow students who have been granted Special Consideration to sit an alternative examination at a date to be determined by the lecturer; where this is not possible, the lecturer must determine whether another means of assessment will be employed or a mark will be calculated for the missed assessment. The manner in which the lecturer will assess a missed examination will be indicated on the Academic Judgment Form, confirmed by the relevant Associate Dean, and communicated to the student as part of the response to the application for Special Consideration within fourteen (14) days of application. Any supplementary examinations should be scheduled as soon as practicable after the original examination, and preferably within two weeks of the final date of submission of results for that semester. Please note that Special Consideration will not be granted in respect to any additional assessment.

Unsatisfactory performance in, or absence from additional assessment will result in failure of that assessment.

7. Please note that Special Consideration will NOT be granted in the following instances:

- a) Occasional, brief or trivial illness of a one- or two week duration that occur one week or more before an assessment is due or exam undertaken;
- b) Workloads from other units of study, disciplines and faculties, except where the request for special consideration is made within the first three weeks of semester;
- c) Employment where the request for special consideration is made less than four weeks before the date of assessment; (except that in the Faculty of Architecture postgraduate students may seek extension at shorter notice, with documentation from

their employer).

d) Illnesses and misadventures that have prevented students from acquiring a Pass level of knowledge/skills (including all illnesses/misadventures resulting in the student missing six weeks or more of lectures or tutorials);

e) Adequate standards of documentation and processes have not been met;

f) Requests for extensions made after the assignment is due or an assessment has taken place (except where the circumstances prevented earlier submission, no special consideration requests shall be processed if submitted more than five (5) days after the assessment is due);

g) The supporting documentation post-dates the period for which special consideration is sought;

h) The performance of the student was equivalent or superior to that demonstrated in other assessments in the unit of study;

i) The circumstances pertain to planned commitments, such as elective surgery, holiday or work, where the student could reasonably be expected to have scheduled the commitment or their studies to not adversely affect their studies;

j) Computer-related problems, except where a police report is provided indicating that burglary or calamity has resulted in the loss of a computer *and* backups from the students' place of residence (NB: it is assumed that students keep regular back-ups of their work, so theft of a laptop is not grounds for special consideration).

k) Jury Service, Military Service, National Sporting and religious or cultural commitments that prevent a student from attending scheduled examinations would not normally be considered as cases of misadventure. Whilst faculties are encouraged to consider significant religious and cultural events when scheduling examination dates they may make allowances for these circumstances and consider these applications on a case by case basis. Students affected by these circumstances should approach the lecturer in charge for advice concerning their continuing enrolment in the Unit of Study.

8. Appeal process against a Special Consideration decision

Any appeal against a Special Consideration judgment must be made within 15 working days (15) days of the student being informed of the outcome; if an appeal is received after this time has passed, it will be rejected unless a student provides a reasonable case for the delay in application. The appeal must be submitted in writing to the Student Administration Centre of the Faculty of Architecture, and must outline the grounds for appeal with reference to the original application (including any additional supporting material, if appropriate). The appeal will be considered by the relevant Associate Dean within ten (10) days of receipt of the appeal and the result communicated via e-mail to the student's University e-mail account.

9. Academic Dishonesty

Please note that submitting a fraudulent application for Special Consideration is considered a form of academic dishonesty. The request will not be granted and the matter will be referred to the relevant Program Coordinator and Associate Dean, with the possibility of severe academic penalty. Please also note that the Faculty and the

University of Sydney reserve the right to contact the professional practitioners or other parties cited in support of any application for Special Consideration to verify the validity of that application. The student's consent to this is understood to be implicit in the lodgment of an application for Special Consideration.