



Supporting documentation - Professional Practitioner's Certificate

To be completed by a registered medical practitioner or counsellor for a student whose academic performance during a teaching period, in an individual assessment task, or at the time of a scheduled examination, has been affected by sickness or misadventure.

To the Practitioner:

Your help providing information is appreciated. It will help the University make a fair and informed assessment of the application. It will be used solely to assess this application.

SID: STUDENT NAME:.....

Date/s of Consultation

Please indicate your evaluation of the severity and effect on the student's ability to attend classes, learn, retain and/or complete assessment requirements AND of the duration of the effects of the student's sickness or misadventure:

Severity (please tick appropriate box)	✓	Period of time affected FROM - TO
Totally unable to study		
Very severely affected		
Severely affected		
Moderately affected		
Slightly affected		
Unable to assess		

Please provide a brief plain English description of: nature of illness, symptoms, restrictions on capacity or functionality in academic studies and other relevant information (attach additional report or documentation if necessary, bearing in mind privacy requirements).

.....
.....
.....
.....

Name:

Stamp

Address:

Phone Number.....

Provider Number.....

I authorise the University to contact me or my office to confirm authenticity of this document.

Signature: Date:

STATUTORY DECLARATION

OATHS ACT 1900, EIGHTH SCHEDULE

I,

[Full name]

[Student ID number]

of,

[address]

being a student of the University of Sydney, do solemnly and sincerely declare that:

1. I am seeking Special Consideration for illness or misadventure that has adversely impacted on my ability to complete one or more assessment tasks. The details, including the dates, of my illness or misadventure are:

.....
.....
.....
.....
.....
.....
.....
.....
.....

2. My illness or misadventure adversely impacted on my ability to complete the following assessment task(s):

.....
.....
.....
.....
.....
.....

3. My illness or misadventure adversely impacted on my ability to complete the assessment task(s) because:

.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

4. I understand that the University of Sydney will place this declaration on my student file. I understand that the University may decide to investigate my illness or misadventure and will advise me of any such intention prior to doing so. I understand that the University will provide me with an opportunity to respond to any information obtained from such an investigation.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

Declared at on
[Place] [Date]

in the presence of:

.....
[Signature of witness] [Signature of declarant]

.....
[Name of witness]

.....
[Qualification of witness]

[e.g. Justice of the Peace, Australian Legal Practitioner, other (specify)]

NOTES

What is this Statutory Declaration form for?

This form is to be used by a student who:

1. seeks Special Consideration for illness or misadventure that has adversely impacted on his or her ability to complete one or more assessment tasks; and
2. is unable to provide a Professional Practitioner Certificate, completed by a registered health practitioner or counsellor, in support of his or her application for special consideration.

When should a student use this form?

A student should **only** use this form when he or she is unable to provide a Professional Practitioner Certificate completed by a registered health practitioner or counsellor.

For example, when a student is very ill on the day of an examination and physically incapable of visiting a health practitioner until the day after the examination, by which time they are showing no symptoms of illness. (Such as severe headache or diarrhoea.)

NOTE: It is still preferable to seek treatment for severe illness, and to get a Professional Practitioner Statement from a registered medical practitioner, even after the event. A key purpose of the Professional Practitioner Certificate is to have a medical practitioner or counsellor certify that the illness or misadventure impacted on the student's ability to complete an assessment. A Statutory Declaration is a less effective means of demonstrating the impact of the illness or misadventure.

When should a student *not* use this form?

A student **should not** use this form when:

1. a registered health practitioner or counsellor can evaluate and attest to the severity, duration and impact of the illness or misadventure; or
2. the illness is a recurrence of an illness for which the student has had treatment in the past, and a registered health practitioner or counsellor is familiar with the student's circumstances.

A Professional Practitioner Certificate should be sought from a registered medical practitioner or counsellor *if at all possible*.

Who can witness a Statutory Declaration?

A NSW Statutory Declaration can be witnessed by a Justice of the Peace, an Australian legal practitioner, a Notary Public, a commissioner of the court for taking affidavits, and any other person authorised by law to administer an oath. It is an offence to witness an affidavit without legal authority.

False Statutory Declarations

Any person who wilfully makes a false statutory declaration, and who derives or attempts to derive a material benefit as a result of their false declaration, is guilty of an offence and liable on conviction to imprisonment for up to seven years.

Follow-up by the University

A student who uses this Statutory Declaration form may be advised by the Faculty to seek support or assistance from a student counsellor. The student has the right to decide whether or not to make an appointment with a counsellor to discuss his or her illness or misadventure.

The University may choose to investigate a student's illness or misadventure and their impact on the student's ability to complete an assessment. The University will advise the student if it intends to do so, and will provide the student with an opportunity to respond to any information obtained from such an investigation.