

Consideration of factors affecting your study

If your academic performance in a Science Faculty unit of study is adversely affected by **illness or some other serious event**, such as an accident, you should notify the **Faculty of Science Student Information Office** (level 2 of the Carlaw building) within 7 days after the period for which consideration is sought, by completing an *Application for Special Consideration* with accompanying documentation. This is especially important if you miss an examination.

If you have another reason for the Science Faculty to take account of your circumstances – religious commitments, legal commitments (e.g. Jury duty), elite sporting or cultural commitments (representing the University, state or country), or Australian Defence Force commitments (e.g. Army Reserve) - you should notify the **Faculty of Science Student Information Office** (level 2 of the Carlaw building) at least 7 days BEFORE the period for which consideration is sought, by completing an *Application for Special Arrangements* with accompanying documentation.

These two forms of Consideration should cover most allowable circumstances. However, if you have **another reason** for requiring the School of Physics to take account of your circumstances, you should notify the **School of Physics Student Office** (room 202 in the Physics building) beforehand (or at the latest within 7 days afterwards), by completing an *Application for Consideration of Special Circumstances by Physics* with accompanying documentation.

You should **not** submit an application of any type if

- * there is no assessment associated with a missed class, or
- * you have a reasonable opportunity to make up any work you missed.

If, for example, you miss an assignment, an application for appropriate Consideration is required to allow late submission, but we do expect the assignment to be submitted. Sometimes catching up may be impossible, in which case we will consider a pro-rata adjustment of your marks on the basis of an application for Consideration.

Special Consideration or Special Arrangements

To submit an application for *Special Consideration* or *Special Arrangements* you should:

1. Obtain the appropriate Application pack from the Student Information Office of the Faculty of Science, the Faculty website at <http://www.science.usyd.edu.au/cstudent/ug/forms.shtml>, or the Physics Student Office.
2. Complete the forms and obtain whatever original documentary evidence is appropriate. Note especially that the Professional Practitioner's Certificate is essential for Special Consideration on grounds of serious illness - Medical Certificates will NOT be accepted.
3. Take the original copy of all forms and documents, plus sufficient copies for each unit of study affected and for yourself, to the Faculty of Science Student Information Office (NOT any other Faculty Office if you are seeking Consideration in a unit taught by Physics). They will sign/stamp both the original application form and the copies. In the case of Physics units, one copy of the documentation must then be submitted to the Physics Student Office. Keep one copy yourself. A formal decision on your application will be sent to your university email address within 14 days.

Further details on University policy regarding Considerations can be found in policy documents entitled *Assessment and Examination* at the University Policy web site (<http://www.usyd.edu.au/policy/>).

Consideration by Physics

An application for *Consideration of Special Circumstances by Physics* requires you to:

1. Obtain an *Application for Consideration of Special Circumstances by Physics* from the School of Physics Student Office or the Physics web page <http://www.physics.usyd.edu.au/ugrad/jphys/consideration.pdf>.
2. Complete the form and obtain whatever original documentary evidence is appropriate.
3. Take the original copy of the form and supporting documents, plus a copy for yourself, to the Physics Student Office. They will sign/stamp both the original application form and the copy. A formal decision on your application will be sent to your university email address within 14 days.

Students unsure what type of Consideration is appropriate, or unhappy with a Consideration decision, should consult the Physics Student Office.

It is important to realise that general policies on *Special Consideration* and *Special Arrangements* apply throughout the University. Our response to your application and policies on other forms of Consideration are specific to Physics and may be different in Departments responsible for your other units of study.