



## Guidelines for the Completion of an Application for Special Arrangements

The University's assessment practices are designed to ensure that conditions are fair to all students, as consistent as possible and that individual students are not disadvantaged by adverse personal circumstances beyond their control or by the activities of other students.

Special arrangements may be made available to any student enrolled at the University of Sydney who is unable to meet assessment requirements or attend examinations because of one or more of the following situations:

- Essential religious commitments or essential beliefs (including cultural and ceremonial commitments)
- Compulsory legal absence (eg jury duty, court summons etc)
- Sporting or cultural commitments, including political/union commitments, where the student is representing the University, state or nation
- Birth or adoption of a child
- Australian defence force or emergency service commitments (including Army Reserve).

*Personal commitments such as work, travel or family matters will not be covered by this or any other policy.*

The information you supply on this document is required by the University to deal with your application for special arrangements. This document, and any associated records, will be retained by the relevant faculty. The records will only be available to those staff who need access to it in order to carry out their duties. All records will be destroyed in a secure manner at the appropriate time. Any request to access and/or correct the information should be addressed to the relevant faculty office, in the first instance.

To apply for special arrangements:

1. Obtain an application form from the relevant faculty office or faculty website
2. Complete the special arrangements application form attaching appropriate documentation.
3. Lodge this form with the relevant faculty office
4. Applications must be received as soon as possible when students are notified of a requirement of absence from the University and within 2 weeks of the release of University examination timetables.  
**No applications will be accepted outside of this time frame.**
5. Students must retain their receipt (at the bottom of this page) that will be given upon lodgement of this form with the relevant faculty office
6. Students will be notified of the academic judgment concerning their application.

### Supporting Documentation

Faculties have the right to expect students to provide sufficient and relevant supporting documentation in English with any application for special arrangements. Such documentation may include, but is not restricted to:

- a) in the case of religious beliefs or commitments, a supporting letter from the student's mullah, pastor, rabbi or equivalent religious or Aboriginal & Torres Strait Islander leader;
- b) in the case of a compulsory absence, a copy of the summons, subpoena, court order or notice of selection for jury duty (faculties may ask to sight the original document);
- c) in the case of sporting, cultural, or political/union commitments, supporting documentation from the organizing sporting, cultural or political/union body;
- d) in the case of parental or adoption commitments, a certificate from a medical practitioner (including a midwife) stating the expected date of birth or documentation from the relevant adoption agency concerning the expected date of placement;
- e) in the case of defence force or emergency services commitments, supporting documentation from the student's brigade or unit; and
- f) in the case of other situations being considered, such documentation as is considered necessary by the Dean and/or Faculty.

Students must also provide contact details to enable the faculty to seek further advice from the person or body which issued the supporting documentation used in the application.

Any student who is found to have provided forged documents in order to obtain special arrangements for assessment or examination will be subject to the University's procedures for dealing with cases of misconduct as set out in Chapter 8 of the University of Sydney By-law 1999 (as amended).



### Application for Special Arrangements for Examination or Assessment

For cases of essential religious commitments or essential beliefs, compulsory legal absence, sporting or cultural commitments, birth or adoption of a child, defence force or emergency service commitments.

Applications must be submitted as soon as possible after being notified of a requirement for absence from University and no later than 2 weeks from the release of the examination timetable.

SID

Period for which special arrangements are sought

from --20 to --20
  
day month year day month year

Surname: \_\_\_\_\_ Other names: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Uni email: \_\_\_\_\_  
 Degree: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Indicate all work for which special arrangements are requested, including relevant due dates.

Units of study	Exam, Essay, Practical, Tutorial, Other	Lecturer/Tutor/Stream	Due date

Please state briefly the reason for your application in your own words

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

For details on the policy guidelines please see the Faculty of Economic & Business Administration Manual for Students <http://www.econ.usyd.edu.au/content.php?pageid=2383>

Appropriate supporting documentation must be provided – please see reverse for details.

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Special arrangements application received

Signed \_\_\_\_\_ (Faculty office)      Signed \_\_\_\_\_ (Student)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_