



MONASH  
University

# FACULTY OF ARTS SPECIAL CONSIDERATION

For questions:

[Arts-engagement@monash.edu](mailto:Arts-engagement@monash.edu)

2020



# SUPPORT SERVICES

<https://www.monash.edu/students/support/home>

- Accommodation and Housing – MRS Off-campus
- Counselling including - 24hr support line
- Financial Assistance



# WHAT IS SPECIAL CONSIDERATION?

Special Consideration is the process through which students who are experiencing personal or medical hardship can access support in the form of:

- An extension on an assignment
- Deferral and rescheduling of a test/exam
- An alternative assessment (in serious circumstances)

If your situation has made you unable to complete coursework by the due date, or undertake an examination or test, then you should apply for Special Consideration.

# GROUNDS FOR SPECIAL CONSIDERATION

Special Consideration is granted for the following types of hardship:

- Illness
- Ongoing disability or short or long-term health issues, which also applies to carers of people with a disability— in these circumstances we recommend you register with Disability Support Services
- Hardship/trauma, including relationship breakdown
- Representing Monash University at a sporting/academic event
- Monash-organised placement

# NOT GROUNDS FOR SPECIAL CONSIDERATION

Special Consideration **WILL NOT** be granted for the following:

- Managing workload from other units of study including competing deadlines
- Scheduled work commitments
- Managing activities as a member of a club or society
- Technical difficulties

# SPECIAL CONSIDERATION FOR IN-SEMESTER & END-OF-SEMESTER TASKS

- Before you apply for Special Consideration you can ask for a **seven-day extension** from your lecturer/unit coordinator in writing before the due date.
- For extensions **longer than seven days** you **must** apply for Special Consideration.
- Applications for Special Consideration **must** be submitted **within two days** of the **due date** of an assignment, and they **must include supporting documentation** to show why you require additional time to complete your work.
- If you can't obtain documentation in this timeframe you can still submit your application within the two-day deadline, as you will be allowed additional time in which to submit your supporting documents.



# HOW TO APPLY

All Special Consideration applications for In-Semester work are submitted online:

1. Visit <https://www.monash.edu/exams/changes/special-consideration> and complete the form for students in Australia
2. Scan and upload supporting documentation
3. Submit the application
4. Continue to work on your assessment and submit as soon as possible  
Note: It can take up to 5 working days for your application to be processed

Please note:

- You do not need to fill out a secondary form to apply for Special Consideration. The e-form is all you need to submit.
- Submit 1 application per assessment

# ADDITIONAL SUPPORTS

The Arts Student Engagement and Progress Team can:

- Provide support and advice
- Connect you with University Support Services
- Arrange a Learning Skills Advisor Appointment
- Guide you through University processes related to your studies and enrolment
- You can reach us through: [arts-academic-progress@monash.edu](mailto:arts-academic-progress@monash.edu)

# IMPORTANT POINTS

- Keep in contact with your lecturers and tutors. It's important to let them know if you are suffering any hardship. You don't need to tell them what has happened, but even telling them that you have applied for Special Consideration can be helpful.
- The Special Consideration process is completely confidential; your unit coordinators and tutors are not told why you have applied for Special Consideration.
- Please ask if you have any questions about how we can support you. If you don't ask then you may not know about all of the available options. We can't help you if you don't contact us!
- It's common for students to feel they don't need it, but Special Consideration exists to support you. You shouldn't hesitate to access it
- If you're experiencing any difficulties and you need advice or assistance to get back on track, please contact the Student Engagement and Progress Team by emailing: [arts-academic-progress@monash.edu](mailto:arts-academic-progress@monash.edu)

# CONTACT US

Questions or concerns: William.duddy@monash.edu

Applications: <https://www.monash.edu/exams/changes/special-consideration>

