

# Special Consideration Regulations

## 1. Version

These Regulations came into force on 1 July 2022

## 2. Authority

The Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic holds authority for these Regulations.

## 3. Special consideration of Assessment Items

A student may apply for special consideration of assessment items (including formal examinations) where,

- (a) they have been impaired by a significant acute or temporary illness or injury or other exceptional and/or unforeseeable circumstances beyond the student's control
  - i. which has prevented them from completing any major item(s) of work for assessment in a course; or
  - ii. which has impaired their performance (at the time of or within a 14-day period immediately prior

- (b) In the case of illness or injury to the student, an approved health professional as listed in the Special Considerations Policy and Procedures must provide evidence in the form of a confidential report on the prescribed form stating:
- i. The nature, severity and duration of the illness or injury and the practitioner's professional opinion about its effect on the student's ability to complete or undertake the assessment item.
  - ii. That the consultation that took place within a period that is relevant to the assessment item. For a missed examination this should be within 48 hours of the examination and for impaired performance the medical certificate should be dated within 10 working days of the assessment unless special circumstances apply.
- (c) In the case of bereavement, appropriate evidence should include a death notice from a newspaper or a letter from a medical practitioner, funeral director, minister of religion, religious leader, kaumatua, pacific elder/matua or the police. Where the notice or letter does not indicate the relationship of the deceased to the student, the student should attach a letter, from a third party, stating the relationship.
- (d) In cases not covered under Regulation 6(a)–(b), the nature of the supporting evidence will depend on circumstances, but might include police reports, medical certificates or letters from others involved in the situation that has led to the absence.

### **8. Approval for Special Consideration for Late Discontinuation**

If the grounds for an application for special consideration for late withdrawal (Regulation 4) are accepted by the Special Consideration Panel, then the relevant Amo | Dean (or delegate) will determine, in consultation with the relevant course coordinator(s), whether to approve the late withdrawal. Approval will be determined on the basis of evidence as to the extent to which the student has completed or engaged in the course of study. Notification of the decision will come from the Academic Records Office.

### **9. Relevant Policy**

Special Consideration Policy and Procedures.

### **10. Right of Appeal**

- (a) A student may object to the decision made with respect to their application by lodging in writing an appeal within 10 working days with the Kairuruku Nawe | University Grievance and Concerns Advisor.
- (b) An appeal of a decision made by the Special Consideration Panel will be heard by the Chair of the Special Considerations Panel or a delegate who is independent of the original decision. A student who is still aggrieved by the outcome after their first appeal must seek leave to appeal that decision to the Academic Appeals Committee, as outlined in the Appeals Regulations.
- (c) All other appeals will follow normal procedures as detailed in the Appeals Regulations.