

SPECIAL CONSIDERATION DOCUMENTATION GUIDELINES

NB: Dates of documentation must coincide with dates of special consideration assessment. Postdated professional practitioners' certificates may be acceptable.

The Professional Practitioner Certificate (PPC) is supplied with the Special Consideration Form and is to be filled in by a registered medical practitioner or counsellor (from either a private or the on-campus medical/ counselling services).

A Statutory declaration must be signed by the applicant. The signature must be witnessed by a JP. The declaration is equivalent to swearing an oath in court. Serious penalties apply for misleading or untruthful statutory declarations.

Documents submitted to support a special consideration claim must be in English or accompanied by an English translation.

Illness or accident/ misadventure of applicant	Professional Practitioner Certificate* (counselling or medical) OR Hospital discharge papers AND explanation on application form
Specialist appointment	Professional Practitioner Certificate* (counselling or medical) OR Copy of appointment documents/ card AND explanation on application form
Crime perpetrated against applicant (to person or property)	Professional Practitioner Certificate* (counselling or medical) OR Hospital discharge papers AND explanation on application form OR Police claim number (e.g., for stolen bag/ laptop) AND explanation on application form OR Statutory declaration which includes: - Explanation of incident - Impact on applicant/ assessment commitments - Date and time of incident
Death of a relative or close friend, funeral obligations	Professional Practitioner Certificate* (counselling or medical) OR Death certificate/ newspaper death notice/ funeral service programme AND explanation on application form OR Statutory Declaration which includes: - Deceased's full name - Deceased's relationship to applicant (e.g., grandparent) - Date of funeral
Illness or accident/ misadventure of relative or close friend	Professional Practitioner Certificate* (counselling or medical) OR Statutory declaration which includes: - Misadventured's full name - Misadventured's relationship to applicant - Impact on applicant/ assessment commitments (e.g., nursing care required) - Date and expected duration of illness/ misadventure

Relationship breakup/ divorce of applicant	Professional Practitioner Certificate* (counselling or medical) OR Statutory declaration which includes: - Partner's full name - Impact of breakup on applicant/ assessment commitments - Date of breakup
Unexpected child/ eldercare requirements from applicant	Professional Practitioner Certificate* (counselling or medical) OR Statutory declaration which includes: - Child/ren's/ Elders full name/s - Brief explanation of circumstances (e.g., sudden illness of spouse) - Impact of requirements on applicant/ assessment commitments - Date and duration of childcare requirements
Transport unavoidably late to assessment	Statutory declaration which includes: - Brief explanation of incident - Details of public transport (e.g., bus route number/ train line) or of mechanic/ insurance company - Scheduled and actual time of train/ bus etc, or time of car breakdown/ accident
Detention in an elevator, building, vehicle or other inescapable location	Professional Practitioner Certificate* (counselling or medical) OR Statutory declaration which includes: - Brief explanation of detention - Time/ date and duration of detention
Witness to crime	Professional Practitioner Certificate* (counselling or medical) OR Police-issued report/ documents AND explanation on application form OR Statutory declaration which includes: - Explanation of incident - Impact of incident on applicant/ assessment commitments - Date/ time of incident
Witness to serious accident/ misadventure or suicide	Professional Practitioner Certificate* (counselling or medical) OR Police-issued report/ documents AND explanation on application form OR Statutory declaration which includes: - Explanation of incident - Impact of incident on applicant/ assessment commitments - Date/ time of incident
Detention by police, arrest or assistance with police enquiries	Police-issued documents (e.g., charge sheet) AND explanation on application form OR Statutory declaration which includes: - Explanation of detention - Police station/ location at which detained - Date/ time and length of detainment
Loss or destruction of lecture notes, serious and unexpected computer malfunction	Statutory declaration which includes: - Explanation of loss of notes - Impact of loss of notes on assessment commitments - Date/ time of loss of notes

Prepared 13th October 2008 by the Administration Manager (Operations), Faculty of Science.
This document may be amended without notice.