

**Faculty of Science Office**

Counter hours: 10am-4pm Monday- Thursday  
10am-1pm Friday

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### SPECIAL ARRANGEMENT DOCUMENTATION GUIDELINES

This document sets out the requirements for items to be lodged by all students seeking special consideration for assessment tasks in units of study offered by the Faculty of Science.

**NB: All documentation must include dates which must coincide with dates of special arrangement assessment**

**Documentation must be submitted in English or with an *official* translation**

**Documentation must be submitted at least seven days prior to assessment date**

<p><b>Essential commitment to religion or belief</b></p> <p><i>Holidays are limited to those gazetted by the NSW Government</i></p>	<p>Statement of Essential Religious or Ceremonial Commitment<sup>*</sup> OR Letter from religious authority/ leader on appropriate letterhead which includes:</p> <ul style="list-style-type: none"> <li>- Name and signature of authority</li> <li>- Address/ contact details of authority</li> <li>- Explanation of commitment</li> <li>- Impact of commitment on applicant's assessment</li> <li>- Date/ time and duration of commitment</li> </ul>
<p><b>Compulsory legal absence, jury duty, court order to appear</b></p>	<p>Jury summons OR Court order to appear OR Notice of tribunal hearing</p>
<p><b>Sporting or cultural commitments, including political and union, where representing the University, state or country</b></p>	<p>Letter on sporting/ cultural association letterhead which includes:</p> <ul style="list-style-type: none"> <li>- Name of association being represented</li> <li>- Name and signature of author</li> <li>- Address/ contact details of author</li> <li>- Date and duration of commitment</li> </ul>
<p><b>Australian Defence Force commitment, including Army Reserve</b></p>	<p>Call out papers OR Documentation on brigade/ unit letterhead which includes:</p> <ul style="list-style-type: none"> <li>- Name of brigade/ unit</li> <li>- Name and signature of author</li> <li>- Address/ contact details of author</li> <li>- Date and projected duration of commitment</li> </ul>

<sup>\*</sup> The Statement of Essential Religious or Ceremonial Commitment (SERCC) is supplied with the Special Arrangement Form and must be completed by an appropriate religious authority or leader.