### SCHEDULE

**Disruption to Studies: Supporting Evidence Schedule**

| Purpose | This Schedule provides guidance to administrators and academic staff engaged in the process of determining whether a *serious and unavoidable* disruption to a student’s study should be regarded as being *serious and unavoidable* under the Disruption to Study Policy.

It also establishes minimum standards in regard to the documentary evidence required to substantiate such cases. |
| Schedule | Under the Disruption to Study Policy the University deems a disruption to studies to be *serious and unavoidable* if it arises from a set of circumstances that:

- could not have reasonably been anticipated, avoided or guarded against by the student; and
- was beyond the student’s control; and
- caused substantial disruption to the student’s capacity for effective study and/or completion of required work; and
- occurred during an event critical study period and was at least three (3) consecutive days duration, and / or
- prevented completion of a final examination.

The University does not regard conditions or circumstances that exist prior to commencing a unit of study as being *serious and unavoidable* disruptions, except in the event of unanticipated deterioration of that condition or circumstance. However, the University does provide for the ongoing support of students who experience acute adverse conditions, circumstances or disabilities. This planned support may be sought by contacting Campus Wellbeing and Support Services.

Disruption to Studies notifications that are intended to document a *serious and unavoidable* disruption must be supported by specific evidence as described below.

**General Evidence Requirements:**

*Evidence must demonstrate that substantial disruption has been caused to the student’s capacity for effective study during an event critical study period and include:*

- beginning date and duration of the effect of disruption; and
- a statement *confirming that the student:*
  - was unable to complete a final examination because of the effect of the disruption; and / or
  - was unable to complete an assessable task, on the relevant date, because of the disruption which was of no fewer than three (3) consecutive days, or
  - had their preparation for an assessable task affected for not fewer than three (3) consecutive days duration.
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<th>Type of Disruption</th>
<th>Evidence</th>
<th>Professional Authority</th>
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<td><strong>medical / psychological / mental health</strong></td>
<td><strong>Professional Authority Form</strong></td>
<td>Health professionals that are registered with a professional body such as:</td>
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<td></td>
<td>Documentary evidence that simply states “student is unfit for school or studies or work” <strong>will not be accepted</strong>. Consulting with your doctor at time of illness is highly recommended.</td>
<td>• Medical practitioners&lt;br&gt;• Psychiatrists&lt;br&gt;• Physiotherapists&lt;br&gt;• Counsellors&lt;br&gt;• Social workers&lt;br&gt;• Psychologists, OR&lt;br&gt;• a member of Macquarie Campus Wellbeing &amp; Support Services</td>
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<td><strong>compassionate grounds</strong>&lt;br&gt;for example: Grief caused by the death or serious injury of a close family member or close friend.</td>
<td><strong>Professional Authority Form</strong>&lt;br&gt;Letter from relevant professional</td>
<td>Health professionals that are registered with a professional body such as:</td>
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<td>In cases where the disruption is indirect, the documentary evidence must state the effect of the disruption on the student. It is not sufficient to only supply a medical certificate pertaining to a friend or family member.</td>
<td>• Medical practitioners&lt;br&gt;• Psychiatrists&lt;br&gt;• Physiotherapists&lt;br&gt;• Counsellors&lt;br&gt;• Social workers&lt;br&gt;• Psychologists, OR&lt;br&gt;• a member of Macquarie Campus Wellbeing &amp; Support Services</td>
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<td><strong>hardship or trauma</strong>&lt;br&gt;for example: Sudden loss of employment, family breakdown, severe disruption to domestic arrangements, impact of crime /accident /natural disasters, imprisonment or a motor vehicle accident.</td>
<td><strong>Police event number and a Statutory Declaration</strong>&lt;br&gt;<strong>Professional Authority Form</strong>&lt;br&gt;Letter from relevant professional acknowledging impact of disruption on student</td>
<td>Health professionals that are registered with a professional body such as:</td>
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<td>In cases where other documentary evidence could not be obtained a statutory declaration may be used. Any available evidence, such as a flight itinerary or a death notice, should accompany this statutory declaration.</td>
<td>• Medical practitioners&lt;br&gt;• Psychiatrists&lt;br&gt;• Physiotherapists&lt;br&gt;• Counsellors&lt;br&gt;• Social workers&lt;br&gt;• Psychologists, OR&lt;br&gt;• a member of Macquarie Campus Wellbeing &amp; Support Services, OR&lt;br&gt;• Police officer, OR&lt;br&gt;• Legal officer</td>
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<td><strong>unavoidable absence or</strong></td>
<td><strong>Letter from a relevant professional acknowledging impact of</strong></td>
<td>• Employer</td>
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Documents sourced from Policy Central (www.mq.edu.au/policy) take precedence over documents from other sources.
| commitments for example: | disruption on student and requirement to attend the unavoidable commitment, or explanation of unavoidable absence. | • Religious leader
• Coach
• Transport authority
• Police
• NRMA
• Government agency
• Sheriff's office, OR
• A Statutory Declaration |
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<td>Unavoidable work commitments. Cultural or religious commitments, such as weddings or funerals (of close family members) or significant religious festivals. Unexpected training or competition attendance demands placed upon an elite athlete. Transportation problems such as late trains, car breakdowns or automobile accidents. Wedding or funeral of a family member or close friend.</td>
<td>Documentary evidence from employer must clearly state that the inability to be released from work commitments was unforeseen at time of enrolment. In cases where a student is absent to attend a cultural event evidence must demonstrate that attendance could not have been anticipated, avoided or guarded against by the student; and that the student’s attendance is warranted. In cases where a student is required to attend an event such as a funeral or wedding, the evidence must demonstrate that the event prevented attendance on the day of the assessment task or impacted on study for three or more days.</td>
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| disruption during a final examination or an invigilated assessment for example: | Examination or assessment room report. Professional Authority Form in cases of illness. When a student is taken ill during a final examination he or she should be accompanied by a member of staff to attend a medical practitioner of the Campus Medical Service. Students are not expected to notify the University of a disruption in cases where an assessment task is interrupted by a disruption such as a fire alarm. This notification will be made on their behalf by the assessment supervisor. | Examination or assessment supervisor. Health professionals that are registered with a professional body such as:
• Medical practitioners
• Psychiatrists
• Physiotherapists
• Counsellors
• Social workers
• Psychologists, OR
• a member of Macquarie Campus Wellbeing & Support Services |
| Fire alarm or sudden illness. | |
| ongoing disruption during the semester for example: | Documentary evidence must indicate an acute episode of the condition that is directly related to a student’s capacity for effective completion of an assessment. Students experiencing ongoing disruptions should be referred to Campus Wellbeing and Support Services. In cases where a student cannot complete replacement assessment tasks, the disruption should be managed by the | Health professionals that are registered with a professional body such as:
• Medical practitioners
• Psychiatrists
• Physiotherapists
• Counsellors
• Social workers
• Psychologists, OR
• a member of Macquarie Campus Wellbeing & |
| Glandular fever or ongoing grief. | | |

Documents sourced from Policy Central (www.mq.edu.au/policy) take precedence over documents from other sources.
withdrawal without penalty procedure.

Support Services.
Contact Officer | Chair, Senate Learning and Teaching Committee
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