

Unit for History and Philosophy of Science Special Considerations and Special Arrangements Policies

The Unit for History and Philosophy of Science follows the Special Consideration policies and guidelines of the Faculty of Science. Please familiarise yourself with them. See http://www.science.usyd.edu.au/cstudent/ug/forms/special_cons.shtml.

Most important points:

1. To apply for special consideration (such as illness or misadventure), you need to download the forms from the Faculty of Science web-site:
http://www.science.usyd.edu.au/fstudent/postgrad/pdf/special_consideration_application_pack.pdf.
2. A doctor's certificate is not sufficient; you have to ask your physician to fill in the form included in the special considerations applications pack.
3. Special considerations are not normally considered when submitted after one week from the end of the period for which special consideration is sought.
4. Submit the paperwork to the Faculty of Science information windows, second floor, Carlaw Building.
5. After it is stamped by the Faculty of Science, take it to the Unit and hand it either to our administrative assistance or to the relevant lecturer (forms slid under doors tend to get lost; we cannot be held responsible!).
6. Indicate the desired academic judgement (extension; make-up work, etc.). If you do not indicate how you intend to make up for missed assessment, we will make a decision at our discretion.
7. Please do not ask to have assessment marks to be averaged since this is against Unit policy. We will not average assessment marks. Your application will be automatically declined.
8. Please do not ask to have your grade increased by 30% because you could only function at 70% of your normal ability. We do not assess your ability, but your assignments.
9. For special arrangements (such as religious holidays and jury duty), you need to download the forms from the Faculty of Science web-site:
http://www.science.usyd.edu.au/fstudent/postgrad/pdf/special_arrangements_form.pdf
Special arrangements forms always need to be submitted at least 7 days ahead of time.

The Unit for History and Philosophy of Science (HPS) abides by the general university policy detailed in Part 5 of the Assessment and Examination of Coursework policy document available at http://www.usyd.edu.au/su/ab/policies/Assess_Exam_Coursework.pdf as well as the guidelines of the Faculty of Science for special consideration applications (available at: http://www.science.usyd.edu.au/cstudent/ug/forms/special_cons.shtml) as well as the guidelines for special arrangements applications (see: http://www.science.usyd.edu.au/fstudent/postgrad/pdf/special_arrangements_guidelines.pdf).

1. Under the current policy, special consideration will only be warranted for well-attested serious illness or misadventure during a semester and affecting assessment or at the time of an examination. Special consideration will **NOT** be given for:
 2. Occasional brief or trivial illness of one or two days duration that occurs one week or more before an assessment is due or a test/exam taken;

3. Workload from other units of study (except where the request for special consideration is made within the first three weeks of semester);
4. Conflicts with employment (except where the request is made four weeks or more before the date of the assessment);
5. Illnesses and misadventures that have prevented students from acquiring a Pass level of knowledge/skills, including all illnesses/misadventures resulting in the student missing six weeks or more of lectures or tutorials (or the equivalent proportion in intensive units of study);
6. The performance of the student was equivalent or superior to that demonstrated in other assessments in the UoS, and they pertain to planned commitments, such as elective surgery, holiday, or work, where the student could reasonably be expected to have schedule the commitment or their studies so as not to adversely affect their studies;
7. Computer-related problems, except where a police report is provided in cases of burglary or calamity affecting both a computer *and* backups from the student's place of residence (theft of a laptop is not grounds for special consideration as it is the student's responsibility to keep backups);
8. Jury service, military service, sporting, religious/cultural commitments in the case of scheduled examinations will not normally be considered for special considerations, although applications in these categories may be considered on a case-by-case basis. For these events, you can apply under the **special arrangements policy**; and
9. All other circumstances detailed in the policy cited above and accessible on the website of the Academic Board.

Most importantly:

1. No special consideration requests will be considered for extensions for assignments made **after** the assignment is due or assessment has taken place (except where circumstances prevent earlier provision);
2. No special consideration requests will be processed if submitted more than one week after the assessment (or in the case of examinations, one week after the end of the semester); and
3. Complete documentation must be provided to support the special consideration, which now includes a **professional practitioner certificate** to be completed by a registered medical practitioner or counsellor, which details the severity, duration, and effect of illness on the student's ability to meet course requirements; **regular doctor's certificates alone will no longer be acceptable**. These forms are available from the Faculty of Science office, and you should obtain a copy of this form for your records so you have it ready, should you fall ill or experience other misadventure.

In the first instance for all HPS units of study, documentation should be lodged with the Faculty of Science office on Carslaw level 2 using the standard forms. The student will be given a receipt upon lodgement. It is advised that the student also retain a photocopy of the request for special consideration. Applications will now be assessed by two or more

academic staff members in the Faculty of Science, and students will be notified of the academic judgment on their special consideration. The student and the lecturer in charge of the UOS of study in HPS will then make arrangements for completion of the assessments missed in accordance with the academic decision of the Faculty of Science. Note that some units of study have built-in mechanisms which allow for a small component of assessment to be missed without the student being penalised, in which case special consideration may not be required (e.g., where the best four out of five marks are counted).

Students who have missed classes for prolonged periods are encouraged to seek an interview with an associate dean in the Faculty of Science office in order to receive advice about considering whether discontinuing with permission from the unit of study might be the best option; international students should also seek advice regarding visa requirements from the International Office.

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