

# Adverse Circumstances Affecting Assessments or Formal Examinations Policy

Newcastle International College has established and published policies. These policies are reviewed periodically, and students relying upon any of these policies to support or guide their studies should refer to the College's website (<https://www.nic.nsw.edu.au/>) for the most current and up to date version.

## OVERVIEW

This policy was approved by the Senior Management Team in March 2020 and supersedes all previously published Newcastle International College's policies concerning special consideration (adverse circumstances) and alike.

## PURPOSE/OBJECTIVE

This policy establishes the rules and guidelines for students to make an application for academic support where their academic performance in assessments or formal examinations has been affected by allowable adverse circumstances.

This policy is consistent with:

- The Australian Qualifications Framework
- *Education Services and Overseas Students Act 2000* (ESOS Act)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (<https://internationaleducation.gov.au/>)
- *Tertiary Education Quality Standards Agency Act 2011* (Cth)
- Higher Education Standards Framework (Threshold Standards) 2015
- *Higher Education Support Act 2003* (HESA)
- *Anti-Discrimination Act 1977* (NSW)

## SCOPE

The policy applies to all enrolled students and staff involved in teaching, assessing and student support services at all campuses of Newcastle International College (NIC). This policy takes into consideration and applies to all program:

- assessments; and
- formal examinations,

as stated in individual course outlines for all modules of study offered by NIC.

## POLICY

This policy is underpinned by the following principles:

- NIC is firmly committed to all aspects of learning and teaching in supporting students with a view to having the best possible education experience.
- NIC recognises that a student's performance in assessments or formal examinations may be affected by adverse circumstances, and as such, do not reach their usual academic level of achievement.
- This policy intends to support students affected by unforeseen adverse circumstances. It ensures that staff proceed in a consistent manner and students are therefore treated consistently, equitably and transparently.
- All students have the right to submit an application concerning adverse circumstances affecting assessments and/or formal examinations. Students wanting to make such

application will be required to do so in accordance with this policy.

- For an application to be valid, the student must have maintained satisfactory attendance and academic progress in the particular study module (as required by NIC policies) prior to being affected by adverse circumstances. (Both attendance and academic progress requirements are stated in NIC's Attendance and Academic Progress Policies. The most current versions of these policies can be located on the NIC website, and are available to students at all times – <https://www.nic.nsw.edu.au/policies>).

## 1. Application Guidelines

1.1. Students who submit an application for adverse circumstances affecting assessments or formal examinations must be able to demonstrate that one or more of the following allowable adverse circumstances has occurred and has had an impact on their performance. This includes situations that are:

- medical in nature,
- non-medical in nature,
- unavoidable commitments, or
- Exceptional Circumstances.

1.2. Students making an application for adverse circumstances concerning more than one assessment or formal examination, are required to complete separate application forms for ***each*** assessment or formal examination affected by the adverse circumstances the student is claiming.

1.3. *Adverse Circumstances Application* (excluding formal examinations)

1.3.1. For a student to submit an application concerning adverse circumstances affecting the preparation or submission of an assessment, the following is required:

- An Adverse Circumstances Application form (as located online - <https://www.nic.nsw.edu.au/documents-and-forms>) must be completed in full (incomplete applications will not be processed),
- A completed application form must be lodged either via email (see **\*\*Note** below) to [StudentServices@nic.nsw.edu.au](mailto:StudentServices@nic.nsw.edu.au) or in person at NIC,
- In circumstances where a student has been affected by adverse circumstances during the ***preparation of an assessment***, the completed application form must be ***lodged 24 hours prior*** to the due date and time of the adversely affected assessment,
- In circumstances where the student has been ***unable to submit*** the assessment due to unforeseeable adverse circumstances, the completed application form must be ***lodged within 24 hours*** of the adversely affected assessment, and
- Students must supply supporting documentation (as stated in this policy) to NIC no later than three (3) calendar days after submission of the application. (Should a student be unable to supply the relevant supporting documentation within this timeframe, the student will be required to discuss this matter with the Student and Academic Services Manager or Academic Director to seek approval for a variation to the terms and conditions of the adverse circumstances application process).

1.3.2 Where a student has submitted an application concerning an assessment, the application may either be:

- Granted - resulting in the student being permitted to submit their original assessment at a later date, or an alternate assessment may be assigned to the student to be submitted at a time nominated by the module teaching staff, or
- Denied – the student will not receive a grade for that particular assessment. (This could have greater implications, as some modules require students to pass certain assessments or formal examinations in order to pass the module

overall. Students are encouraged to read their course/module outlines very closely.)

1.4. *Adverse Circumstances Application* (concerning **preparation** for, or **attendance** at formal examinations)

1.4.1. For students who experience adverse circumstances concerning their study **preparation** or **attendance** at a formal examination and wish to submit an application, the following is required **before** the scheduled time of the formal examination:

- An Adverse Circumstances Application form (as located online - <https://www.nic.nsw.edu.au/documents-and-forms>) must be completed in full (incomplete applications will not be processed),
- A completed application form must be lodged either via email (see \*\*Note below) to [StudentServices@nic.nsw.edu.au](mailto:StudentServices@nic.nsw.edu.au) or in person at NIC,
- The completed application form must be lodged **24 hours prior to the scheduled time of the formal examination** (or the application may not be considered), and
- Students must supply supporting documentation (as defined in this policy) to NIC no later than three (3) calendar days after submission of the application. (Should a student be unable to supply the relevant supporting documentation within this timeframe, the student will be required to discuss this matter with the Student and Academic Services Manager or Academic Director to seek approval for a variation to the terms and conditions of the adverse circumstances application process).

1.4.2. Where the student has submitted an application as per 1.4.1 above, the application may either be:

- Granted - resulting in an alternate assessment or alternate examination being approved, or
- Denied – the student will not receive a grade for that particular formal examination. (This could have greater implications, as some modules require students to pass certain assessments or formal examinations in order to pass the module overall. Students are encouraged to read their course/module outlines very closely.)

1.4.3 Note: at **NO** time will an alternate examination be permitted to be conducted prior to the scheduled formal examination date and time.

1.5. *Adverse Circumstances Application* (**during** formal examinations)

1.5.1. For students who experience adverse circumstances **during** a formal examination and wish to submit an application, the following is required:

- The student **must** advise the examination supervisor **before leaving the examination room** that they are experiencing adverse circumstances and intend to submit an adverse circumstances application,
- An Adverse Circumstances Application form (as located online - <https://www.nic.nsw.edu.au/documents-and-forms>) must be completed in full (incomplete applications will not be processed),
- A completed application form must be lodged either via email (see \*\*Note below) to [StudentServices@nic.nsw.edu.au](mailto:StudentServices@nic.nsw.edu.au) or in person at NIC,
- The completed application form must be **lodged within 24 hours** of the adversely affected formal examination, and
- Students must supply supporting documentation (as defined in this policy) to NIC no later than three (3) calendar days after submission of the application. (Should a student be unable to supply the relevant supporting documentation within this timeframe, the student will be required to discuss this matter with the Student and Academic Services Manager or Academic Director to seek their approval for a variation to the terms and conditions of the adverse circumstances application).

- 1.5.2. Where the student has attended the formal examination and followed the requirements stated above in 1.5.1, the module teaching staff will retain the student's examination answer booklet until the adverse circumstances application has been assessed. The application may either be:
- Granted – resulting in an alternate assessment or alternate examination being approved, the original examination booklet will be held unmarked until the alternate assessment/examination is completed, or
  - Denied – the original examination booklet will be marked, or
  - Withdrawn by the student – the original examination booklet will be marked.
- 1.5.3. Where an approved alternate assessment or alternate examination is scheduled, the final mark achieved for the alternate assessment/examination will be the mark awarded to the student, not the highest mark possible between the original and alternate assessment/examination. ***This is not a guarantee of a higher grade result.***

**\*\*Note – Where forms are submitted via email - electronic signatures will not be accepted. For electronic submission, students are required to have completed a hard copy, hand signed it, scanned and emailed to [StudentServices@nic.nsw.edu.au](mailto:StudentServices@nic.nsw.edu.au).**

## 2. Late Applications

- 2.1. Applications that have not been submitted as per the timeframes stated above for each particular situation will only be considered in *Exceptional Circumstances* (as defined in this policy).
- 2.2. NIC reserves the right to amend the deadline for submission of an adverse circumstances application and its supporting documentation on a case by case basis.

## 3. Adverse Circumstances Application Form

- 3.1. As stated above, students making an adverse circumstances application must complete the Adverse Circumstances Application Form located on NIC's website at - <https://www.nic.nsw.edu.au/documents-and-forms>.
- 3.2. *Supporting Documentation*
- 3.2.1. It is important that students understand the importance of the information they are providing to NIC. It is the responsibility of the student to ensure the authenticity of any documentation that they provide.
- 3.2.2. As a requirement, any supporting documentation provided by the student will need to relate to one or more of the allowable adverse circumstance affecting assessments or formal examinations, this includes situations that are:
- medical in nature,
  - non-medical in nature,
  - unavoidable commitments, or
  - Exceptional Circumstances.
- 3.2.3. All documents provided ***must*** be the original document or a certified copy of the original. Initially, students may scan or photograph these original documents and email them to NIC as attachments to their completed application. Students will be required to present the hardcopy original documents in person to NIC following their email submission, and/or immediately at the request of NIC.
- 3.2.4. All documents provided must be in English or accompanied by an English translation provided by an Accredited Translator (as defined below).
- 3.2.5. Where particular circumstances are medical in nature, NIC requires that the student supply supporting documentation that is one or more of the following:
- An original medical certificate from an accepted health professional. A health

professional in these circumstances includes:

- hospital-based medical practitioners,
- general practitioners,
- specialist medical practitioners, such as; psychiatrists, ophthalmologists and surgeons, dentists, clinical psychologists, social workers, or accredited counsellors.
- NIC ***does not accept***:
  - certificates issued by pharmacists,
  - certificates issued by herbal therapists, or
  - statutory declarations for health related issues or complaints.

3.2.6. Where particular circumstances are non-medical in nature, NIC requires that the student supply supporting documentation, for example:

- Death certificate of Immediate Family Member, or
- Statutory declaration pertaining to the allowable adverse circumstance the student is claiming.

#### **4. Storage of Application and Supporting Documentation**

- 4.1. All information provided by the student concerning their application and supporting documentation will be kept in confidence and in accordance with the *Privacy and Personal Information Protection Act 1988* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW).
- 4.2. A copy of the application document itself will be kept on the students electronic file held with NIC, and is only accessible to authorised personnel.
- 4.3. All copies or originals of the supporting documentation supplied by the student will be returned to the student.
- 4.4. Students who submit an application for adverse circumstances are responsible for:
  - 4.4.1. Ensuring the authenticity of any supporting documentation they provide to NIC, and
  - 4.4.2. Retaining any supporting documentation for a period of 6 months after the completion of the relevant study period. The student when requested to do so by NIC, must produce this documentation.
- 4.5. NIC may take steps to verify the authenticity of any documentation provided with an application. This may include seeking further information from persons named in an application or named in supporting documentation.

#### **5. Supply of False Information**

- 5.1. The supply of false or misleading information, fraudulent or falsified documentation by a student to NIC will result in:
  - rejection of the adverse circumstances application,
  - cancellation of the adverse circumstances authorisation where approval had been granted prior to the discovery of the falsified information/documentation, or
  - a zero grade being awarded for the alternate assessment/examination. Despite approval and submission of the alternate assessment/examination, a zero grade may still be awarded if later it is discovered that the student provided fraudulent or misleading information/documentation.
- 5.2. Should an instance occur as stated above in 5.1, this may result in disciplinary action as indicated within NIC's Student Code of Conduct Policy (located on the NIC website - <https://www.nic.nsw.edu.au/policies>).

## 6. Grounds for Approving an Application

- 6.1. All students have the right to submit an application for adverse circumstances; however, students must note that NIC reserves the right to determine if an application is to be accepted and/or processed, and whether any further action is to be taken.
- 6.2. In the event a student has submitted over three (3) applications concerning adverse circumstances affecting assessments or formal examinations in a single study period, the student will be referred to the College Director and/or Academic Director for consultation, prior to the application being processed.
- 6.3. An application for adverse circumstances affecting assessments or formal examinations **may** be approved in the following situations:
  - 6.3.1. A student has four final examinations over two consecutive days,
  - 6.3.2. A student's work at any time during the study period was affected by allowable adverse circumstances which prevented them from preparing or presenting for all or part of an assessment or sitting for a formal examination, or
  - 6.3.3. During the performance of an assessment or formal examination, a student was affected by allowable adverse circumstances.
- 6.4. The Student and Academic Services Manager and/or the Academic Director **may** take into consideration the following when assessing and determining the outcome of an application:
  - 6.4.1. The student's academic progress in the particular study module prior to being affected by adverse circumstances (as required in NIC's Academic Progress Policy - <https://www.nic.nsw.edu.au/policies>),
  - 6.4.2. The student's attendance in the particular study module prior to being affected by adverse circumstances (as stated in NIC's Attendance Policy - <https://www.nic.nsw.edu.au/policies>),
  - 6.4.3. The number of applications a student has previously made during the study period, concerning adverse circumstances affecting assessments or formal examinations,
  - 6.4.4. The student's ability to complete a particular course of study, and
  - 6.4.5. Any other circumstances that are particular in nature to the application and that NIC considers relevant. This will be determined on an individual case by case basis.
- 6.5. In order to provide for instances of Exceptional Circumstances, NIC reserves the right to utilise its discretion and professional judgement in considering whether to relax certain provisions of this policy.
- 6.6. NIC further reserves the right to amend the deadline for submission of an adverse circumstances application and its supporting documentation on a case by case basis.
- 6.7. The following will generally **not** be taken into consideration when assessing an application for adverse circumstances:
  - Transport delay,
  - Recreational travel (domestic or international),
  - Routine demands of employment,
  - Difficulties in adjusting to college life, to the self-discipline required to study effectively, and to the demands of academic work/study,
  - Routine financial support needs,
  - Lack of knowledge of requirements of academic work,
  - Misread the course/module outline,
  - Misread formal examination timetable and details.
- 6.8. NIC will **not** accept or consider an application for adverse circumstances where the application relates to an already approved and scheduled alternate assessment/examination that was part of a previous adverse circumstances application. If a student does not attend an approved and scheduled alternate assessment/examination, the student will be awarded a zero grade for that component of the relevant study module.

6.9. When making a determination concerning the outcome of an application for adverse circumstances, NIC will use its professional judgement and discretion to assess each application on its individual merits. When determining whether a student's performance has been affected by adverse circumstances, NIC will take into consideration the supporting documentary evidence as provided and supplied by the student to support the application.

## 7. Application Outcomes

7.1. There are a number of possible application outcomes, including that the application is:

- 7.1.1. Approved - the student is granted the opportunity to submit an alternate assessment or sit an alternate examination at a time to be determined by NIC (must be prior to the commencement of the following study period),
- 7.1.2. Approved - no additional assessable work is required to be submitted,
- 7.1.3. Withdrawn by the student upon their own further consideration of the circumstances,
- 7.1.4. Rejected due to late submission of application (refer above for the relevant timing of submission of an application),
- 7.1.5. Rejected due to inadequate information detailed on the application form (as provided on NIC's website),
- 7.1.6. Rejected due to inadequate supporting documentation, or the student's inability to supply the original document/s or certified copy of the original document/s to accompany the application,
- 7.1.7. Rejected as the circumstances are not significant enough in nature, or are not relevant to the student to warrant approval of the application,
- 7.1.8. Rejected due to false, misleading or fraudulent information supplied by the student. This applies to both the application and the supporting documentation. Where it is proven that information contained in supplied documents is not authentic or valid, the issue will be managed in accordance with NIC's Student Code of Conduct Policy.

## 8. Notification of the Application Outcome

8.1. NIC staff will inform the student of the outcome of the application either by:

- Email, or
- In person

8.2. NIC staff will provide the student with any additional information about the application outcome, including details concerning alternate assessments or examinations, and the appeals process where necessary.

8.3. It is important for students to understand that alternate examinations will be conducted when convenient and in consultation with the Student and Academic Services Manager or Academic Director, the student applicant and the relevant member of NIC's teaching staff.

8.3.1. If the approved application relates to a ***final examination***, the student ***must be available*** to complete an alternate final examination between the end of the current exam period and the commencement of the next study period. (Students are instructed to consider this when making travel plans for the break between these study periods.)

## 9. Application Processing Time

9.1. Upon receipt of a completed application and all supporting documentation within the timeframes indicated above in section 1 of this policy, NIC will consider the complete application within five (5) working days.

9.2. Should the student fail to supply both, a completed application and supporting documentation within the stated timeframes, NIC is not obliged to process the application for adverse circumstances. In these situations, an application may be considered on an individual basis at the discretion of NIC and its management, or it may be dismissed.

## 10. Application Fees

- 10.1. There are no charges or fees for submitting an application for adverse circumstances affecting assessments or formal examinations.
- 10.2. There are no charges or fees for students approved to take alternate examinations or submit alternate assessments or formal examinations.

## 11. Appeal Options

- 11.1. If a student is not satisfied with the outcome of their application, they may appeal the decision in accordance with NIC's Student Non-Academic Grievance Policy (<https://www.nic.nsw.edu.au/policies>).

## DEFINITIONS

| Key Term or Acronym                           | Definition   |
|---|--|
| assessment                                    | Any item used to assess student performance as indicated by the relevant course/module outline provided to students at the commencement of the study period.   |
| academic progress                             | The measure of a student's progress towards completion of a program of study. Refer to NIC Academic Progress Policy - <a href="https://www.nic.nsw.edu.au/policies">https://www.nic.nsw.edu.au/policies</a> .  |
| allowable adverse circumstances               | Circumstances recognised by NIC as being beyond the control of the student and having an impact upon the student's academic progress, performance and attendance. NIC recognises situations as being: <ul style="list-style-type: none"><li>• medical in nature,</li><li>• non-medical in nature,</li><li>• unavoidable commitments, or</li><li>• Exceptional Circumstances.</li></ul>   |
| adverse circumstances – medical in nature     | Includes: <ul style="list-style-type: none"><li>• A serious illness or injury, including student pregnancy, all of which genuinely affect a student and/or prevents them from:<ul style="list-style-type: none"><li>• preparing,</li><li>• attending,</li><li>• completing, and/or</li><li>• submitting,</li></ul></li></ul> an assessment or formal examination. (This type of adverse circumstance application requires supporting documentation in the form of an <i>original medical certificate</i> from an accepted health professional.)<br><br>Note: NIC may require additional information from the practitioner in order to assess the impact of the medical condition with regard to the adverse circumstances application – please see attachment 1 to the adverse circumstances application form. |
| adverse circumstances – non-medical in nature | Include, but may not be limited to: <ul style="list-style-type: none"><li>• Bereavement for death of an Immediate Family Member/s (supporting documentation – death certificate),</li><li>• Family relationship breakdown,</li></ul>   |



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|   | <ul style="list-style-type: none"> <li>• <u>Severe</u> disruption to domestic arrangement,</li> <li>• Student is involved in custody proceedings for <i>their</i> child (to be supported with police/court reports),</li> <li>• <i>Immediate Family Member</i> with a diagnosed long-term medical condition requiring constant and acute care where the student is named as the nominated carer.</li> </ul> <p>These types of adverse circumstances have a range of acceptable supporting documentation that may need to be supplied.</p> <p>Depending on the adverse circumstances being claimed, this may mean; a death certificate, a statutory declaration, court report, police report or other documentation NIC directs the student to attach to their application.</p>  |
| adverse circumstances – unavoidable commitments   | <p>Include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• Student is a party to legal proceedings where the timing is beyond the student’s control (to be supported documents supplied by the court or legal practitioner i.e. court summons),</li> <li>• A legal commitment, including, a student is subpoenaed to attend court, tribunal or hearing.</li> </ul> <p>An application concerning this type of commitment will necessitate supporting documentation confirming that the student is required to attend legal proceedings.</p> <p>Supporting documentation may include; a statutory declaration, court report/order, police report, hardcopy notice of required attendance or other documentation NIC directs the student to attach to their application.</p>  |
| adverse circumstances – Exceptional Circumstances | <p>This type of circumstance will involve a situation or an event that is beyond the control of the student. It may include, but is not limited to a student being:</p> <ul style="list-style-type: none"> <li>• caught in and directly affected by a natural disaster,</li> <li>• caught in and directly affected by a political uprising,</li> <li>• affected by a tragic event (i.e. subjected to violence, denied civil liberties etc.),</li> <li>• a victim of an unforeseeable event not mentioned above.</li> </ul> <p>These types of adverse circumstances will be assessed on an individual basis at the discretion of NIC and its management.</p> <p>Supporting documentation may include; a statutory declaration or other documentation NIC directs the student to attach to their application.</p>   |
| alternate assessment or examination               | <p>A special arrangement approved specifically for the student making the application for adverse circumstances affecting assessments/examinations.</p> <p>It will either be an assessment or formal examination the student has been approved to complete at a different date and time to the original assessment or formal examination.</p> <p>The alternate assessment or examination is generally different in its composition to the original, as NIC insists on maintaining academic integrity concerning confidentiality of assessment and examination content.</p> <p>The alternate assessment or examination may be provided in a different format to the original, i.e. oral examination, assignment / essay format.</p> <p>Note: at <b><u>NO</u></b> time will an alternate examination be conducted or permitted <b><u>prior to</u></b> the scheduled formal examination date and time. All alternate examinations will be held between the end of the formal examination period of the current study period and the commencement of the next study</p> |

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|                              | period. Students are expected to be available during this time, otherwise require additional approval from the College Director.   |
| accepted health professional | <p>An accepted health professional for the purposes of this policy includes:</p> <ul style="list-style-type: none"> <li>• hospital-based medical practitioners,</li> <li>• general practitioners, and</li> <li>• specialist medical practitioners, such as: psychiatrists, ophthalmologists and surgeons, dentists, clinical psychologists, social workers, or accredited counsellors.</li> </ul> <p>For the purposes of this policy, an accepted health professional <b><i>does not</i></b> include:</p> <ul style="list-style-type: none"> <li>• pharmacists, or</li> <li>• herbal therapists.</li> </ul>  |
| Accredited Translator        | An accredited translator who is approved by the National Accredited Authority for Translators and Interpreters Ltd (NAATI).  |
| formal examination           | <p>Includes any supervised:</p> <ul style="list-style-type: none"> <li>• in-class examinations,</li> <li>• mid-study period examinations, and</li> <li>• end of study period examinations.</li> </ul> <p>All formal examinations will be stated within the relevant course/module outline provided to students at the commencement of the study period.</p>  |
| Immediate Family Member      | <p>Immediate family members are deemed to include persons who are blood relatives or are connected to the student by way of marriage. This includes:</p> <ul style="list-style-type: none"> <li>• spouses,</li> <li>• defacto spouses,</li> <li>• parents,</li> <li>• parents in-law,</li> <li>• grandparents,</li> <li>• siblings,</li> <li>• children,</li> <li>• aunts, or</li> <li>• uncles.</li> </ul> <p>Supporting documentation may need to be supplied to NIC to confirm a familial connection sufficient to satisfy the above statement, i.e. birth certificate, marriage certificate.</p> <p>Note: Immediate Family Members <b><i>do not include</i></b> friends of the student's family who are referred to as family members.</p> |
| original medical certificate | <p>The only medical certificate that will be accepted by NIC as part of an adverse circumstance application is one that has been obtained directly from an accepted health professional.</p> <p>NIC will not accept a statutory declaration in place of an original medical certificate for health related issues.</p> <p>Where medical certificates are submitted electronically and attached to an email application, students will be required to present the original hardcopy,</p>  |

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|                          | or certified copy of the original document to NIC in person following their emailed submission, and/or at the immediate request of NIC.   |
| satisfactory attendance  | Attendance for at least 80 percent of scheduled contact hours across all modules of study undertaken in a given study period, unless student's enrolment has additional conditions applied, i.e. academic management plan.  |
| supporting documentation | <p>May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• an original medical certificate,</li> <li>• death certificate,</li> <li>• statutory declaration,</li> <li>• court report / court order, hardcopy notice of required court attendance,</li> <li>• police report, or</li> </ul> <p>any other documentation NIC directs the student to attach to their application. Where documents are submitted electronically and attached to an email application, students will be required to present the original hardcopy, or certified copy of the original document to NIC in person following their emailed submission, and/or at the immediate request of NIC.</p> |

## RELATED DOCUMENTS

Adverse Circumstances Application Form

Medical Practitioner Report form

Assessment Policy

Academic Progress Policy

Attendance Policy

Student Non-Academic Grievance Policy

National Code 2018, Standard 9

## AMENDMENT HISTORY

|                              |                |  |
|------------------------------|----------------|--|
| <b>Department:</b>           |                | Student Administration   |
| <b>Approval Authority:</b>   |                | SMT  |
| <b>Approval Date:</b>        |                | March 2020   |
| <b>Date for Next Review:</b> |                | March 2023   |
| <b>Revision Date</b>         | <b>Version</b> | <b>Summary of changes</b>  |
| 16/02/2011                   | 1              | Document developed and implemented.  |
| 17/05/2011                   | 2              | Updated footer and reference table to reflect details of new template.   |
| 28/09/2012                   | 3              | Document updated to reflect current UPD formatting.  |
| 06/08/2014                   | 4              | Policy reviewed and updated to reflect current processes   |
| 16/02/2016                   | 5              | Policy changed to align with UoN   |
| 18/01/2018                   | 6              | Policy reviewed; Change Student Adviser to Student & Academic Services Manager, or nominee; add acceptable health professional and definition. Add reference to NIC not accepting certificates from Pharmacists; Remove NVR (National VET Regulators) Standards from related documents; Change National Code 2007, Standard 13 to National Code 2018, Standard 9 |
| 05/03/2020                   | 7              | Removal of "compassionate and compelling circumstances" as a term of reference in this policy to align with UoN's terms "adverse circumstances".<br>Policy changes to strengthen NIC's stance as to when adverse circumstance can be applied for by students.  |