

This Professional Practitioner Certificate is to be completed by an AHPRA registered medical/health practitioner via tele-health or in-person consultation for a student whose work/attendance during a teaching period or whose academic performance in an assessment item or items, including examinations, has been affected by illness, injury or misadventure. Guidelines for completing this form are included on page 2. This form must include ALL information requested, or it may not be accepted.

## 1. Student details and authority

SID \_\_\_\_\_ Surname \_\_\_\_\_ Given Name \_\_\_\_\_

By submitting this form you are consenting to relevant information being provided by your medical/health practitioner and agree that they may provide verification of this certificate if requested by The University of Sydney. You must retain the originals of any documents submitted in support of a special consideration request, and the University may require the originals to be supplied at any time during your candidature until your degree has been conferred.

## 2. Practitioner assessment

I \_\_\_\_\_ (name), a registered medical/health practitioner, declare that I had a consultation with the above student on \_\_\_/\_\_\_/\_\_\_\_\_ and in my opinion have:

- assessed the student via tele-health or in-person consultation
- determined the student is suffering from \_\_\_\_\_ OR
- determined the student is suffering from an illness of a confidential nature

We have discussed the nature of the illness that the student is suffering and I have determined that in regards to the student's capacity to attend classes and learn or complete assessment requirements, the student has been assessed as:

Tick	Degree of impact (please fill out both 'from' and 'to' dates)	From (date required)	To (date required)
	<b>Totally unable to study:</b> The condition has affected the student to such an extent that they are totally unable to undertake the assessment task/attend classes		
	<b>Studies have been impacted:</b> The condition has significantly impacted the student's ability to study		
	<b>Unable to assess impact:</b>		

Previous Consultation Dates (if previously assessed for this condition):

\_\_\_\_\_

Additional Comments (e.g. explanation of impact on assessment/s or study period):

\_\_\_\_\_

\_\_\_\_\_

## 3. Practitioner details

Practitioner name \_\_\_\_\_

Address \_\_\_\_\_

Contact No \_\_\_\_\_ AHPRA Provider / Registration No \_\_\_\_\_

**I declare that I am not a family member and do not have a close or personal relationship with this student. I authorise the University of Sydney to contact me or my office to confirm authenticity of this document:**

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_

Medical/Health Practitioner's stamp

Thank you for taking the time to help the University of Sydney assess the impact of illness, injury or misadventure on this student. The information you provide here will ensure that the assessment process is fair and equitable.

These guidelines have been written to assist you, as a medical/health practitioner, to understand the purpose and use of the University's Professional Practitioner Certificate in the University's special consideration process.

## 1. Use of the Professional Practitioner Certificate

The University's assessment practices are designed to ensure that conditions are fair to all students, as consistent as possible and that individual students are not disadvantaged by circumstances beyond their control. Generally, illness, injury or misadventure will be taken into account when considering a student's academic performance in a course or unit of study.

All students must obtain verifiable medical documentation from within Australia. All medical documentation must be supplied by a practitioner registered with AHPRA, and only in-person or telehealth consultations will be accepted. In the case of telehealth consultations, documentation for these appointments will only be considered where it was impractical for the student to schedule an in-person consultation.

If you are an international student with an ongoing condition or impacted by long-term circumstances, we recommend you contact an Australian practitioner who can verify any information presented by your regular overseas practitioner and assess your current condition and its impact on your studies. You may also wish to consider applying to [Disability Services](#) to be assessed for adjustments to your studies.

This certificate will allow the University to verify the student's claim and to determine the form of consideration to be made in light of the student's situation. The information submitted on this document will be available only to staff who need access to it in order to carry out their duties. All records will be destroyed in a secure manner in accordance with the University's record keeping requirements.

The Special Considerations Team is not required to accept backdated medical documentation unless sufficient evidence is provided clinically justifying the backdated period.

## 2. What is special consideration granted for?

The University of Sydney gives special consideration in situations where illness, injury or misadventure affects a student's ability to prepare or sit an examination or assessment. For more information, please visit the Special Considerations website: <https://www.sydney.edu.au/students/special-consideration.html>

Please be aware that the University has a variety of support services available for students who may be suffering chronic illness or disability. They include disability services (for assessment and examination adjustments), counselling and psychological services and financial assistance. For more information, please refer to <http://sydney.edu.au/study/academic-support.html>

## 3. What is late discontinuation under special circumstances granted for?

The University of Sydney may grant late discontinuation (DC grade) for students who are experiencing special circumstances affecting their ability to complete unit/s for the semester. Special circumstances are circumstances that are beyond the student's control, did not make the full impact on their study until on or after the census date of the unit, and made it impracticable for the student to complete the unit. For more information, please visit the Late Discontinuation website: <https://www.sydney.edu.au/students/discontinue-unit-of-study/dc.html>

## 4. What information must a Professional Practitioner Certificate include?

The Professional Practitioner Certificate is to be completed by an AHPRA registered medical/health practitioner within the scope of their practice, who is not a family member or has a close or personal relationship with the student. This certificate must include:

- 1) The practitioner's name, contact details, provider or registration number and signature;
- 2) The **date of tele-health or in-person consultation**;
- 3) An **evaluation** by the practitioner, psychologist etc. of the duration and degree of impact on the student's ability to attend classes, study or complete assessment requirements;
- 4) The **date the certificate was written and signed**

Please issue the certificate in line with any guidelines provided by your professional association and only in respect of an illness, injury or misadventure that you have observed. Please do not provide post-dated certificates, as these will not be accepted by the University.