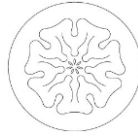


# Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 CRICOS Provider 01812M VET Student Loan Provider: 7052

## Advanced Diploma of Rudolf Steiner Education

Course code: 10825NAT, CRICOS course code 107755A



## Special Consideration Policy

The Seminar recognises that learners may experience circumstances which impact on their studies. We are committed to supporting our students where reasonably possible to ensure that learners are not unfairly disadvantaged due to circumstances beyond their control.

### Special Consideration

Special consideration is process that allows learners to request adjustments to assessment requirements due to extenuating circumstances such as illness, disability, or other personal circumstances.

The Seminar reserves the right to determine what it considers to be reasonable grounds for Special Consideration. In general terms, reasonable grounds describe extraordinary situations that arise out of the student's control. For example:

- Difficult emotional circumstances
- Accidents
- Illness and medical conditions
- Tragic events such as death of friend/relative
- Language, literacy and numeracy difficulties
- Natural disasters e.g. bushfires
- Compassionate grounds

Special consideration may be granted for:

- inability to meet the 80% attendance requirements, or
- inability to meet assessment submission dates

Any Special Consideration application concerning late assessment submission approved by a Trainer **will be in general for a period of one week** from the original due date of the assessment.

### Procedure for special consideration for assessments

If a student feels that their circumstances should be considered, they must submit a *Special Consideration Application* to their tutor **prior to the due date** for the assessment item. In rare situations where this is not possible, applications will be accepted up to three days after the scheduled due date. Forms are available on MS Teams.

### Attendance Special Consideration

Any Special Consideration requested due to not meeting the 80% attendance requirement will be considered by the Seminar, and if it is granted, an individual learning plan will be arranged by the seminar, so that the student is able to gain the required skills and knowledge through the following means, i. e. research, additional reading, additional or amended assessments or tutorial time with tutor.

In cases where a student is unable to attend an 'in class' or practical examination at the scheduled time, they must advise their trainer and apply for *Special Consideration* prior to the class and as soon as they are aware of this, so that an alternate time or assessment can be scheduled.

### Extenuating Circumstances Special Consideration

In dire circumstances, such as long term medical and mental health conditions, extended hardship or trauma or other compassionate grounds, a student may apply for an 'Extenuating Circumstances Special Consideration' to complete any unfinished part of the course. Applications for such a consideration must be accompanied by a letter or certificate from a qualified professional.

In such cases appropriate support will be organised by the tutors in collaboration with the year coordinator. A support and study plan will be designed to ensure continuous and sustainable progress for the student to complete the unit.

The student must adhere to the agreed submission dates of the study agreement and support plan in order to be deemed competent for the unit and so as not to place their enrolment at risk.

To be read in conjunction with the Seminar's

- *Assessment Policy* and
- *Resubmission Policy*