

Medical Certificate Policy

1. Purpose

This policy outlines the circumstances under which a student's medical certificate and other supporting evidence will be considered for the purposes of applying for extensions and deferred assessment requests and in explaining an absence from class. The submission of a medical certificate does not guarantee the approval of the application.

2. Application

This policy applies to all students undertaking studies in the Certificate IV Tertiary Preparation Program (TPP), the Foundation program, the Diploma programs, the Advanced Diploma programs and Associate Degree in Business .

3. Policy Statement

The Sydney Institute of Business & Technology (SIBT) recognises that a student's attendance or performance in assessment tasks or examinations may be affected by medical issues. The Medical Certificate Policy sets out the requirements for obtaining a medical certificate acceptable to SIBT and the timeframes for submitting such certificates.

4. Student Application Guidelines

4.1 Attendance

In order to be considered for attendance purposes, the medical certificate must:

- be issued by a registered medical or dental practitioner or other appropriate professional such as a psychologist covering the date of the missed class/s; and
- be issued on the Medical Provider's letterhead or stamped with the Medical Provider's official seal/stamp; and
- state the exact duration of the illness (i.e. from one date to another date); and
- indicate that in the practitioner's opinion the student was not fit for duty/class on the date/s of the missed class/s.

Students are not required to submit medical certificates as an explanation for class absences. Medical certificates are required as support documents in cases where a student, who has been sent an 'Intention to Report' letter for unsatisfactory attendance, wishes to appeal the decision.

Attendance records will not be altered upon the submission of medical certificates.

It is the student's responsibility to retain any medical certificates they have received.

4.2 Assessment

In order to be considered for assessment purposes, the medical certificate must:

- be issued from a registered medical or dental practitioner or other appropriate professional such as a psychologist, covering the date of the missed assessment task/examination; and
- be issued on the Medical Provider's letterhead or stamped with the surgery's official seal/stamp; and
- state the exact duration of the illness (i.e. from one date to another date); and
- for assessment tasks (other than in class tests or examinations), be relevant for the time leading up to the due date of submission (not just the due date);
- indicate that in the practitioner's opinion the student was not fit for undertaking the assessment task/examination on the specified date.
- be submitted as a supporting document with the Special Consideration Application form within 2 working days of the missed assessment task/examination.

4.3 Other Supporting Evidence

Where a student is required to submit supporting documentation for reasons other than medical grounds, suitable documentary evidence may include:

- Compassionate/Compelling circumstances such as the death or serious illness of a close family member or close friend. Supporting evidence may include a medical certificate or letter (e.g. funeral notice or death certificate) from a registered medical practitioner, psychologist, counsellor or other appropriate professional;
- Hardship/Trauma circumstances such as the sudden loss of employment, family breakdown, severe disruption to domestic arrangements, and victim of crime/accident. Supporting evidence may include a medical certificate or letter from a registered medical practitioner or other appropriate professional such as psychologist, police officer or fire officer, etc.

In the absence of a medical certificate or other supporting evidence, consideration may be given to permitting students to provide a Statutory Declaration with full details of the exceptional circumstances.

In the interests of fairness and consistency, staff may consult with the Student Welfare Manager in order to determine if submitted supporting evidence can be considered as valid.

4.4 Retention of Documentation

All medical certificates and/or supporting documentation submitted to SIBT will be retained on the student's file for evidentiary purposes.

5. Definitions

- *Assessment Task*

Any assessment task and can include the final examination.

- *Compassionate Or Compelling Circumstances*

Compassionate or compelling circumstances are generally those beyond the control of the student and which have had a substantial impact upon the student's course progress or wellbeing.

6. Related Documents

Attendance Policy
 Program Progress Policy
 Special Consideration Policy
 Special Consideration Application Form
 Student Deferral or Withdrawal Policy
 Student Complaints and Appeals Policy

Amendment History

Department:	Student Services	
Approval Authority:	SMT	
Approval Date:	20 November 2013	
Date for Next Review:	March 2019	
Revision Date		
Version	Summary of changes	
20/11/2013	1	New Policy
10/03/2016	2	Updated. Endorsed and approved by SMT.