



This Medical Certificate is provided for use by students of Griffith University in the following circumstances:

- ◆ where deferred assessment is being sought on medical grounds
- ◆ where special consideration in assessment is being sought on medical grounds
- ◆ where an extension on the due date for submission of an assignment is being sought on medical grounds
- ◆ as supporting documentation with a request for withdrawal without failure
- ◆ in all other circumstances relating to this University where documentary evidence is required of a medical condition

This Medical Certificate may be used for any assessment item, not just examinations.

Provision of this certificate does not mean that requests are automatically agreed to. Decisions will be made taking account of all available information.

This Medical Certificate may be completed by on campus doctors (Health Service) or by doctors in the community.

Please note that in all cases the Certificate must contain the Medical Practitioner's stamp where indicated.

Students are advised to keep a photocopy of the completed original Certificate for their records and to submit the original to a Student Administration Centre with their other documentation.

Students applying for deferred assessment or special consideration **on medical grounds** must submit the Griffith University Student Medical Certificate, completed by a registered medical or dental practitioner stating:

- ◆ the date on which the practitioner examined the student
- ◆ the severity and duration of the complaint
- ◆ the practitioner's opinion of the effect of the complaint on the student's ability to undertake the assessment item.

Please do not request or submit a Medical Certificate if seeking to defer an examination or ask for special consideration on compassionate rather than medical grounds. Medical Certificates are legal documents and cannot be backdated.

**Compassionate grounds** might include:

- ◆ death of a family member or close relative
- ◆ serious illness of a family member or close relative
- ◆ involvement in an accident where this does not involve injury (if injured a medical certificate would be appropriate)
- ◆ significant and unexpected employment problems or pressures
- ◆ significant relationship problems

Appropriate documentary evidence for **compassionate grounds** might include:

- ◆ bereavement notice
- ◆ letter from employer, professional or practitioner
- ◆ statutory declaration
- ◆ copy of accident report

**Please note that University Counsellors are generally not able to provide supporting documentation for compassionate grounds unless the student has seen them *prior* to requesting deferred assessment or special consideration.**

Please ask staff of Student Administration if you are unsure about appropriate use of Medical Certificates.

## PROTECTING STUDENT PRIVACY

Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information, consult the University's [Privacy Plan](#).