

### INFORMATION FOR STUDENTS

This Health Professional Report (HPR) is our preferred document to verify short-term impact (up to six weeks only) based on medical or health reasons for Special consideration applications. If your circumstances are **affecting upcoming or overdue assessment tasks**, please ask your treating practitioner to complete this form. Once completed, you must submit an application for **Special consideration online** and upload the practitioner-signed copy of this form.

**Applications for Special consideration must be submitted prior to or up to four (4) business days after the assessment task due date.**

A standard medical certificate can also be used if it clearly states the dates and nature of impact on your studies.

This HPR can only be completed and signed by a treating practitioner who can verify a health condition which they are qualified to authenticate. The treating health professional must be:

- An Australian Health Practitioner Regulation Agency (AHPRA)-registered general practitioner (GP), psychologist, or psychiatrist
- An Australian Association of Social Workers (AASW) registered social worker
- A Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA, level 3 and above) registered counsellor
- Any other AHPRA-registered practitioner qualified to diagnose and treat a health condition (such as a physiotherapist) within their area of expertise
- A registered practitioner with equivalent overseas qualification

All relevant sections of this form must be completed for your application to be considered. **An incomplete HPR may result in your application being deemed ineligible.**

**For more detailed information regarding Special consideration please refer to our website: [go.unimelb.edu.au/2wur](https://go.unimelb.edu.au/2wur).**

This HPR can only be used to verify a short-term impact (up to six weeks only) on your ability to complete an assessment/s. If your circumstances are **long-term or ongoing**, please also consider registering for ongoing support online. Your health professional will need to complete an additional **Health Professional Report for ongoing support**.

In addition to Special consideration, the University of Melbourne offers additional support services for students, including **Counselling and Psychological Services (CAPS), Financial Aid, and Academic Skills**. For further information please visit: [students.unimelb.edu.au/student-support](https://students.unimelb.edu.au/student-support).

By the provision of this document with your application you are giving permission for the University to contact your health professional to verify the information on this form if needed, and for the relevant information to be provided by your health professional to the University. The University reserves the right to terminate your studies if it is found that you have misrepresented your circumstances in any way. All documents submitted become the property of the University of Melbourne.

### INSTRUCTIONS TO HEALTH PROFESSIONALS

**The information you include on this form will be used to verify the student's application for Special consideration and to help determine reasonable adjustments to their assessment/s.**

Special consideration is an equity measure to ensure that any recent, adverse impacts on a student's ability to complete their assessment/s are taken into account. Requests on medical or health grounds must include relevant documentation given the importance of student equity and academic integrity. This HPR is our preferred document for students to use to verify a short term impact (up to six weeks only) and ensure the assessment process is fair and equitable. Additional documentation can also be attached to this form if required.

**Please note:** the University of Melbourne does not require specific details about the student's condition beyond what the student and health practitioner are comfortable sharing. We only require relevant information to verify an impact on the student's ability to complete their assessment/s.

**Applications for Special consideration must be submitted prior to or up to four (4) business days after the assessment task due date. If completion of this form has occurred 4 business days after the due date of the academic assessment, please outline why the student was unable to apply in a timely manner based on your professional judgement.**

**By completing and signing this form, you are verifying that:**

- The student has been affected by a health/medical condition and/or circumstances significantly impacting their ability to undertake assessment.
- You are not a family member or a close association of the student
- You are registered with AHPRA, AASW, PACFA/ACA, or equivalent overseas accreditation organization, and qualified to authenticate the student's health condition
- Staff at the University of Melbourne can contact you to verify the authenticity of this document

**Incomplete HPR forms will not be accepted.**

Please ensure that all the following information is included:

- Your name, contact information, provider or registration number, and signature
- The date of the consultation
- An assessment by you of the duration and degree of impact on the student's ability to complete their assessment
- The date the form was written and signed
- Practitioner's stamp (if available)

#### FURTHER INFORMATION

Please contact the Special Consideration Team

Email: [special-con@unimelb.edu.au](mailto:special-con@unimelb.edu.au)

### STUDENT DETAILS

Student Name

Student Date  
of Birth

Student Number

### DETAIL OF IMPACT

Providing specific dates of impact helps provide the student with the most appropriate and equitable study adjustments. Where possible please provide an estimated start and end date of impact. **This form should only be used to verify an impact up to six weeks in duration.**

If this health professional assessment has occurred four (4) business days after the assessment due date, based on your professional judgement please outline in the box below why the student was unable to apply for special consideration sooner.

Start date

(dd/mm/yyyy)

End date

(dd/mm/yyyy)

Is the condition considered to be ongoing?

No

Yes (please provide approximate duration): \_\_\_\_\_

Does the student's condition significantly disadvantage or impact their ability to undertake the following types of assessment?

(Please tick as applicable)

Written assessment (e.g. essay/assignment)

Examination/take-home examination

Performance/presentation

Class and tutorial attendance/placement

Other (please specify): \_\_\_\_\_

(Please specify dates below)

Please describe how the student's circumstances impact on their ability to complete, attend or prepare for the academic assessment task/s by the designated deadline/s. (Additional space is provided on the next page if required).

By completing and signing this form, you are verifying the conditions/circumstances outlined on page 1 of this HPR

Practitioner's name:

Registered with:

AHPRA

AASW

PACFA

ACA

(level 3 and above)

Registration no.:

Overseas Equivalent

(please specify): \_\_\_\_\_

Name of practice:

Professional

practitioner's

stamp:

(if applicable)

Address of practice:

Phone number:

Signature:

Email address:

Date Issued:

**Privacy statement.** The information provided in your application is collected and processed by SEDS to determine your eligibility for special consideration and inform of outcomes available. We will process your personal information as necessary for our legitimate interests, in accordance with applicable privacy laws. For further information regarding how SEDS access and use your personal information, please see the [Special consideration website](#). For further information about how the University manages personal information, and for details of how to make an enquiry, lodge a complaint, or to contact the University's Privacy and Data Protection Officer, please refer to our [Privacy webpage](#), view the [University's Privacy Policy](#) or contact [privacy-officer@unimelb.edu.au](mailto:privacy-officer@unimelb.edu.au).

### ADDITIONAL NOTES: