



Melbourne University

Law Students' Society

WELLBEING GUIDE

2021

Table of Contents

- 1. Introduction**
- 2. Academic Support**
 - a. Online Learning
 - b. Law Library
 - c. Legal Academic Skills Centre
- 3. Course Planning**
 - a. Introduction
 - b. Course Structure and Plan
 - c. Enrolment and Re-enrolment
- 4. Assessment Adjustments**
 - a. Extensions
 - b. Special Consideration – Unexpected Circumstances
 - c. Special Consideration – Ongoing Support
 - d. Alternative Examination Arrangements
- 5. Student Equity and Disability Support Resource List**
- 6. Resources for International Students**
- 7. Mental Health Resources**
- 8. LSS Equitable Schemes and Financial Services**
 - a. Financial Assessment Form
 - b. Book Fairy Program
 - c. Equitable Ticket Scheme

Introduction

The Well-Being Guide is an aid for students who wish to avail academic support and wellbeing services offered by Melbourne Law School, particularly focusing on wellbeing support. The Guide provides a step-by-step walkthrough of how to avail essential assessment adjustments, LSS scholarships and schemes, and resource banks for efficient access to frequently required services and resources.

On behalf of the Melbourne University Law Students' Society, we would like to acknowledge the Wurundjeri People of the Kulin Nation as the traditional owners of the land on which the University stands, and respectfully recognize Elders, past, present, and emerging.

Disclaimer

Please note that the purpose of the publication is to provide an overview of the processes of applying for various academic adjustments and accessing university services. The guide is merely advisory and is meant to be read in conjunction with information on the Melbourne Law School website and the University of Melbourne's Assessment and Results Policy (MPF1326). Any information in this publication should not be relied upon without reference to either of the aforementioned and further regard to any prevailing circumstances. Any persons related to this publication are not responsible for the results of any actions, forbearance, or omissions on the basis of any information provided herein.

Academic Support

I. Online Learning

All online subjects will be delivered through the respective Canvas subject page, using a combination of pre-recorded content, Zoom webinars, discussion boards and other online materials.

For more details on supporting online learning and digital capacities, please go to <https://studentit.unimelb.edu.au/>.

Resource/Service	Link
Cloud Services	<p>The storage is up to 5TB on each:</p> <ul style="list-style-type: none"> • Google Workspace • Microsoft Office 365 (inc. Word, Excel, OneNote, etc.)
Software	<ul style="list-style-type: none"> • myUniApps Access • Software tutorials
Guides on troubleshooting your device	https://studentit.unimelb.edu.au/device-guides
Wi-Fi & VPN	<ul style="list-style-type: none"> • UniWireless for UoM students • Eduroam for eligible visitors • VPN
Print/Scan/Copy	https://studentit.unimelb.edu.au/print-and-scan
Student Account	<ul style="list-style-type: none"> • Create account

Management	<ul style="list-style-type: none"> • Forgot password • Reset password
Using Canvas LMS	<p>Guides and support resources:</p> <ul style="list-style-type: none"> • https://lms.unimelb.edu.au/students • https://lms.unimelb.edu.au/
Watching Lectures Online from Echo360	<ul style="list-style-type: none"> • In the Canvas LMS • Through Echo 360 directly
Attending Tutorials and Workshops Online from Zoom	<ul style="list-style-type: none"> • Access, download and join Zoom • The Zoom interface
Online Support	<ul style="list-style-type: none"> • Live chat with Student IT Team • Request forms of student services
IT Support in-person	<p>Student IT help desks located at the following libraries:</p> <ul style="list-style-type: none"> • Giblin Eunson, 111 Barry Street, south of Grattan Street, opposite University Square • ERC Level 3, the helpdesk in the ERC Library is the main Student IT helpdesk • Baillieu Library, Ground Level

II. Law Library

(<https://law.unimelb.edu.au/law-library>)

The Law Library provides a range of services for MLS staff and students, University of Melbourne staff and students, and the general public. The services include the [borrow, renew and return](#) of books, the online booking of [discussion](#)

[rooms and study areas](#), research resources, the access to [collections](#), and so on.

Check <https://law.unimelb.edu.au/law-library> for more details.

III. Legal Academic Skills Centre

(<https://law.unimelb.edu.au/students/lasc>)

Legal Academic Skill Centre provides workshops, tutorials, individual consultations, and individual/group training designed to help JD, MLM and GRD students improve their legal research skills, and writing academic skills.

Course Planning

Introduction

Just as in a workplace context you need to determine how many hours/days you can commit to working given your other commitments, you also need to determine how many subjects you can commit to in any given study period in order to manage both your studies and your wellbeing at an optimal level.

There are other driving considerations to take into account in determining your study load, such as maintaining Centrelink eligibility or meeting international student Visa requirements, but you can gain some control over managing your wellbeing by carefully planning your study load.

For instance, you can do three subjects per semester and use a February intensive to meet Visa requirements of four subjects per half year period, or, for students on Centrelink, you could do a July or November/ December subject plus two Sem 2 subjects to meet the Centrelink requirement of at least three subjects per half year period (January – June and July – December). You can also increase the number of subjects you do in any given period by adding a subject to an intensive period. Some students will vary between a full-time and part-time study load to best maximize their wellbeing and meet other goals while they are studying. Please note that enrolment in intensive subject offerings cannot be guaranteed as there are quotas on class sizes and electives are subject to the normal elective selection process. You may need to vary your enrolments to ensure you meet Visa or Centrelink requirements as a result.

Early in your degree, you should focus on completion of the core first year subjects; once you have done this, there will be more options in terms of what you study and when so long as you pay attention to the order in which you have to do the private law subjects (Obligations, then Contract, then Property, then Equity & Trusts and then Remedies, noting that Torts must be done either alongside Obligations or otherwise alongside Property so that you complete Torts before doing Remedies) and the public law subjects (Principles of Public Law, then Constitutional Law, then Administrative Law), as well as the study periods in which core subjects run (for most this is once per year).

If there are wellbeing issues you are really struggling with due to study load, please contact the Assistant Dean – Teaching & Learning for advice jmarychurch@unimelb.edu.au.

Course Structure and Plan

<https://law.unimelb.edu.au/students/jd/studies/course-plans>

Nb. The following information applies to JD students commencing the JD from 2018 onward.

As a starting point, the two videos on course structure and plan on the JD community page on the LMS, for full-time JD students and part-time JD students can be accessed through the following link:

<https://canvas.lms.unimelb.edu.au/courses/88915/pages/jd-course-planning>

[The Handbook](#): outlining the Juris Doctor-course structure-2021

[Types](#) of course plan include

- Standard course structure: 3-year course plan
- Flexible course structure: 2.5, 3.5, 4-6 years
 - NB: Full-time students who are receiving [Centrelink payments](#) are advised to check their eligibility if they extend beyond 3.5 years as they are required to maintain a certain study load to be eligible.

Course structure

Under the standard 3-year full time JD course structure, the JD course comprises 24 subjects

- 16 compulsory subjects required for admission to legal practice within Australia, and
- [8 electives subjects](#) (2 electives in Year 2, 6 electives in Year 3)
 - JD quota elective
 - Enrichment electives
 - Melbourne Law Masters (MLM) electives
 - JD students may apply to study one, or two with approval, MLM subjects from an [approved list](#) as an elective during their course. To request the permission of the second MLM subject, students need to email the Assistant Dean – Teaching & Learning to jmarychurch@unimelb.edu.au for permission to take a second MLM subject from the approved list to count as an elective toward their JD.

Wellbeing Guide 2021

- Students *should include* their full name, student ID number, rationale for undertaking a second MLM subject, and subject details of the subject/s the student is considering for the second MLM subject in the email to the Assistant Dean.
- [More information on Subject quotas and how to apply and waitlist](#)
- Concurrent diploma option with JD: [Diploma of Language](#)

Making an appointment with the faculty via student email with your student ID

- Email the [Assistant Dean \(Teaching and Learning\)](#), judith.marychurch@unimelb.edu.au (please indicate days and times you are available).
- Email law-aso@unimelb.edu.au to make an appointment with a Course Director or the Associate Dean (JD).

Enrolment and Re-enrolment

<https://law.unimelb.edu.au/students/jd/studies/enrolment>

- New students: Enroll at the start of your course when you receive your offer letter by following the steps in [Get Started at Melbourne](#).
- Current (continuing) students: Re-enroll during the [re-enrolment period](#) each year until your course is complete.

What is enrolment?

Re-enrolling is the process of confirming which subjects and any planned periods of leave you will be taking in the coming year. If you are a currently enrolled coursework student and are continuing your course next year, you must re-enroll during the re-enrolment period.

You must re-enroll:

- to retain your place in your course, including if you are:
 - taking a break from your studies
 - graduating mid-year
 - completing a study overseas program
- before you can enter your class preferences into MyTimetable
- if you are a student visa holder, to [meet the requirements of your visa](#).

You need to re-enroll for the *full year* unless you are finishing your course mid-year.

Re-enroll *as early as possible* (because of applied quota and potential late re-enrolment fee). You can re-enroll while you are awaiting your results, even if you are unsure whether you have passed a subject.

Check your student email. The University will send important enrolment information to your student email account. Remember that you are required to check your emails *at least twice per week*, even during periods of leave.

Step 1: Know key dates: [2021 re-enrolment timeline](#)

Step 2: Plan your course

Use the [Handbook](#) and [course planning resources](#) to decide which subjects you need or want to enroll in, with reviewing subjects prerequisites.

- if you do not meet the prerequisite, then you will need to obtain a [prerequisite waiver](#) prior to enrolment. No guarantee that a prerequisite waiver will be approved.

If you are a *student visa holder*, ensure that your course plan enables you to complete your course by your visa end date and meets the other [requirements of your student visa](#).

Step 3: Subject enrolment/application after the timely re-enrolment period commences

Use your [Study Plan](#) to enroll in all of your subjects for next year, and/or [apply for a Leave of Absence](#) if you plan to take a break from your course

- Compulsory Subjects (excluding Legal Research)
 - Self-enroll visa Study Plan after meeting subject prerequisites
 - Compulsory subjects offered *intensively* will have an enrolment quota. Self-enrolment would work *until* the quota has been met or up to the last date to self-enroll.
- [Legal Research](#) (LAWS50039) which *cannot* be self-enrolled
 - Students must first apply for a Legal Research topic and approved applicants will then be enrolled in the relevant offering of Legal Research by the Academic Support Office.
- [Electives subjects](#)
 - students will either need to apply for or nominate their preferred elected electives (quota, enrichment or MLM)

Credit for prior learning (Advanced Standing)

For more information, visit <https://students.unimelb.edu.au/your-course/manage-your-course/subject-enrolment/enrolling-in-subjects>

Step 4: Courses will be cancelled if not completing enrolment by the deadline

A cancellation sanction will be placed on your record, and you will be withdrawn from your course. The cancellation sanction means that your course has been cancelled and automatically blocks access to your course online, results, library

services, and other student support services and facilities. You will be advised of the cancellation via email, including options to [reinstate your enrolment](#).

For information pertaining to the topics mentioned below, please visit <https://students.unimelb.edu.au/your-course/manage-your-course/course-enrolment/re-enrol-in-your-course>

- What happens if my enrolment is incomplete after the re-enrolment period?
- What if I have been cancelled from my course?
- Can I change my subjects after re-enrolling?
- Requirements for student visa holders
- I am waiting for an appointment with a course adviser, can I re-enroll?
- Should I re-enroll if I am undecided about my study plans?
- Do I have to re-enroll for the entire year?
- I cannot re-enroll. What should I do?
- I am an international student, but I do not have a current Confirmation of Enrolment (CoE), can I still re-enroll?
- What are the subject delivery modes?
- Can I re-enroll if I have been contacted about academic progress or misconduct?
- Do I need to re-enroll if I am awaiting an outcome for my course transfer/early exit application?
- what if I have a 40-49 fail grade and have been or maybe deemed eligible for final subject assessment?
- How do I re-enroll if I have an overdue fee sanction?
- I am currently on leave ending in December, do I need to re-enroll?
- I have approved leave for the first half of next year. Do I need to re-enroll?

Assessment Adjustments

In This Section

1. Overview
2. Extensions
3. Special Consideration – Unexpected Circumstances
4. Special Consideration – Ongoing Circumstances

Overview

Assessment adjustments are availed according to Melbourne University's Assessment and Results Policy.¹

The policy provides for three types of assessment adjustment:²

1. Extensions to assessment due dates of up to 10 business days.
2. Special consideration; and
3. alternative assessment arrangements for ongoing circumstances.

These assessment adjustments can be availed by students who find themselves in any one of the following circumstances significantly affecting their ability to complete assessments or meet assessment deadlines:³

1. **Exceptional and extenuating circumstances outside the student's control**; for example, acute illness, loss or bereavement, hardship, or trauma, temporary or permanent disability; or
2. **Events or circumstances of national or state significance** within cultural, sporting, military, emergency service or legal domains which require a student's participation; or
3. **Faculty sanctioned academic activities**; for example, presenting at a conference.

¹ Assessments and Results Policy (MPF1326)
<<https://policy.unimelb.edu.au/MPF1326#section-4.1>>.

² s 4.116.

³ s 4.117.

Extensions

(<https://law.unimelb.edu.au/students/academic-support-and-wellbeing/wellbeing/procedures>)

Extensions can be availed in case a student requires additional days to complete an assessment because their ability to perform at or complete a particular assessment is affected by unforeseen or exceptional circumstances.

Under this adjustment, a student can avail up to an additional 10 working days to complete their assessment (Monday to Friday, excluding public holidays and weekends).

Per University policy, Students will be advised of the outcome of their application within three (3) working days (Monday - Friday) of submitting the application.

Process Overview

I. Determine Eligibility

The following criteria must be met to avail extensions

1. Applications must be made **prior** to the due date
2. Circumstances necessitating the extension must be **unforeseeable**

a. Assessment Types

Eligible	Not Eligible
<ul style="list-style-type: none"> ● Essays ● Research papers ● Reports ● Assignments ● Weekend take-home examinations in 	<ul style="list-style-type: none"> ● Oral presentations ● End of semester supervised examinations.

<p>limited circumstances (JD only)</p> <ul style="list-style-type: none"> ● Take-home examinations for MLM students (MLM only; temporary COVID response) ● Any other assessment as outlined in the handbook entry may be considered. 	
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If your assessment does not fit any from the list or if you have any questions, please email law-wellbeing@unimelb.edu.au **before** the assessment due date/time.

NB. You may apply for Special Consideration (unexpected circumstances) if your assessment is not eligible for an extension.

b. Potential Circumstances

Eligible	Not Eligible	Eligible in Exceptional Circumstances
<ul style="list-style-type: none"> ● Medical Conditions such as sudden short-term illness <ul style="list-style-type: none"> ○ Excludes minor ailments ● Personal circumstances – e.g.: <ul style="list-style-type: none"> ○ Bereavement ○ illness of a family member ○ family violence ○ temporary carer 	<ul style="list-style-type: none"> ● Clerkships and internships (JD only) ● Computer failure ● Public transport delays ● Misreading your timetable ● Personal events such as weddings or birthdays ● Minor ailments or illness, where you are still capable of completing the 	<p>Eligibility will be determined by the ASO on a case-by-case basis.</p> <ul style="list-style-type: none"> ● Extra-curricular activities (JD only) – , e.g.: <ul style="list-style-type: none"> ○ Volunteering ○ Mooting ○ student organization commitments ● Work commitments

<p style="text-align: center;">responsibilities</p> <ul style="list-style-type: none"> ● Take home examinations (MLM only) <ul style="list-style-type: none"> ○ For students with carer responsibilities on exam days, or ○ Responsibilities of similar nature or impact not provided for under Special Consideration (unexpected circumstances) ● Weekend take-home examinations (JD Only) <ul style="list-style-type: none"> ○ Carer responsibilities ○ Strictly unavoidable work commitments ○ Overlap with significant religious or cultural event for observant students ○ Other commitments similar in nature or impact not 	<p style="text-align: center;">assessment</p> <ul style="list-style-type: none"> ● Travel plans 	<p>(MLM only): Generally not considered, may be allowed on a case-by-case basis</p> <p>These circumstances must be unforeseen, and above and beyond the demands of their usual role.</p>
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<p>provided for under Special Consideration (unexpected circumstances)</p> <ul style="list-style-type: none"> • Computer/IT issues caused or exacerbated by COVID-19 (<i>Temporary</i>) 		
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II. Gather Evidence

Evidence must:

1. Be independent verifiable evidence
2. Cover the entire duration of the requested extension, and be substantiated by the supporting documentation provided
3. Additional information, such as a personal statement addressing any further information about context and duration, can be entered.

Circumstance	Evidence Required
Medical Conditions	Health Professional Report
Personal Circumstances	<ol style="list-style-type: none"> 1. Independent verifiable evidence - e.g.: <ol style="list-style-type: none"> a. Letter from a social worker, lawyer, psychologist. b. death notice or certificate. c. police report. d. statutory declarations only where the student can demonstrate that no other form of evidence is available. 2. Any evidence requested by the ASO
Work Commitments	<ol style="list-style-type: none"> 1. A signed and dated statement from a human resources

		<p>representative from the student's place of employment and/or</p> <p>2. a statutory declaration</p>
Take Examinations	Home	<p>In the case of parents or carers:</p> <ul style="list-style-type: none"> - birth certificate/s for primary school aged children or other appropriate evidence of the student's role as parent or carer and - a statutory declaration as to the normal requirements of their role over a weekend period. <p>In the case of other commitments similar in nature and impact to the first category documentation as advised by:</p> <ul style="list-style-type: none"> - MLS Wellbeing Coordinator law-wellbeing@unimelb.edu.au or - the Assistant Dean – Teaching & Learning jmarychurch@unimelb.edu.au.
Weekend-Take Examinations	Home	<p>In the case of parents or carers:</p> <ul style="list-style-type: none"> - birth certificate/s for primary school aged children or other appropriate evidence of the student's role as parent or carer and - a statutory declaration as to the normal requirements of their role over a weekend period. <p>In the case of students scheduled to work in paid employment:</p> <ul style="list-style-type: none"> - documentation from the employer of the student's work commitments on the relevant weekend (e.g., copy of a work roster, email, or letter from the employer) and - a statutory declaration of <ul style="list-style-type: none"> - the expected dates and hours of work of the student on

the relevant weekend.

- describing in detail the efforts the student has made to take leave or otherwise reschedule this work; and
- the student's lack of success in those efforts to take leave or reschedule the work commitments.

Students who are unable to provide documentation from an employer as to their work commitments on the relevant weekend should consult with the Assistant Dean – Teaching & Learning, Judith Marychurch, for advice on the appropriate supporting documentation at jmarychurch@unimelb.edu.au.

In the case of students who are **religiously observant** and participate in religious or cultural practices involving significant time on weekends:

- a letter from a minister or religion or other relevant, independent person who can verify the religious or cultural observance, the day of the week involved, and the time frame normally devoted to the observance and
- a statutory declaration from the student that they are religiously or culturally observant and will be participating in the relevant religious or cultural activity during the normal period of the weekend take-home examination, the date of this observance and the time frame normally involved.

In the case of other commitments **similar in nature and impact to the above categories** and **not otherwise addressed by normal grounds for Special Consideration (unexpected circumstances)**, documentation as advised by the MLS Wellbeing Coordinator or the Assistant Dean – Teaching & Learning.

III. Fill the Form

The link to the form can be found on this page:

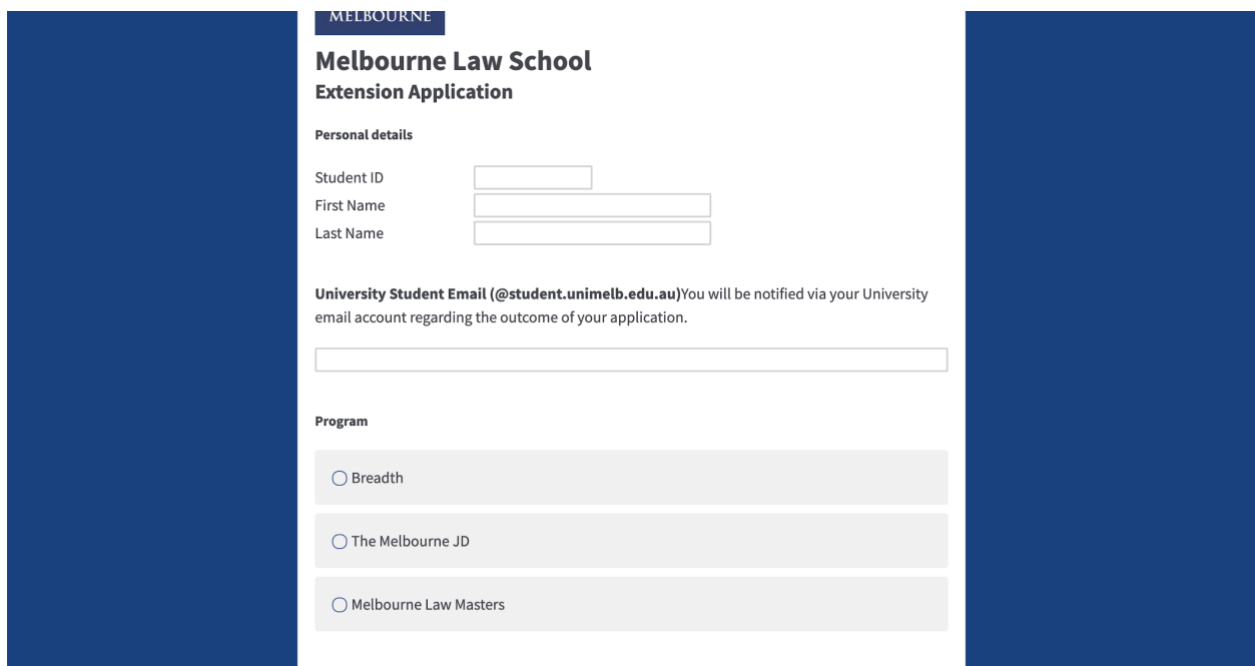
<https://law.unimelb.edu.au/students/academic-support-and-wellbeing/wellbeing/procedures>

Application Readiness Checklist:

1. The due date for the assessment has not elapsed
2. You are eligible for Extensions determined by the aforementioned criteria
3. You have the relevant and required supporting documentation

Page 1 – Personal Details and Selecting Assessment Type

On the first page, you will need to fill in your personal details including your Student ID, First and Last Name and select which program or course you are studying.



MELBOURNE

Melbourne Law School Extension Application

Personal details

Student ID

First Name

Last Name

University Student Email (@student.unimelb.edu.au) You will be notified via your University email account regarding the outcome of your application.

Program

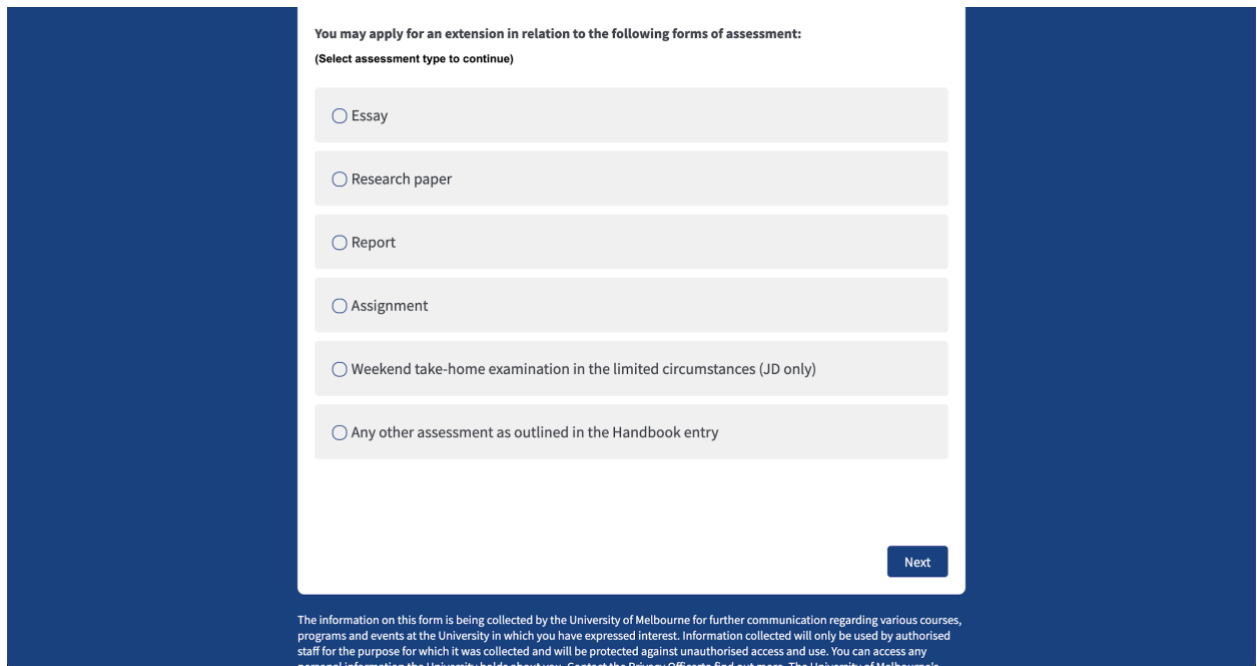
Breadth

The Melbourne JD

Melbourne Law Masters

(Image description: a blue and white background with black text that reads: Melbourne. Melbourne Law School Extension Application. Personal details: Student ID , First Name , Last Name . University Student Email (@student.unimelb.edu.au) You will be notified via your university email account regarding the outcome of your application . Program: Breadth The Melbourne JD; Melbourne Law Masters)

This page also requires you to select the type of assessment for which you want an extension.



You may apply for an extension in relation to the following forms of assessment:
(Select assessment type to continue)

- Essay
- Research paper
- Report
- Assignment
- Weekend take-home examination in the limited circumstances (JD only)
- Any other assessment as outlined in the Handbook entry

Next

The information on this form is being collected by the University of Melbourne for further communication regarding various courses, programs and events at the University in which you have expressed interest. Information collected will only be used by authorised staff for the purpose for which it was collected and will be protected against unauthorised access and use. You can access any personal information the University holds about you. Contact the Privacy Officer to find out more. The University of Melbourne's

(Image description: a blue and white background with black text that reads: You may apply for an extension in relation to the following forms of assessment: (Select assessment type to continue): EssayResearch Paper; Report; Assignment; Weekend take-home examination in the limited circumstances (JD only); Any other assessment as outlined in the Handbook entry. Next.)

Page 2 – Subject Details and Requesting an Extended Due Date

Filling out the 'Subject details' section is relatively straightforward – it requires the subject code, name, the assessment you're requesting an extension for and it's due date as listed in the handbook. The handbook is hyper-linked in the form itself.

Subject details

Subject code (LAWS00000, etc)

Subject name

Assessment details

> [University Handbook](#)

Assessment as listed in the University Handbook

Original due date

	Day	Month	Year
Please Select:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Students enrolled in subjects offered by Melbourne Law School (MLS) may apply for extensions of up to 10 working days (Monday to Friday, weekends and public holidays excluded). Students requesting more than 10 working days should submit an application for [Special Consideration \(unexpected circumstances\)](#).

The assessment due time will remain the same as the original due time, this cannot be changed.

(Image description: a blue and white background with black text that reads: Subject details: Subject code (LAWS00000, etc.) ; Subject name . Assessment details: [University Handbook](#); Assessment as listed in the University Handbook . Original due date: (in a table without an outer border) (first row) Day Month Year; (second row) Please selected: . Students enrolled in subjects offered by Melbourne Law School (MLS) may apply for extension of up to 10 working days (Monday to Friday, weekends and public holidays excluded). Students requesting more than 10 working days should submit an application for [Special Consideration \(unexpected circumstances\)](#). The assessment due time will remain the same as the original due time, this cannot be changed.)

Next, you will need to indicate the date till when you require an extension. Remember, this date must fall **within 10 days** of the assessments due date. Finally, indicate whether you're registered for Special Consideration under the 'Ongoing Support' category.

The due date you request should be reasonably comparable to the duration of the impact of the unexpected circumstances and in concomitance with the supporting documentation.

The assessment due time will remain the same as the original due time, this cannot be changed.

Requested due date

	Day	Month	Year
Please Select:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you registered for Special Consideration (ongoing support)?

Yes

No

(Image description: a blue and white background with black text that reads: The assessment due time will remain the same as the original due time, this cannot be changed. Requested due date: (in a table without an outer border) (first row) Day Month Year; (second row) Please selected: . Are you registered for Special Consideration (ongoing support)? Yes No. Back. Next.)

Page 3 – Eligibility Category Selection and Supporting Documentation

Page 3 will either require that you select one of options which best fit your circumstances or describe circumstances which do not fit into any of these listed categories by selecting 'Other'.

Application details

Illness or a medical condition (medical certificate must be attached to application)

Injury or physical or psychological trauma, impairment or incapacity arising from an event (eg as a result of a car accident), supported by a medical certificate and related documentation (eg a police report)

The death or diagnosis of a serious illness of a close family member or friend, supported by documentary evidence, and an explanation of the nature of the relationship

Illness of a child, parent/guardian or spouse, for whom the student is the primary caregiver, supported by documentary evidence

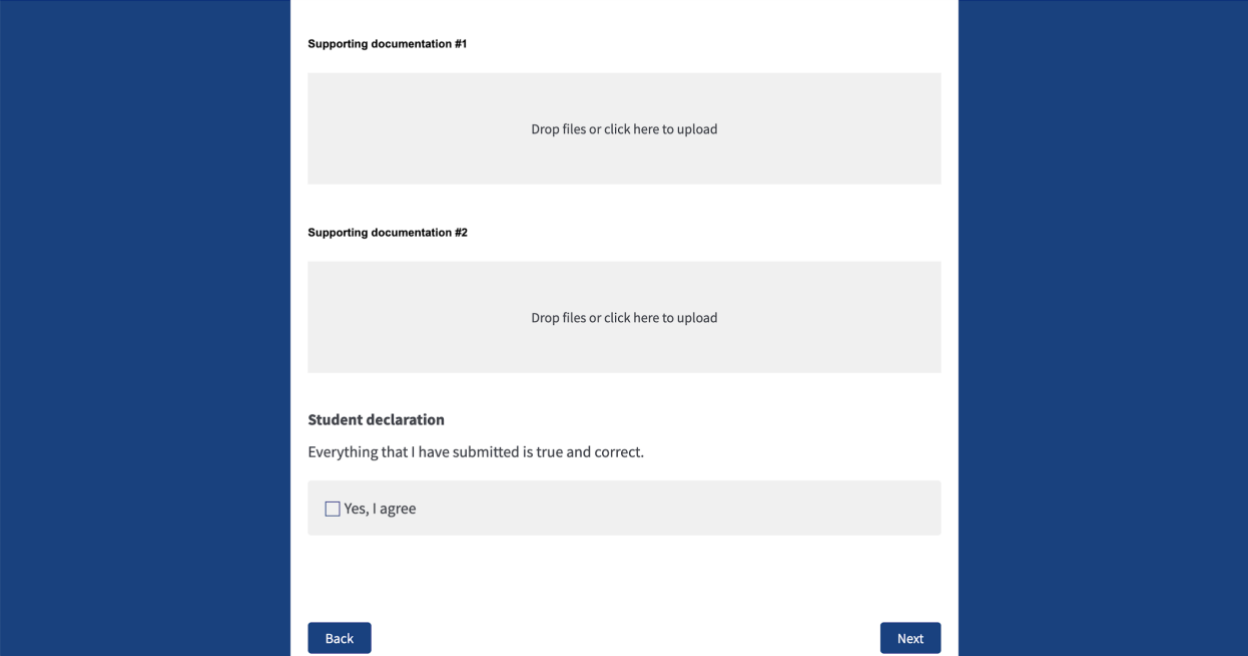
An unforeseen event that substantially impacts on the preparation of an assignment, such as family breakdown or substantial change to economic circumstances (eg bankruptcy), supported by documentary evidence

Legal commitments, where a student is called for jury duty or is subpoenaed to attend a court, tribunal or hearing, supported by documentary evidence

Other

(Image description: a blue and white background with black text that reads: Application details Illness or a medical condition (medical certificate must be attached to application); Injury or physical or psychological trauma, impairment or incapacity arising from an event (e.g. as a result of a car accident), supported by a medical certificate and related document (e.g. a police report); The death or diagnosis of a serious illness of a close family member or friend, supported by documentary evidence, and an explanation of the nature of the relationship; Illness of a child, parent/guardian or spouse, for whom the student is the primary caregiver, supported by documentary evidence; An unforeseen event that substantially impacts on the preparation of an assignment, such as family breakdown or substantial change to economic circumstances (e.g. bankruptcy), supported by documentary evidence; Legal commitments, where a student is called for jury duty or is subpoenaed to attend a court, tribunal or hearing, supported by documentary evidence; Other)

Finally, you will need to upload any relevant supporting documentation and sign the student declaration. You can upload documents in word format, images, and pdfs.

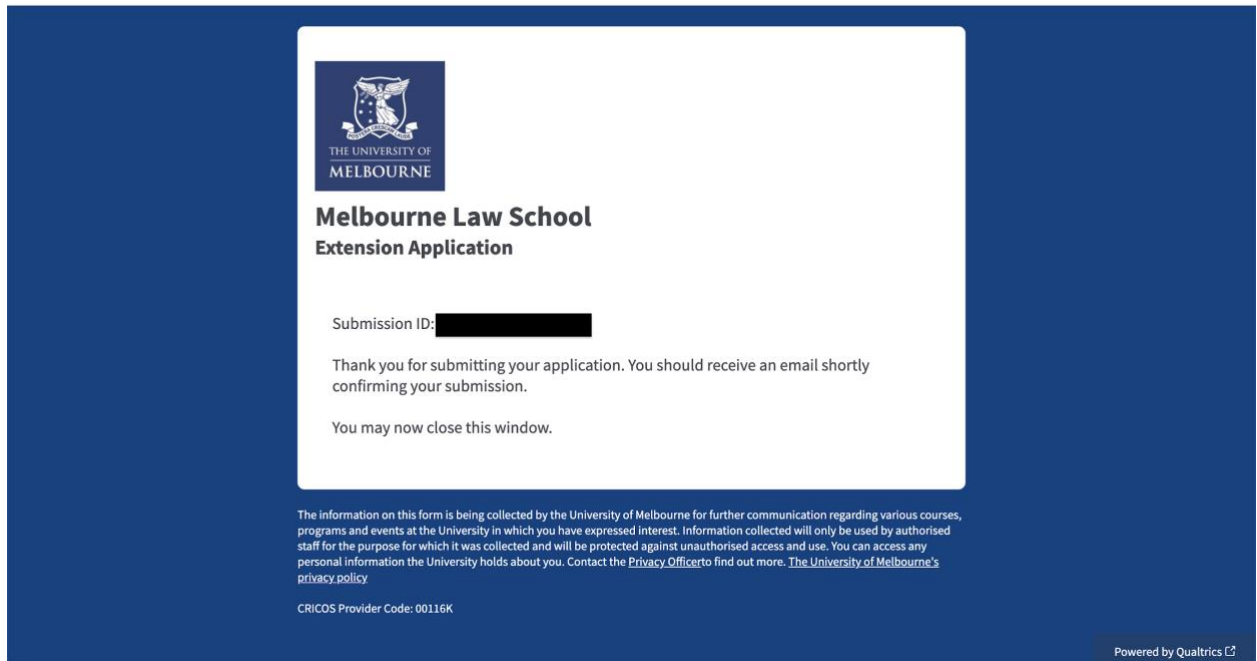



The screenshot shows a web form with a white background and dark blue sidebars. It contains three main sections: 'Supporting documentation #1' and 'Supporting documentation #2', each with a large grey box containing the text 'Drop files or click here to upload'. Below these is the 'Student declaration' section, which includes the text 'Everything that I have submitted is true and correct.' and a checkbox labeled 'Yes, I agree'. At the bottom of the form are two buttons: 'Back' on the left and 'Next' on the right.

(Image description: a blue and white background with black text that reads: Supporting documentation #1: Drop files or click here to upload; Supporting documentation #2: Drop files or click here to upload; Student declaration: Everything that I have submitted is true and correct: Yes, I agree. Back. Next.)

Page 4 – Submission Acknowledgement and ID

Upon completing the form, you will be presented with a Submission ID which will be referred to in any correspondence regarding your application. You will also receive an email.




Melbourne Law School
Extension Application


Submission ID:

Thank you for submitting your application. You should receive an email shortly confirming your submission.

You may now close this window.

The information on this form is being collected by the University of Melbourne for further communication regarding various courses, programs and events at the University in which you have expressed interest. Information collected will only be used by authorised staff for the purpose for which it was collected and will be protected against unauthorised access and use. You can access any personal information the University holds about you. Contact the [Privacy Officer](#) to find out more. [The University of Melbourne's privacy policy](#)

CRICOS Provider Code: 00116K

Powered by Qualtrics 

(Image description: a blue and white background with black and white text that reads: logo of The University of Melbourne. Melbourne Law School Extension Application: Submission ID: . Thank you for submitting your application. You should receive an email shortly confirming your submission. You may now close this window. The information on this form is being collected by the University of Melbourne to further communication regarding various courses, programs and events at the University in which you have expressed interest. Information collected will only be used by authorized staff for the purpose for which it was collected and will be protected against unauthorized access and use. You can access any personal information the University holds about you. Contact the Privacy Officer to find out more. The University of Melbourne's privacy policy. CRICOS Provider Code: 00116K.)

IV. Outcome

Students should continue working on their assessment until receiving an outcome from their extension application.

Pending an Outcome

If a student has not received an outcome by the original due date/time of the assessment, they should email a copy of their work to date to law-assessment@unimelb.edu.au.

Information to include in the email:

1. Student ID,
2. Subject code and name, and
3. The following statement: "This is a partial submission of my work, and I am awaiting an outcome from an extension and/or Special Consideration (unexpected circumstances) application".

Appealing Outcomes

An application outcome can be appealed for review if a student think there are reasonable grounds for reconsideration.

Students should continue to work on their assessment until receiving an outcome from their review request, and they should **email a copy of their work** to date to law-assessment@unimelb.edu.au by the original due date/time. Review requests will be responded to within three (3) working days (Monday - Friday).

To seek a review, students can email law-wellbeing@unimelb.edu.au

1. Explaining the grounds upon which they wish their application to be reconsidered, and
2. Include any relevant new supporting documentation (if applicable) to support the review request.

The email must include the following information:

1. Student ID,
2. Subject code and name, and
3. The following statement: "This is a partial submission of my work, and I am awaiting an outcome from an extension and/or Special Consideration (unexpected circumstances) review".

V. Submitting the Assessment

Approved extension outcome

Students with an approved extension should **submit their work via the LMS**. The LMS will state the original due date/time, but students should upload their assessment regardless. MLS will note your extension and will not apply late penalties.

If a student has difficulties uploading their assessment to the LMS, they should email a copy to law-assessment@unimelb.edu.au **before** the submission due date/time. Students should ensure to attach a copy of their extension approval email.

VI. Further Extensions and Late Penalties

Subject to the type of assessment and the time of the filing of the extension application, the maximum number of days granted under this assessment adjustment is 10 days. For example, if the assessment feedback or result is due to be released before 10 days then the extension granted will accordingly be shorter.

A further extension of 10, totaling **a maximum of 20 days, under** Special Consideration (unexpected circumstances). Extensions requests (via Special Consideration (unexpected circumstances)) beyond the maximum permissible period of 20 days will generally be considered for alternative outcomes, such as a late withdrawal.

Late Penalties

Students may consider applying for Special Consideration (unexpected circumstances) - JD/Breadth subject(s) or MLM subject(s) to have late penalties waived in the case of late submission.

Special Consideration – Unexpected Circumstances

Note: these procedures are only for JD/Breadth Subjects and do not apply to MLM subjects.

Students undertaking JD and Breadth subjects who experience acute and short-term circumstances which impact upon their capacity to complete a piece of assessment.

I. Eligibility

Students are eligible for special consideration due to unexpected circumstances when:

- exceptional or extenuating circumstances outside their control have impacted upon their capacity to complete academic requirements, and
- The circumstance has an expected duration of *less than six weeks*.

If your circumstance lasts more than six weeks, you must register for ongoing support. Refer to *Special Consideration – Ongoing Circumstances*.

Assessment Types

- End of semester examinations
- Interim tests and assessment tasks
- Essays
- Take-home examinations
- Research papers
- Attendance/participation requirements
- Oral presentations
- Any other assessment as outlined in the handbook entry.

Circumstances

Circumstances which may be eligible	Circumstances which are not eligible
<ul style="list-style-type: none"> • Short-term illness • Sudden exacerbation of an 	<ul style="list-style-type: none"> • Misreading your timetable

<p>ongoing circumstance or illness</p> <ul style="list-style-type: none"> ● Hardship or trauma, such as (not exhaustive) <ul style="list-style-type: none"> ○ bereavement, ○ family violence, ○ accident, or ○ injury ● Sexual assault ● Religious observance ● Emergency service volunteers ● Technical issues (refer to <i>Special Consideration - Technical</i> below). 	<ul style="list-style-type: none"> ● Public transport delays ● Personal events (i.e., weddings or birthdays) ● Minor illnesses, where you are still capable of completing the assessment ● Travel plans or delays related to personal travel ● Conflicting or closely scheduled assessments. <p><i>If there is a direct conflict in assessment dates, students should notify the Academic Support Office via law-assessment@unimelb.edu.au.</i></p> <ul style="list-style-type: none"> ● Clerkships or preparation for clerkship applications ● Internship or employment commitments and ● Volunteer positions
---	---

Note: Not everyone who applies for special consideration will receive it. If you decide not to sit your examination and your application is not successful, you will receive a *failure grade*. You should therefore continue to work on your assessment if possible.

II. How to apply

Students are advised to submit a formal application and await receipt of their formal outcome. Applications should not be made directly to the MLS Wellbeing Coordinator or to lecturers/subject coordinators. Any advice provided by a lecturer/subject coordinator regarding outcomes is not considered official.

STEP 1: Gather your supporting documents

All applications require supporting documentation which must clearly outline the:

- Date of your consultation
- Impact of the circumstance on your ability to complete the specific assessment
- Dates or duration of the impact on you.

Where documentation is not clear or suspected as being altered, the University will seek to verify with the issuer. Documentation which misrepresents your past and/or present circumstances may constitute academic misconduct in accordance with 5.65 of the Student Academic Integrity Policy and under the Academic Board Regulation 42 (a).

STEP 2: Apply online

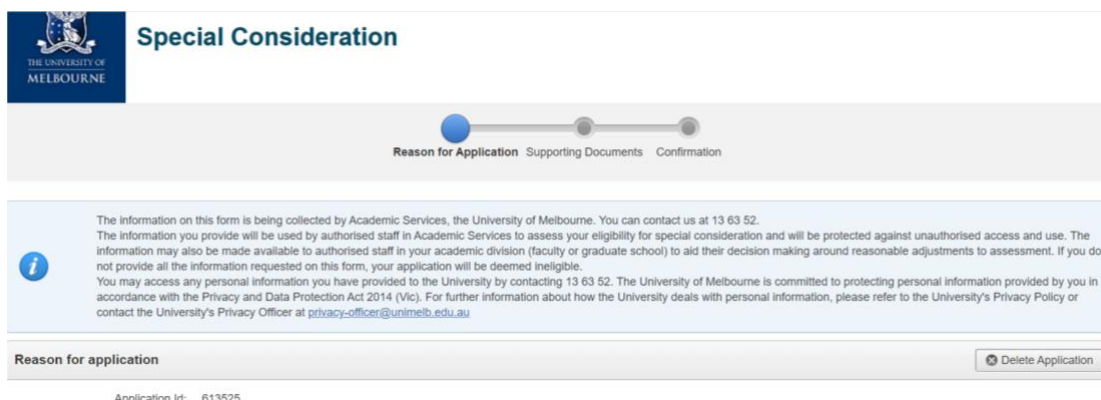
Login using this link:

https://specialconsideration.app.unimelb.edu.au/apex/f?p=500:LOGIN_DESK_TOP by entering your student username and password.

- 1. Select 'Application for Unexpected Circumstances' and enter the relevant details.**



(Image description: a grey and blue background with dark and white text that reads: Applications: Application for Unexpected Circumstances)

A screenshot of the "Special Consideration" application form. At the top left is the University of Melbourne logo. The title "Special Consideration" is in blue. Below it is a progress bar with three steps: "Reason for Application" (active, blue circle), "Supporting Documents" (grey circle), and "Confirmation" (grey circle). A large blue information icon is on the left of a text block containing privacy and data protection information. At the bottom left, the text "Reason for application" is visible. At the bottom right, there is a "Delete Application" button with a trash icon.

Application Id: 613525

Status: DRAFT

* Reason List

- Medical
- Victim of crime
- Bereavement (Family or friend)
- Elite athlete / Performer / Armed forces
- Hardship or Trauma
- Other
- Special Consideration (Technical)

First date when this began to impact your studies: (dd-Mon-yyyy)

Impact End Date: (dd-Mon-yyyy)

* Reason I am requesting special consideration:

(Image description: a white, grey, and light background with dark text that reads: logo of the University of Melbourne. Special Consideration. Reason for application. i: The information on this form is being collected by Academic Service, the University of Melbourne. You can contact us at 13 63 52. The information you provide will be used by authorized staff in Academic Services to assess your eligibility for special consideration and will be protected against unauthorized access and use. The information may also be made available to authorized staff in your academic division (faculty or graduate school) to aid their decision making around reasonable adjustments to assessment. if you do not provide all the information requested on this form, your application will be deemed ineligible. You may access any personal information you have provided to the University by contacting 13 63 52. The University of Melbourne is committed to protecting personal information provided by you in accordance with the Privacy and Data Protection Act 2014 (Vic). For further information about how the University deals with personal information, please refer to the University's Privacy Policy or contact the University's Privacy Officer at privacy-officer@unimelb.edu.au. Reason for application. ⊗ Delete Application. Application Id. Status: DRAFT. Reason List: Medical, Victim of crime, Bereavement (Family or friend), Elite athlete / Performer / Armed forces, Hardship or Trauma, Other, Special Consideration (Technical). First date when this began to impact your studies (dd-Mon-yyyy). Impact end date (dd-Mon-yyyy). Reason I am requesting special consideration.)

2. Select “Add Assessment Details”

* Reason I am requesting special consideration:

22 of 4000


Assessment Details Add Assessment Details *

Use the Add Assessment button to add assessment details.

[Home](#) [Save](#) [Next >](#)

(Image description: a grey and white background with dark text that reads: Assessment Details. Add Assessment Details. Use the Add Assessment button to add assessment details. Home. Save. Next.)

3. Enter the assessment details and select “Add Assessment”.



Special Consideration

Reason for Application Supporting Documents Confirmation

Please provide the subjects and assessment details relevant to this application.

[Back](#)

Assessment Details

* Subject Code

* Assessment Type

* Original Assessment Date (dd-Mon-yyyy)

* Hurdle Requirement? Yes No

* Assessment Weight (%)

Assessment Submitted?

Submitted Date

[Add Assessment](#)

(Image description: a grey and white background with dark text that reads: logo of the University of Melbourne. Special Consideration. i: Please provide the subjects and assessment details relevant to this application. Back. Subject Code . Assessment Type . Original Assessment Date (dd-Mon-yyyy) . Hurdle Requirement? Yes No. Assessment Weight (%) . Assessment Submitted? Submitted Date . Add Assessment.)

4. Upload the relevant supporting documents which you have gathered.

Reason for Application **Supporting Documents** Confirmation

Your Special Consideration application must be accompanied by appropriate documentation from recognised authorities to be considered.

If you are unable to provide the relevant documentation at the time of your application, you may choose to complete the statutory declaration form and submit it with your application.

A statutory declaration is not a substitute for other forms of documentation.

The statutory declaration must detail the circumstances of your application and details of the documentation you will submit. The documentation must be submitted within five business days in order for your application to be assessed. Please note, once the application is submitted you will not be able to edit/add any documents and it will be your responsibility to send the University the relevant documentation. Details of how you can do this will be emailed to you when you successfully submit your application.

Applications without supporting documentation will not be considered and will stay at the status of "Awaiting Documentation" until we have received the supporting documentation from you or until five business days has lapsed, whichever is sooner.

[Download Health Professional Report Form](#)

[Download Statutory Declaration Form](#)

[Download a student declaration](#)

Note: You can add as many documents you want but one at a time.

Your personal information is collected and managed under the [Privacy and Data Protection Act 2014 \(Vic\)](#) and the [Health Records Act 2001 \(VIC\)](#)

All personal information collected by the University is governed by the [University's Privacy Policy](#).

Supporting Documents

Medical Reasons Supporting Documents

- Completed HPR form
- Medical Certificate from a licenced practitioner

Other Supporting documents

- Death notice, funeral notice, death certificate
- Other
- Police Report
- Student Declaration
- Letter Supporting Application

Statutory Declaration

- Statutory Declaration

(Image description: a grey, blue, and white background with dark text that reads: Supporting Documents. i: Your Special Consideration application must be accompanied by appropriate documentation from recognized authorities to be considered. If you are unable to provide the relevant documentation at the time of your application, you may choose to complete the statutory declaration form and submit it with your application. A statutory declaration is not a substitute for other forms of documentation. The statutory declaration must detail the circumstances of your application and details of the documentation you will submit. The documentation must be submitted within five business days in order for your application to be assessed. Please note once the application is submitted you will not be able to edit/add any documents and it will be your responsibility to send the University the relevant documentation. Details of how you can do this will be emailed to you when you successfully submit your application. Applications without supporting documentation will not be considered and will stay at the status of "Awaiting Documentation" until we have received the supporting documentation from you or until five business days has lapsed, whichever is sooner. Download Health Professional Report Form. Download Statutory Declaration Form. Download a student declaration. Note: you can add as many documents you want but one at a time. Your personal information is collected and managed under the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (VIC). All personal information collected by the University is governed by the University's Privacy Policy.

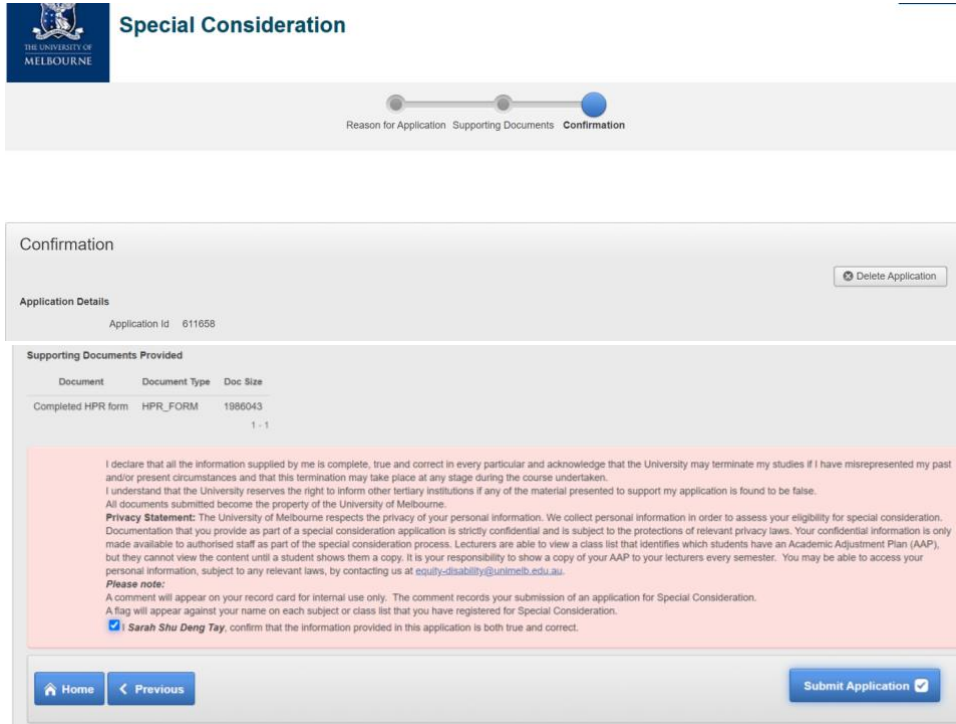
Supporting Documents. Medical Reasons Supporting Documents: Completed HPR form; Medical Certificate from a licensed practitioner. Other Supporting documents: Death notice, funeral notice, death certificate; Other; Police Report; Student Declaration; Letter Supporting Application. Statutory Declaration: Statutory Declaration.)

Your application must be accompanied by appropriate documentation from recognized authorities to be considered.

- **Medical Reasons** - Upload either a Completed [Health Practitioner Report \(HPR\) form](#) or Medical Certificate (MC) from a licensed practitioner.
 - The preferred documentation is a completed HPR certified from a medical practitioner.
 - If you are unable to provide a completed HPR, you must provide a copy of an MC printed on official letterhead and include:
 - name.
 - date the certificate was written.
 - date the doctor thinks you will be fit enough to return to studies; and
 - extent of the impact on your studies.
 - An MC should be from a registered health professional (i.e., a GP, dentist physiotherapist). MCs cannot be signed by someone with whom the student has a close personal relationship.

- **Statutory declarations**
 - You may be required to provide a statutory declaration in conjunction with other supporting documents.
 - For example, you should submit a statutory declaration with a death certification to detail your relationship with the deceased and impact on your studies.
 - You can download the statutory declaration form here: <https://www.justice.vic.gov.au/statdecs#form>.
 - Alternatively, if you are unable to submit the relevant documents at the time of your application, you may choose to complete the Statutory Declaration Form. A Statutory Declaration Form is, however, not a substitute for other forms of documentation.

- Once the application is submitted, you will not be able to add any documents. You will then have to contact the staff when you are ready to provide the required documents.



Special Consideration

Reason for Application Supporting Documents **Confirmation**

Confirmation

Application Details Delete Application

Application Id 611658

Supporting Documents Provided

Document	Document Type	Doc Size
Completed HPR form	HPR_FORM	1986043
1 - 1		

I declare that all the information supplied by me is complete, true and correct in every particular and acknowledge that the University may terminate my studies if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the course undertaken. I understand that the University reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false. All documents submitted become the property of the University of Melbourne.

Privacy Statement: The University of Melbourne respects the privacy of your personal information. We collect personal information in order to assess your eligibility for special consideration. Documentation that you provide as part of a special consideration application is strictly confidential and is subject to the protections of relevant privacy laws. Your confidential information is only made available to authorised staff as part of the special consideration process. Lecturers are able to view a class list that identifies which students have an Academic Adjustment Plan (AAP), but they cannot view the content until a student shows them a copy. It is your responsibility to show a copy of your AAP to your lecturers every semester. You may be able to access your personal information, subject to any relevant laws, by contacting us at equity-disability@unimelb.edu.au.

Please note:
A comment will appear on your record card for internal use only. The comment records your submission of an application for Special Consideration. A flag will appear against your name on each subject or class list that you have registered for Special Consideration.

Sarah Shu Deng Tay, confirm that the information provided in this application is both true and correct.

[Home](#) [Previous](#) Submit Application

(Image description: a grey, pink, and white background with dark text that reads: logo of the University of Melbourne. Special Consideration. Confirmation. Confirmation. Delete Application. Application Details. Application ID. Supporting documents Provided. Document: Completed HPR form. Document Type: HPR_FORM. Doc Size: 1986043. 1-1. I declare that all the information supplied by me is complete, true, and correct in every particular and acknowledge that the University may terminate my studies if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the course undertaken. I understand that the University reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false. All documents submitted become the property of the University of Melbourne. Privacy Statement: The University of Melbourne respects the privacy of your personal information. We collect personal information to assess your eligibility for special consideration. Documentation that you provide as part of a special consideration application is strictly confidential and is subject to the protections of relevant privacy laws. Your confidential information is only made available to authorized staff as part of the special consideration process. Lecturers can view a class list that identifies which students have an Academic

Adjustment Plan (AAP), but they cannot view the content until a student shows them a copy. It is your responsibility to show a copy of your AAP to your lecturers every semester. You may be able to access your personal information, subject to any relevant laws, by contacting us at equity-disability@unimelb.edu.au. Please note A comment will appear on your record card for internal use only. The comment records your submission of an application for Special Consideration. A flag will appear against your name on each subject or class list that you have registered for special Consideration. (name) confirm that the information provided in this application is both true and correct. Home. Previous. Submit Application

III. When to apply

As early as possible. Timely applications must be submitted no more than four (4) working days after your examination or assessment due date/time. Any applications lodged after 4 working days from your examination/assessment due date will be considered late.

Late applications will only be accepted where evidence demonstrates that a timely application was not practicable. According to Sections 4.133 & 4.134 of the Assessment and Results Policy, late applications must provide an explanation and evidence to show that a timely application was not practicable. Refer to <https://policy.unimelb.edu.au/MPF1326> for more information.

Special Consideration – Ongoing Support

Students affected by circumstances where the duration of impact on their studies is ongoing are advised to apply for Special Consideration - Ongoing Support.

I. Eligibility

Special Consideration - Ongoing Support is available via registration and interview process for students requiring long-term, ongoing support and adjustments. Ongoing support services are offered free of charge on a case-by-case basis in conjunction with the Student Equity and Disability Support (SEDS) team.

Support can be streamlined and provided holistically and students who require support on a long-term basis will not be required to continually make applications and supply documentation.

Eligible circumstances	Eligibility criteria	Required documentation	More information (eligibility criteria and types of support available)
Disability	Students with a disability as defined in Section 4 of the Disability Discrimination Act 1992	HPR form, medical certificate or supporting letter on official letterhead from a health practitioner. Medical documents should detail:	Disability services

		<ul style="list-style-type: none"> • how your condition impacts your ability to study. • support recommendations by your health professional to enable you to participate equitably in your studies. 	
Chronic medical or mental health condition	Students with an ongoing medical or mental health condition which will impact their studies for six weeks or more.	HPR form, medical certificate or supporting letter on official letterhead from a treating health practitioner.	Medical and mental health support
Carers	Students with ongoing carer responsibilities as defined in the Carers Recognition Act 2022 (Vic) .	Documentation to verify you have significant carer responsibilities, such as: <ul style="list-style-type: none"> • an official Centrelink document; or • letter from a GP. 	Support for carers
Elite athletes or	Elite athletes or	<ul style="list-style-type: none"> • Completed 	Support

<p>performers</p>	<p>performers associated with approved organisations.</p> <p>The list of approved organisations.</p>	<p>Elite Athlete Recognition form</p> <ul style="list-style-type: none"> Signed letter from your performance organization outlining your professional obligations as an elite performer. 	<p>provided for defence reservists and emergency volunteers</p>
<p>Defense reservists or emergency volunteers</p>	<ul style="list-style-type: none"> Members of the Australian Defense Reserve Service Volunteers for the Victorian State Emergency Service, the Country Fire Authority or similar. 	<p>Signed letter on official letterhead of your organization outlining your duties and obligations.</p>	<p>Support provided for defence reservists and emergency volunteers</p>
<p>Cultural or religious observance</p>	<p>Students who participate in ongoing religious/cultural observance whose participation may impact their studies.</p>	<p>Signed letter on the official letterhead of your:</p> <ul style="list-style-type: none"> religious congregation; or cultural 	<p>Support for cultural or religious observance</p>

		<p>authority</p> <p>outlining the nature of your observances and impact on your studies.</p>	
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II. How to apply

STEP 1: Check eligibility and documentation requirements

Review the above table to determine your eligibility and the documentation required.

STEP 2: Deadlines

It is advisable to lodge an online registration application at the start of your course, or as soon as your circumstances become known, to ensure you receive support as soon as possible.

While you are welcome to register at any time during your studies, there are deadlines for when you need to submit alternative exam arrangements (AEA) requests for each exam period.

Exam period	Deadline to submit AEA requests
	https://students.unimelb.edu.au/your-course/manage-your-course/exams-assessments-and-results/special-consideration/ongoing-support
Semester 1 exams	Monday 19 April 2021
Semester 1 supplementary exams	Friday 2 July 2021
Semester 2 exams	Friday 10 September 2021

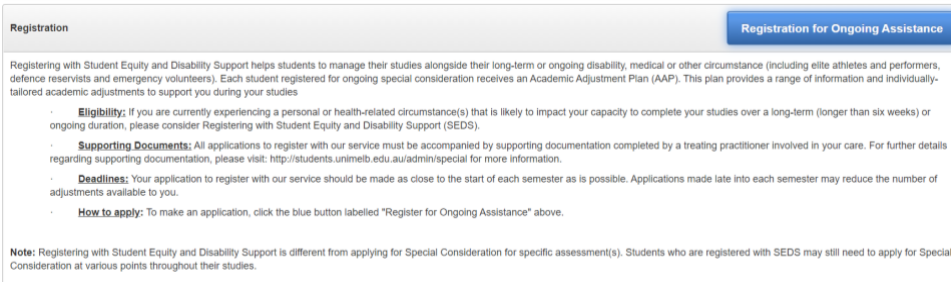
Semester 2 supplementary exams

Friday 26 November 2021

STEP 3: Register online

https://specialconsideration.app.unimelb.edu.au/apex/f?p=500:LOGIN_DESK:TOP

1. Select Registration for Ongoing Assistance' and enter the relevant details.



Registration **Registration for Ongoing Assistance**

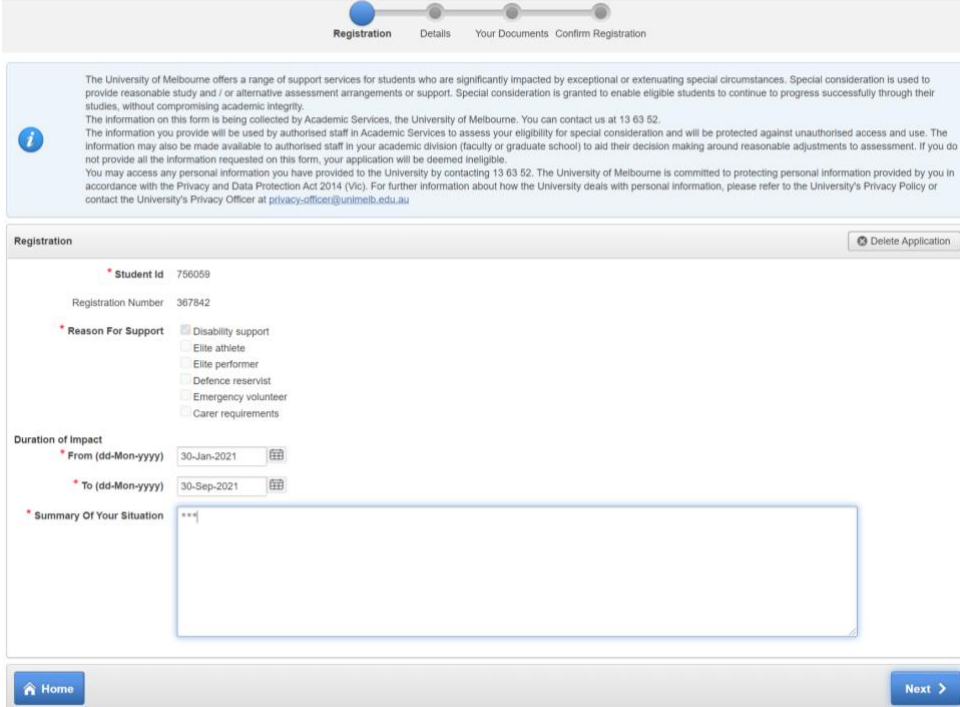
Registering with Student Equity and Disability Support helps students to manage their studies alongside their long-term or ongoing disability, medical or other circumstance (including elite athletes and performers, defence reservists and emergency volunteers). Each student registered for ongoing special consideration receives an Academic Adjustment Plan (AAP). This plan provides a range of information and individually-tailored academic adjustments to support you during your studies

- Eligibility:** If you are currently experiencing a personal or health-related circumstance(s) that is likely to impact your capacity to complete your studies over a long-term (longer than six weeks) or ongoing duration, please consider Registering with Student Equity and Disability Support (SEDS).
- Supporting Documents:** All applications to register with our service must be accompanied by supporting documentation completed by a treating practitioner involved in your care. For further details regarding supporting documentation, please visit: <http://students.unimelb.edu.au/admin/special> for more information.
- Deadlines:** Your application to register with our service should be made as close to the start of each semester as is possible. Applications made late into each semester may reduce the number of adjustments available to you.
- How to apply:** To make an application, click the blue button labelled "Register for Ongoing Assistance" above.

Note: Registering with Student Equity and Disability Support is different from applying for Special Consideration for specific assessment(s). Students who are registered with SEDS may still need to apply for Special Consideration at various points throughout their studies.

(Image description: a grey and white background with black text that reads: Registration. Registration for Ongoing Assistance (in a blue background with white text). Registering with Student Equity and Disability Support helps students to manage their studies alongside their long-term or ongoing disability, medical or other circumstances (including elite athletes and performers, defence reservists and emergency volunteers). Each student registered for ongoing special consideration receives an Academic Adjustment Plan (AAP). This plan provides a range of information and individually tailored academic adjustments to support you during your studies. **Eligibility:** if you are currently experiencing a personal or health-related circumstance(s) that is likely to impact your capacity to complete your studies over a long-term (longer than six weeks) or ongoing duration, please consider Registering with Student Equity and Disability Support (SEDS). **Supporting Documents:** All applications to register with our service must be accompanied by supporting documentation completed by a treating practitioner involved in your care. For further details regarding supporting documentation, please visit: <http://students.unimelb.edu.au/admin/special> for more information. **Deadlines:** Your application to register with our service should be made as close to the start of each semester as is possible. Applications made late into each semester may reduce the number of adjustments available to you. **How to apply:** To make an application, click the blue button labelled 'Register for Ongoing

Assistance' above. **Note:** Registering with Student Equity and Disability Support is different from applying for Special Consideration for specific assessment(s). Students who are registered with SEDS may still need to apply for Special Consideration at various points throughout their studies.)



The University of Melbourne offers a range of support services for students who are significantly impacted by exceptional or extenuating special circumstances. Special consideration is used to provide reasonable study and / or alternative assessment arrangements or support. Special consideration is granted to enable eligible students to continue to progress successfully through their studies, without compromising academic integrity.

The information on this form is being collected by Academic Services, the University of Melbourne. You can contact us at 13 63 52. The information you provide will be used by authorised staff in your academic division (faculty or graduate school) to aid their decision making around reasonable adjustments to assessment. If you do not provide all the information requested on this form, your application will be deemed ineligible. You may access any personal information you have provided to the University by contacting 13 63 52. The University of Melbourne is committed to protecting personal information provided by you in accordance with the Privacy and Data Protection Act 2014 (Vic). For further information about how the University deals with personal information, please refer to the University's Privacy Policy or contact the University's Privacy Officer at privacy-officer@unimelb.edu.au

Registration Delete Application

* Student id 756059

Registration Number 367842

* Reason For Support

- Disability support
- Elite athlete
- Elite performer
- Defence reservist
- Emergency volunteer
- Carer requirements

Duration of Impact

* From (dd-Mon-yyyy) 30-Jan-2021

* To (dd-Mon-yyyy) 30-Sep-2021

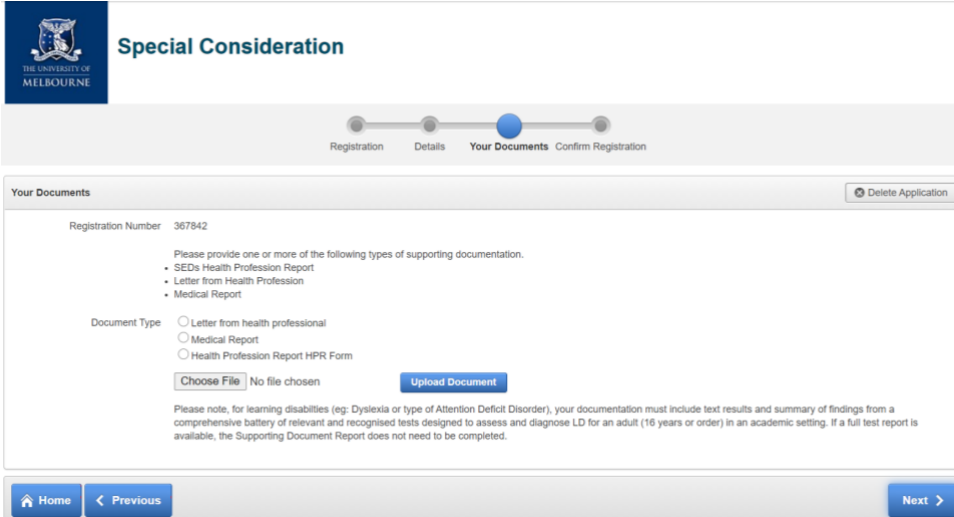
* Summary Of Your Situation

[Home](#) [Next >](#)

(Image description: a grey, blue, and white background with dark text that reads: Registration. i: The University of Melbourne offers a range of support services for students who was significantly impacted by exceptional or extenuating special circumstances. Special consideration is used to provide reasonable study and / or alternative assessment arrangement or support. Special consideration is granted to enable eligible students to continue to progress successfully through their studies, without compromising academic integrity. The information on this form is being collected by Academic Services, the University of Melbourne. You can contact us at 13 63 52. The information you provide will be used by authorized staff in Academic Services to assess your eligibility for special consideration and will be protected against unauthorized access and use. The information may also be made available to authorized staff in your academic division (faculty or graduate school) to aid their decision making around reasonable adjustments to assessment, if you do not provide all the information requested on this form, your application will be deemed ineligible. You may access any personal information you have provided to the University by contacting 13 63 52. The University of Melbourne is committed to protecting personal information provided by you in accordance with the Privacy

and Data Protection Act 2014 (Vic). For further information about how the University deals with personal information, please refer to the University Privacy Policy or contact the University's Privacy Officer at privacy-officer@unimelb.edu.au. Registration. Student ID. Registration number. Reason for support: Disability support; Elite athlete; Elite performer; Defense reservist; Emergency volunteer; Carer requirements. Duration of Impact: From (dd-Mon-yyyy); To (dd-Mon-yyyy); Summary of Your Situation. Home. Next.)

2. Upload the required documentation



The screenshot shows a web interface for 'Special Consideration' at the University of Melbourne. At the top left is the university logo. The title 'Special Consideration' is in blue. Below it is a progress bar with four steps: 'Registration', 'Details', 'Your Documents' (which is active and highlighted in blue), and 'Confirm Registration'. The main content area is titled 'Your Documents' and includes a 'Delete Application' button. It shows a 'Registration Number' of 367842. A section titled 'Please provide one or more of the following types of supporting documentation.' lists three options: 'SEDs Health Profession Report', 'Letter from Health Profession', and 'Medical Report'. Below this, a 'Document Type' section has three radio button options: 'Letter from health professional', 'Medical Report', and 'Health Profession Report HPR Form'. There is a 'Choose File' button, a 'No file chosen' status, and an 'Upload Document' button. A note at the bottom explains that for learning disabilities, a comprehensive battery of tests is required for diagnosis. At the bottom of the form are navigation buttons: 'Home', '< Previous', and 'Next >'.

(Image description: a white and grey background with dark text that reads: logo of the University of Melbourne. Special Consideration. Your Documents. Delete Application. Registration Number. Please provide one or more of the following types of supporting documentation. . SEDs Health Profession Report. . Letter from Health Profession. . Medical report. Document Type: Letter from health professional; Medical Report; Health Profession Report HPR Form. Choose File. No file chosen. Upload Document. Please note, for learning disabilities (e.g.: Dyslexia or type of attention deficit disorder), your documentation must include text results and summary of findings from a comprehensive battery of relevant and recognized tests designed to assess and diagnose LD for an adult (16 years or older) in an academic setting. if a full test report is available, the Supporting Document Report does not need to be completed. Home. Previous. Next.)

3. Submit your request

III. Outcome

Once you have submitted your application, you'll receive an acknowledgement email.

You will be advised by email of the outcome of your registration.

Possible outcomes include:

- Registration approved by the faculty
- Registration to be negotiated with the faculty
- Registration not approved by the faculty
- Referrals to student services which can support your needs.

If your registration is approved, you will receive an email with a link to book an appointment with a Student Equity and Disability adviser to create your academic adjustment plan. Appointments can be by phone, in-person or virtual.

If your registration is not approved, you will receive an email with details about the outcome.

A note on class recordings and other such common adjustments: Students will normally receive **two weeks** of access to each recording to enable them to catch up on or refine their notes using recordings. Students with conditions where they need longer access need to contact law-wellbeing@unimelb.edu.au or jmarychurch@unimelb.edu.au.

For extensions under an AAP of up to 10 working days (the maximum available under an AAP), students need to apply via the extensions process but use the AAP as supporting documentation. Alternative Exam Arrangements are implemented at first instance via SEDS. Students should email law-wellbeing@unimelb.edu.au with any other implementation queries.

For more information pertaining specifically to the Law Schools recording policy, please visit <https://law.unimelb.edu.au/students/jd/studies/class-recording-policy>.

IV. Re-registering for support

You may need to re-register for support as required. For example, if you have commitments that are short-term, your registration will last for the relevant

period only. However, if you are a person with a vision impairment, your registration will be sustained throughout your studies.

V. If cannot complete examinations/take home examinations

If so, you should apply for Special Consideration (unexpected circumstance) and provide:

- a copy of your Academic Adjustment Plan, and
- supporting evidence confirming the symptoms experienced in the lead up to and during the exams, confirming that the AEAs were not able to mitigate the impact.

For more information:

- [Assessments and Results Policy](#)
- [Student equity](#) - various support and information for eligible circumstances
- [Standards for equity support](#)

Special Consideration (Technical)

You can apply for special consideration (technical) if you cannot complete an online assessment due to major technical disruption or failures. Applications must be made within *four business days* of the assessment.

Special consideration (technical) is an option to resit an online assessment in the event that a serious and sustained technical disruption prevents you from completing and submitting your assessment.

Note: If you encounter major technical disruptions during multiple assessments (on the same day or different dates) you must submit separate applications for each individual exam/assessment.

What to do if you suffer technical disruptions

1. Visit the exams technical support page for support during your exam or call:

- Within Australia: 13 6352
- Outside Australia: +61 3 9035 5511

Select option 1 for current students and then option 1 again for exam enquiries.

2. Make every attempt to complete your exam within your allocated time period.

If the disruption is minor (interruptions for less than 10% of the test time), you should continue with the exam and submit it– you won't need to request Special consideration (technical).

If you are sitting an exam, every exam has a 30-minute submission window after the exam end time which you may use to submit your exam if you need to.

3. Collect evidence of the issues you experienced such as:

- Screenshots of error messages with timestamps.
- Photos of failed devices.

- Proof of contact to Stop 1 (Stop 1 can email you an outline of your call as proof).
- Proof of contact to Student IT (Student IT can provide you with chat transcripts or your ServiceNow ticket number as proof) or any other support service.
- Evidence of an outage from your Internet Service Provider.

4. If you have experienced a major technical disruption, apply for special consideration (technical).

I. Eligibility

Applications are determined on a case-by-case basis.

Potential eligible circumstances	Ineligible circumstances
Internet/power outages impacting your ability to complete the final/mid-semester exam more than 10% of the test time	Minor technical issues which briefly disrupt your test time (i.e., brief interruption to your internet/power)
Sustained dropouts of software being used to complete your tests	Any issues resolved during the exam which account for 10% or less of the test time
Other technical issues which prevent you from accessing/continuing or completing your exams for more than 10% of the test time.	If you have submitted during the exam submission window

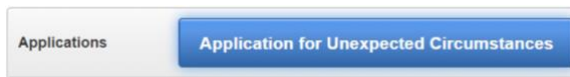
II. How to apply

STEP 1: Apply online

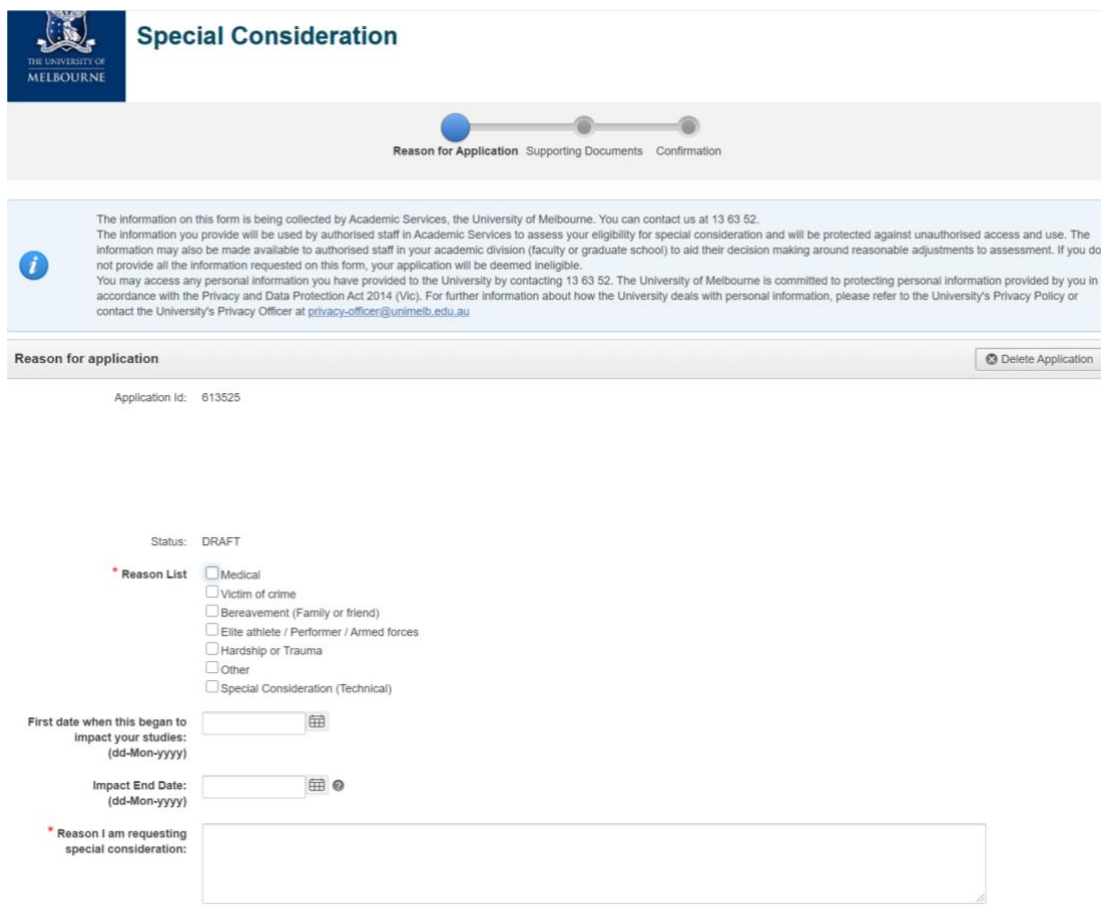
Login using this link:

[https://specialconsideration.app.unimelb.edu.au/apex/f?p=500:LOGIN_DESK
TOP](https://specialconsideration.app.unimelb.edu.au/apex/f?p=500:LOGIN_DESK_TOP) by entering your student username and password.

1. Select 'Application for Unexpected Circumstances' and enter the relevant details. Under 'Reason List', select 'Special Consideration (Technical)'.



(Image description: a grey background with black text that reads: Applications. A blue button with white text that read: Application for Unexpected Circumstances.)

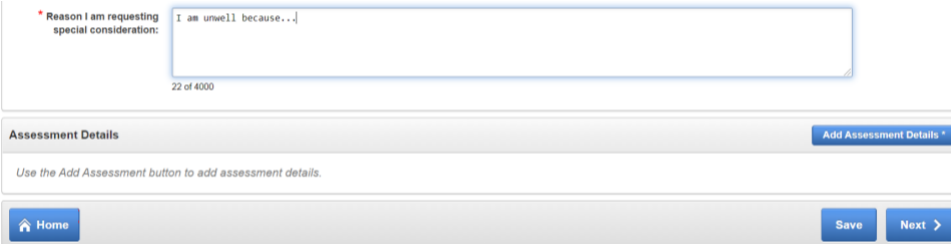


The screenshot shows the "Special Consideration" application form. At the top left is the University of Melbourne logo. The title "Special Consideration" is in blue. Below the title is a progress bar with three steps: "Reason for Application" (active), "Supporting Documents", and "Confirmation". A blue information icon is on the left. A light blue box contains a privacy notice. Below that, the form title "Reason for application" is on the left, and a "Delete Application" button is on the right. The "Application Id: 613525" is displayed. The "Status: DRAFT" is shown. The "Reason List" section has a red asterisk and a list of checkboxes: Medical, Victim of crime, Bereavement (Family or friend), Elite athlete / Performer / Armed forces, Hardship or Trauma, Other, and Special Consideration (Technical). The "First date when this began to impact your studies: (dd-Mon-yyyy)" and "Impact End Date: (dd-Mon-yyyy)" fields are empty. The "Reason I am requesting special consideration:" field is a large empty text area.

(Image description: a white, blue, and grey background with dark text that reads: the logo of the University of Melbourne. Special Consideration. Reason for

Application. i: The information on this form is being collected by Academic Service, the University of Melbourne. You can contact us at 13 63 52. The information you provide will be used by authorized staff in Academic Services to assess your eligibility for special consideration and will be protected against unauthorized access and use. The information may also be made available to authorized staff in your academic division (faculty or graduate school) to aid their decision making around reasonable adjustments to assessment. If you do not provide all the information requested on this form, your application will be deemed ineligible. You may access any personal information you have provided to the University by contacting 13 63 52. The University of Melbourne is committed to protecting personal information provided by you in accordance with the Privacy and Data Protection Act 2014 (Vic). For further information about how the University deals with personal information, please refer to the University's Privacy Policy or contact the University's Privacy Officer at privacy-officer@unimelb.edu.au. Reason for application. Delete Application. Application Id. Status: DRAFT. Reason List: Medical, Victim of crime, Bereavement (Family or friend), Elite athlete / Performer / Armed forces, Hardship or Trauma, Other, Special Consideration (Technical). First date when this began to impact your studies (dd-Mon-yyyy). Impact end date (dd-Mon-yyyy). Reason I am requesting special consideration.)

2. Select “Add Assessment Details”



* Reason I am requesting special consideration:

22 of 4000

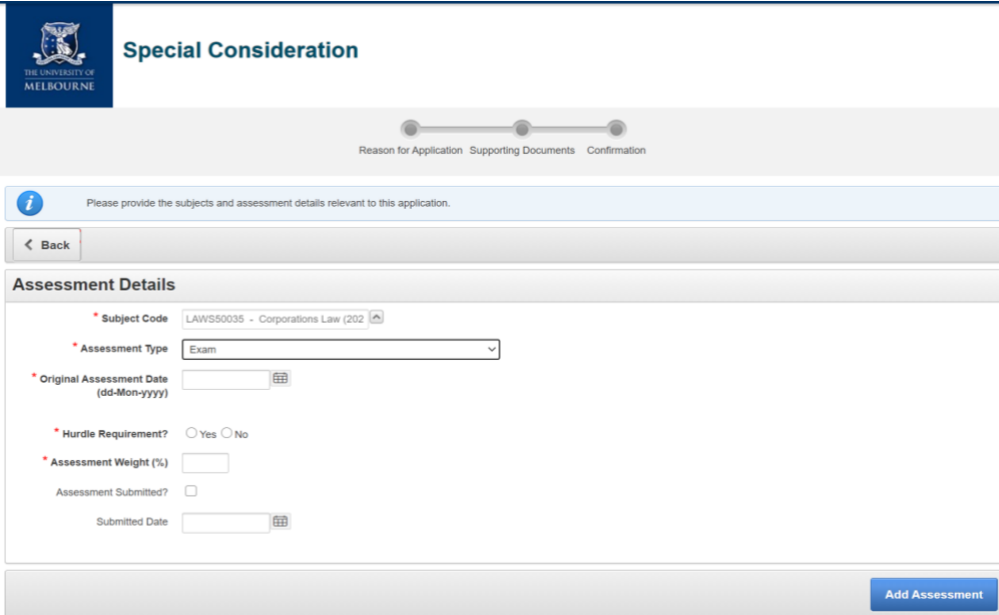
Assessment Details [Add Assessment Details](#)

Use the Add Assessment button to add assessment details.

[Home](#) [Save](#) [Next >](#)

(Image description: a white and grey background with dark text that reads: Reason I am requesting special consideration. 0 of 4000. Assessment Details. Add Assessment Details. Use the Add Assessment button to add assessment details. Home. Save. Next.)

3. Enter the assessment details and select “Add Assessment”.



Special Consideration

Reason for Application Supporting Documents Confirmation

Please provide the subjects and assessment details relevant to this application.

[Back](#)

Assessment Details

* Subject Code

* Assessment Type

* Original Assessment Date (dd-Mon-yyyy)

* Hurdle Requirement? Yes No

* Assessment Weight (%)

Assessment Submitted?

Submitted Date

[Add Assessment](#)

(Image description: a white, blue, and grey background with dark text that reads: logo of the University of Melbourne. Special Consideration. i: please provide the subjects and assessment details relevant to this application. Back. Assessment Details. Subject Code. Assessment Type. Original Assessment Date (dd-Mon-yyyy). Hurdle Requirement? Yes No. Assessment Weight (%). Assessment Submitted? Submitted Date.)

4. Upload the relevant supporting documents which you have gathered (evidence of the technical issues you faced).

Reason for Application **Supporting Documents** Confirmation

Your Special Consideration application must be accompanied by appropriate documentation from recognised authorities to be considered.

If you are unable to provide the relevant documentation at the time of your application, you may choose to complete the statutory declaration form and submit it with your application.

A statutory declaration is not a substitute for other forms of documentation.

The statutory declaration must detail the circumstances of your application and details of the documentation you will submit. The documentation must be submitted within five business days in order for your application to be assessed. Please note, once the application is submitted you will not be able to edit/add any documents and it will be your responsibility to send the University the relevant documentation. Details of how you can do this will be emailed to you when you successfully submit your application.

Applications without supporting documentation will not be considered and will stay at the status of "Awaiting Documentation" until we have received the supporting documentation from you or until five business days has lapsed, whichever is sooner.

[Download Health Professional Report Form](#)

[Download Statutory Declaration Form](#)

[Download a student declaration](#)

Note: You can add as many documents you want but one at a time.

Your personal information is collected and managed under the [Privacy and Data Protection Act 2014 \(Vic\)](#) and the [Health Records Act 2001 \(VIC\)](#)

All personal information collected by the University is governed by the [University's Privacy Policy](#).

Supporting Documents

Medical Reasons Supporting Documents

Completed HPR form

Medical Certificate from a licenced practitioner

Other Supporting documents

Death notice, funeral notice, death certificate

Other

Police Report

Student Declaration

Letter Supporting Application

Statutory Declaration

Statutory Declaration

(Image description: a grey, blue, and white background with dark text that reads: Supporting Documents. i: Your Special Consideration application must be accompanied by appropriate documentation from recognized authorities to be considered. If you are unable to provide the relevant documentation at the time of your application, you may choose to complete the statutory declaration form and submit it with your application. A statutory declaration is not a substitute for other forms of documentation. The statutory declaration must detail the circumstances of your application and details of the documentation you will submit. The documentation must be submitted within five business days in order for your application to be assessed. Please note once the application is submitted you will not be able to edit/add any documents and it will be your responsibility to send the University the relevant documentation. Details of how you can do this will be emailed to you when you successfully submit your application. Applications without supporting documentation will not be considered and will stay at the status of "Awaiting Documentation" until we have received the supporting documentation from you or until five business days has lapsed, whichever is sooner. Download Health Professional Report Form. Download Statutory Declaration Form. Download a student declaration. Note: you can add as many documents as you want but one at a time. Your personal information is collected and managed under the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (VIC). All personal information

collected by the University is governed by the University's Privacy Policy. Supporting Documents. Medical Reasons Supporting Documents: Completed HPR form Medical Certificate from a licensed practitioner. Other Supporting documents: Death notice, funeral notice, death certificate Other; Police Report; Student Declaration; Letter Supporting Application. Statutory Declaration: Statutory Declaration.)

III. Outcomes

Possible outcomes may include an exam re-sit during the supplementary exam period. You will receive an outcome within five working days to your student email.

Alternative Exam Arrangements

(<https://students.unimelb.edu.au/your-course/manage-your-course/exams-assessments-and-results/exams/alternative-exam-arrangements#approved-a eas>)

Alternative Exam Arrangements (AEAs) are study adjustments to scheduled conditions or format of an exam.

I. Eligibility

Only students who have been granted special consideration for ongoing support can be offered the adjustment.

i) Assessment types

Apply to all exams, including:

- end-of-semester and end-of-year exams
- Supplementary and special exams
- In-class and mid-semester tests
- Practical exams

ii) Potential circumstances

- Chronic or permanent physical or mental health conditions
- Significant carer responsibilities
- Elite athletes or performers
- Defense Reservists
- Emergency volunteers
- Official religious or cultural reasons.

II. Available Adjustment

Adjustments are determined case-by-case for individual subjects.

Possible adjustments include:

- Additional reading and/or writing time
- Rest breaks
- Completing exams on a computer or by hand, according to disability adjustments

- Provision of a scribe or reader.

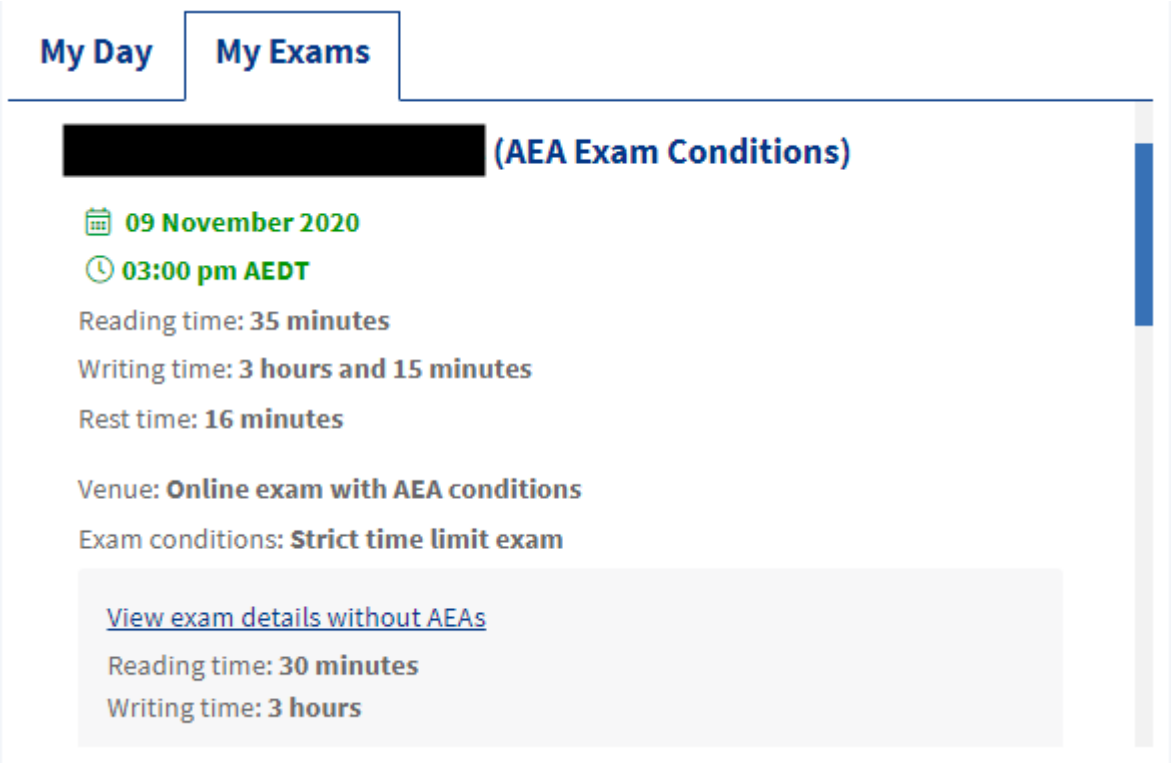
III. Registration Process

This process is the same as registering for ongoing support, please refer to relevant section in the guide.

IV. Follow-up

<p>Situation 1: View AEA timetable via my.unimelb</p>	<p>Situation 2: contact relevant faculty if AEA timetable does not appear in my.unimelb</p>
<p>AEA exam timetable will appear on your exam timetable in my.unimelb homepage after the exam timetable is published.</p>	<p>If AEA exam timetable does not appear in our exam timetable, it is likely that the relevant exam is being run directly by your faculty.</p> <p>Please contact relevant faculty staff as per the instructions on your Academic Adjustment Plan.</p>

Under Situation 1, the exam timetable with AEA condition will look like:



My Day **My Exams**

(AEA Exam Conditions)

09 November 2020
03:00 pm AEDT

Reading time: 35 minutes
Writing time: 3 hours and 15 minutes
Rest time: 16 minutes

Venue: **Online exam with AEA conditions**
Exam conditions: **Strict time limit exam**

[View exam details without AEA's](#)
Reading time: 30 minutes
Writing time: 3 hours

(Image description: a white background with blue, green, and grey text that reads: My Day. My Exam. (AEA Exam Conditions) 09 November 2020 03:00 pm AEDT. Reading time: 35 minutes. Writing time: 3 hours and 15 minutes. Rest time: 16 minutes. Venue: Online exam with AEA conditions. Exam conditions: Strict time limit exam. View exam details without AEA's. Reading time: 30 minutes. Writing time: 3 hours.)

There are few points needs to be noted in the timetable as screenshot showed:

- Date and time of exam with AEA condition: see green beneath the subject matter
- Reading time: the reading time is automatically included in the official exam time as the LMS and my.unimelb webpage shows, and it begins at the listed start time of the exam.
- Rest time (if relevant): sometimes your AEA conditions would not include the rest breaks if it has not been separately listed
 - Self-management of rest time (if relevant):
 - Track the break time by yourself
 - Take breaks at any time during the exam
 - Finish the exam earlier if you do not need the full break allocation the full break allocation

- Breaks cannot be converted to additional writing time as in the on-campus environment
- Exam conditions: this displays the exam formats.
 - Exam formats will be told by the subject coordinator before the exam. it includes (not exclusive for MLS): <https://students.unimelb.edu.au/your-course/manage-your-course/exams-assessments-and-results/exams/how-do-i-take-my-exam#exam-formats>
- View exam details without AEAs: you can compare it with your AEA exam

Contact equity-disability@unimelb.edu.au if you have following concerns:

- If your AEA conditions include accessible formatting requirements that have not already been met in the move to online delivery.
- If your AEA conditions include equipment requirements that you do not have in your current study environment; or/and
- Other questions about your AEA exams

Resources and Contact List

Student Equity and Disability Support Resource List

University of Melbourne website – <https://students.unimelb.edu.au/student-support/student-equity-and-disability-support>)

The MULSS Disability webpage is <https://mulss.com/social-justice-well-being/disability/>.

Useful contacts:

1. **MULSS Disability Representative for 2021:** Bridie Cochrane-Holley:
disability@mulss.com

She can be reached via the MULSS Disability email address for anything spanning from advocacy, additional assistance and questions to just generally touching base. Your identity will be kept in absolute confidence unless you wish otherwise.

2. **Student Academic Adjustment & Wellbeing Officer:** law-wellbeing@unimelb.edu.au

If you are facing any difficulty with regard to your disability, including assessment concerns, your first port of call is to book an appointment with the Wellbeing Co-Ordinator or email them.

3. **MLS Equal Opportunity Liaison Officer for Disability:** Glenn Patmore:
g.patmore@unimelb.edu.au

Legal Academic Skills Centre: <https://law.unimelb.edu.au/students/lasc>

MLS provides numerous academic support resources, including one-on-one support for assessments and legal writing skills and frequent workshops on various academic skills.

Resources for International Students

MULSS International Students' Representative for 2021: Tina Yao:
international@mulss.com

Covid-19 advice for international students and students outside Australia:
<https://students.unimelb.edu.au/student-support/coronavirus/international-students>

International Students Guidebook 2021 – presented by MULSS & GLSA:
<https://www.glsa.org.au/international-student-faq-booklet>

Mental Health Resources

Mental Health Crisis Number (24/7): SuicideLine 1300 651 251 or call the nearest hospital for a crisis team.

Helpful Resources for Depression

1. **Lifeline 24-hour Counselling and Crisis Support Chat:** call 13 11 14 or visit www.lifeline.org.au/crisischat

Lifeline's trained crisis supporters are available 24 hours for 7 days a week. Their chat is available 7 days a week between 7 p.m. – 4 a.m. AEDT.

2. **Mensline Australia:** call 1300 78 99 78 or visit www.menslineaus.org.au

A counselling service for persons identifying as men experiencing family or relationship concerns.

3. **PANDA:** call 1300 726 306 or visit www.panda.org.au

PANDA supports persons, including women, men and families affected by anxiety or depression during pregnancy and in the first year of parenthood. They also provide support concerning postnatal psychosis.

4. **Beyond Blue:** call 1300 224 636 or visit www.beyondblue.org.au/get-support

Beyond Blue's counselling service is available 24 hours, 7 days a week.

Helpful Resources for Anxiety

5. **Lifeline 24-hour Counselling and Crisis Support Chat:** call 13 11 14 or visit www.lifeline.org.au/crisischat

Lifeline's trained crisis supporters are available 24 hours for 7 days a week. Their chat is available 7 days a week between 7 p.m. – 4 a.m. AEDT.

6. **PANDA:** call 1300 726 306 or visit www.panda.org.au

PANDA supports persons, including women, men and families affected by anxiety or depression during pregnancy and in the first year of parenthood. They also provide support concerning postnatal psychosis.

7. **E-Couch:** visit www.ecouch.edu.au

E-Couch provides information about various emotional problems as well as computerized therapy designed to equip persons with strategies to improve anxiety and depression along with a workbook to track progress and record experiences.

8. **eCentreClinic:** visit www.ecentreclinic.org

An internet-based research clinic operated by the Centre for Emotional Health at Macquarie University aimed at developing and testing state-of-the-art free online treatment courses for people with symptoms of worry, stress, anxiety, depression, low mood and other health conditions.

9. **Mindspot:** visit www.mindspot.org.au

A free telephone and online service for persons with anxiety and depression problems. It provides mental health screening assessments, therapist-guided treatment courses and referrals to help people recover and stay well.

Helpful Resources for Psychosis

10. **SANE Helpline:** call 1800 18 SANE (7263)

Advice is available from 9 to 5 on weekdays.

11. **Schizophrenia 24x7:** visit www.schizophrenia24x7.com

Resource bank consisting of information for people who have been recently diagnosed, friends and family. Information covers a broad-spectrum including treatment, goal setting and returning to work or study.

12. **Bipolar Caregivers:** visit www.bipolarcaregivers.org

Information on how to support a person with bipolar disorder. All information is based on expert opinion and consensus.

Helpful Resources for Substance Use Problems

13. **Quitline:** call 137 848 or visit www.quit.org.au

National smoking Quitline, 24 hours a day

14. **Counselling Online:** visit www.counsellingonline.org.au

A service that provides free online text-based counselling to alcohol and other drug users, their family members, relatives and friends. Operated by Turning Point, a substance use Centre available 24 hours for 7 days a week.

15. **Alcohol and Drug Information Services (ADIS):** call 9418 1011 or 1800 888 236 (Victoria)

Available 24 hours, 7 days a week and will try to answer any questions about alcohol, tobacco, or other drugs.

16. **Screening for Substance Use Disorders:** visit www.checkyourdrinking.net or www.drugscreening.org

Helpful Resources for Gambling Problems

17. **Gambling Help Online:** call 1800 858 858 or visit www.gamblinghelponline.org.au

A free, confidential helpline that provides counselling, information, and referral for persons with gambling problems and concerned family members over the phone or through online chat.

Helpful Resources for Eating Disorders

18. **The Butterfly Foundation:** call 1800 33 4673 or visit www.thebutterflyfoundation.org.au

An advocacy and support organization for those with eating disorders and provides support through email or live chat.

19. **National Eating Disorders Collaboration:** visit www.nedc.com.au

A one-stop portal for comprehensive and accessible up-to-date evidence-based eating disorders information.

LSS Equitable Schemes and Financial Services

Financial Assessment Form

The online Student Financial Assessment Form is a prerequisite for availing the University bursaries or grants as well as textbook reimbursements under Book Fairy and subsidized tickets under the Equitable Ticket Scheme availed by the Law Student's Society. The form asks you to provide information about your personal circumstances and financial position.

Supporting Documentation: There is no requirement (and therefore no facility) to upload supporting documentation to the form. If further information is required to substantiate income/expenditure, you will be contacted separately to supply this.

Due Date: You can complete and submit a form at any stage throughout the duration of a scholarship opening period. In all instances, you will receive an email acknowledgement upon successful submission of your application.

Process

- 1. Login** at <https://unimelb-scholarships.smartygrants.com.au/SFA> by entering your student username and password.
- 2. Eligibility:** Respond to the questions and criteria under 'Your details' and answer two questions to determine your eligibility

Your details

Provide the following details

Name * **Title** **First name** **Last name**

Email *

Date of Birth *

Student ID *
Your University of Melbourne Student ID

Basic eligibility

Are you currently enrolled with the University of Melbourne?
 Yes No [Clear](#)

Are you experiencing financial difficulties?
 Yes No [Clear](#)

Ineligible (Not Applicable)

This section is not applicable because of your response to questions:

- "Are you currently enrolled with the University of Melbourne?" on page 1
- "Are you experiencing financial difficulties?" on page 1

You do not meet one or more eligibility criteria and will not be considered for financial support.

CLOSE

NEXT PAGE

(Image description: a white and blue background with dark text that reads: Your details. Title. *FirstName. *Last Name. *Email. *Date of birth. *Student ID. All fields marked with an asterisk (*) are mandatory. Subheading: Basic Eligibility. Are you currently enrolled with the University of Melbourne? Yes No Are you experiencing financial difficulties? Yes No Do you identify as)

3. About you: A page covering basic demographic details, residency, employment status, information pertaining to Centrelink, medical conditions, and space to add a personal statement.

- Use the “Financial Impact Statement” if any circumstances need explanation, or if you indicated that you live with a medical condition or disability earlier in the application.

4. About Your Income: Details pertaining to all current sources of income.

- Make sure to select the frequency of each of these payments
- Enter an estimate of your income/expenditure if your circumstances will change significantly within a short period after the application closes.
- You will be asked to supply your parents’ income if you are below 21 years old. The income of your parents has no impact on the

assessment, however if you receive an allowance from your parents, you should declare this in the “Parental allowance” box.

ABOUT YOUR INCOME

***indicates a required field.**

Indicate which forms of income you are expecting to receive this year and a rough estimate of their value (weekly, fortnightly, etc).

Employment

Are you currently employed?

*

Yes No [Clear](#)

This section is not applicable because of your response to question: "Are you currently employed?" on page 3

What is your income from employment?

Enter average income (per week, fortnight, month or year) taking inconsideration that you may work more during breaks in between semesters.

Frequency *

Amount *

Must be a dollar amount.

Centrelink (Not Applicable)

This section is not applicable because of your response to question: "Do you receive Centrelink payments?" on page 2

How much are your Centrelink payments?

Frequency *

Amount *

Must be a dollar amount.

(Image description: A webpage with a white background and blue bar at the top. The blue bar with white text that reads: About your income. White background with text that reads: * indicates a required field. Indicate which forms of income you are expecting to receive this year and a rough estimate of their value (weekly, fortnightly, etc.). Blue bar with text that reads: Employment. Black texts that follow reads: Are you currently employed? *Required Response required. YesNo Clear the selected value for Are you currently employed? This section is not applicable because of your response to question: "Are you currently employed?" on page 3 What is your income from employment? Enter average income (per week, fortnight, month, or year) taking inconsideration that you may work more during breaks in between semesters. Frequency *Required Amount *Required Must be a dollar amount.

5. About your Partner's Income: Input similar details about your partners income if applicable.

6. About your Expenditure: Indicate which costs you expect to incur in the year and provide cost estimates. If you share some of the cost, provide the amount that you personally incur. The form is divided in the following categories:

- Housing
- Groceries
- Utilities
- Transportation
- Entertainment
- Disability and Medical Expenses
- Family Support
- Course Materials

7. About your Assets and Liabilities: indicate property or items you or your partner own in full or part, or have an interest in.

- This section requires the provision of information pertaining to the value of assets and liabilities in a detailed manner.
- Do not include HECS or HELP debts in "My liabilities" unless you are currently making repayments on these.
- If you have disclosed some loan repayments, please ensure that you include the outstanding loan amount in "My liabilities".

Book Fairy Program

The Book Fairy Program ('BFP') helps students in demonstrated financial need with the costs of purchasing law school textbooks. Eligible applicants will be placed in categories by MLS's scholarship office, for a 100%, 75%, or 50% reimbursement of their prescribed textbooks for the semester. Printing costs are now also eligible for reimbursement on **essential readings only**.

For more information about Book Fairy, please visit – <https://mulss.com/social-justice-well-being/initiatives/book-fairy/>

Applying is as easy as filling out the Financial Assessment Form (as discussed above) and submitting the Book Fairy online application form available here: <https://mulsscommittee.wufoo.com/forms/z1hplqh20mqg7nc/>

The Book Fairy application form only requires the following to be completed after agreeing to the terms and conditions provided in the Wufoo application form:

Application

Name *

First

Last

Student Number *

Student Email Address *

Contact phone Number *

I acknowledge that I must submit a [University of Melbourne Financial Assessment Form](#) to be considered for the MULSS Book Fairy Program. *

I agree

(Image description: a white background with dark text that reads: Application. Name (First then last). Student Number. Student email address (@student.unimelb.edu.au). Contact phone number. I acknowledge that I must submit a University of Melbourne Financial Assessment Form to be considered for the MULSS Book Fairy Program. I agree. Submit.)

For any questions regarding the Book Fairy Program, please contact Anjelika (Equity Officer) at bookfairy@mulss.com.

Equitable Ticket Scheme

The Equitable Ticket Scheme ('ETS') provides subsidized tickets for LSS events to students that are in demonstrated financial need. Students eligible for discounted tickets under the Equitable Ticket Scheme ('ETS') will be provided with discount codes for each event covered under the scheme that they indicated interest.

The application is a two-step procedure

1. Filling out the Financial Assessment Form (as discussed above) and
2. Submitting the Equitable Ticket Scheme online application form available here: <https://mulsscommittee.wufoo.com/forms/z1hplqh20mqg7nc/>

The Equitable Ticket Scheme application form only requires the following to be completed after agreeing to the terms and conditions provided in the Wufoo application form:

Application

Name *

First

Last

Student Number *

Student Email Address *

Contact phone Number *

JD Year Level

- First Year
 Second Year
 Third Year +

Select all events which you would be interested in attending as a recipient of the equitable ticket scheme (selecting any of these events does not commit you to attending, it just gives us an idea of how to distribute discounts across events): *

- Law Camp (includes camp leaders)
 Law Ball
 Autumn Social
 Meet the Profession
 Bottomless Brunch (3rd+ years)
 Valedictory (3rd+ years)

I acknowledge that I must submit a [University of Melbourne Financial Assessment Form](#) to be considered for the MULSS Equitable Ticket Scheme. *

- I agree

(Image description: a white background with dark text that reads: Application. Name (First then last). Student Number. Student email address (@student.unimelb.edu.au). Contact phone number. JD Year Level (select option) First Year Second Year Third Year +. Select all events which you would be interested in attending as a recipient of the equitable ticket scheme (selecting any of these events does not commit you to attending, it just gives us an idea of how to distribute discounts across events): * Law Camp (includes camp leaders) Law Ball Autumn Social Meet the Profession Bottomless

Brunch (3rd+ years); Valedictory (3rd+ years). I acknowledge that I must submit a University of Melbourne Financial Assessment Form to be considered for the MULSS Book Fairy Program I agree. Submit.)

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