

# Dean of Students

## Information Sheet

### DOCUMENTING YOUR CASE

There are several situations in which you will need to provide documentation of your circumstances to the University. Documentation will be required for –

- Requests for Special consideration
- Advice of Absence or other circumstances
- Academic Appeals
- Application for Withdrawal Grades
- Failure to attend compulsory On Campus Sessions (External Students)
- Special Approvals such as Re-enrolment in a unit for a third time

**Documenting does not mean just telling your story. Documenting means to bring written evidence in proof of your circumstances.**

Points to remember

- ❖ You must provide authentication of your circumstances by a person/s other than yourself. For example this could be a medical practitioner, registered counsellor/psychologist, solicitor or police officer.
- ❖ The documentation must refer to the period for which you are submitting your request i.e. don't submit outdated or irrelevant documents.
- ❖ The documents must be original or certified copies of documents. The Student Enquiry Service can certify your documents - **please note the Student Enquiry Service will not photocopy documents** - or you can ask a Justice of the Peace (JP) to undertake this task.
- ❖ There are some circumstances in which you may need to consult the Dean of Students. These include difficulties in documenting your situation or in highly sensitive/confidential situations the full details of which you may not want placed on your regular university file.
- ❖ The University's Discipline Committee can impose severe penalties on students who attempt to gain advantage by the submission of false documents to support their circumstances.

Assoc Professor J Dickson  
Dean of Students  
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