Acceptable Evidence for Extensions to Assessment Due Dates

MEDICAL CERTIFICATES

Onshore enrolment: *If you are enrolled in an* ***onshore*** *program your medical certificate must be issued by a registered* ***Australian health practitioner.*** *Exemptions apply - see my.UQ for detailed information.*

Offshore enrolment: *If you are enrolled in an offshore program or are studying offshore as part of your program requirements, you may submit an international medical certificate. This documentation must be completed in English or have a certified English translation. For more details visit my.UQ.*

Reason	Description	Acceptable supporting evidence	Unacceptable supporting evidence
DISCRETIONARY	If you are applying for a discretionary extension, you are not required to provide any supporting evidence for the request.	This application type does not require supporting evidence.	Not applicable.
MEDICAL GROUNDS	A medical practitioner must assess your condition and provide a signed medical certificate. The medical practitioner must be independent – they cannot be a near relative (e.g. a spouse, partner, child, brother, sister, or parent) or a close associate (e.g. a close friend, neighbour, or partner or child of a colleague). The doctor's written assessment of your condition must state how it affected your capacity to submit the assessment by the due date.	A medical certificate from a registered medical practitioner, a registered nurse, or registered pharmacist*. • You should always aim to obtain a medical certificate on or before the assessment's submission due date. • If you are unable to obtain a certificate until after the assessment's submission due date, your doctor **must explain** how the nature of your condition made it impossible, or unsafe, to have obtained a certificate sooner. For more information, see requirements for medical certificates. ** A medical certificate provided by a registered pharmacist can only be dated from the date you present to the pharmacist for a consultation.*	A medical certificate for an elective or non-critical medical appointment (e.g. optical, dental).

CHRONIC MEDICAL CONDITION	If you have a disability or a chronic medical condition (including a mental health condition), you are encouraged to meet with a Disability Advisor.	A Student Access Plan (SAP) approved by Student Support and Wellbeing Services which clearly states the provision for extensions to assessment due dates. A statement from a counsellor, psychologist or psychiatrist. The statement must confirm how your circumstances affected your ability to meet the due date for the assessment.	
REGISTERED WITH STUDENT SUPPORT AND WELLBEING SERVICES (SSWS)	Students with active Student Access Plans (SAP) which are supported by current supporting evidence are eligible to request extensions of up to 7 days (for first extension requests), without having to provide additional supporting documentation. Students wishing to develop a SAP can make an appointment with a student adviser. Students who do not wish to develop a SAP but do wish to register for streamlined extensions will need to provide supporting evidence of their medical or mental health condition, diagnosed disability, neurodivergence or exceptional circumstance. The supporting documentation required includes providing current, signed documentation from a treating practitioner or doctor. Follow this link for more information and links to the required forms, or contact Student Support and Wellbeing Services via email at accessibility.welfare@uq.edu.au.	A Student Access Plan (SAP) approved by Student Support and Wellbeing Services which clearly states the provision for extensions to assessment due dates. If the extension duration requested is longer than 7 days or if it is not your first extension request for the assessment, you may be required to provide additional evidence to support your request. This evidence should align with the nature of your circumstances. Please refer to other reason categories within this document for appropriate supporting evidence examples (e.g., in the case of extended medical issues, refer to the *MEDICAL GROUNDS* category). **OR** Completed registration with Student Support and Wellbeing Services including confirmed submission and acceptance of required supporting evidence. For more information, see make an appointment with a student adviser (https://my.uq.edu.au/make-appointment-student-adviser).	

Reason	Description	Acceptable supporting evidence	Unacceptable supporting evidence
COMPASSIONATE GROUNDS	• Sudden serious illness of a family member • Recent death of a family member or close friend • Traumatic events or misadventure; or • Being the victim of a crime.	• Death certificate, funeral notice, or statutory declaration. If the relationship between you and the deceased is not immediately clear (e.g., you have different surnames), please also provide a statutory declaration. • A police report or statement from a relevant authority, or a letter from a professional to whom you disclosed the trauma, misadventure or crime. If you didn't report the trauma or crime, we will accept a statement from a counsellor, or a group such as the Sexual Misconduct Support Unit. https://respect.uq.edu.au/support • A statement from a medical practitioner. The statement must include the medical status of the patient, the patient's relationship to you, and relevant dates. If you are a carer, the medical certificate must state the period that you are required to provide care for the patient.	
ACADEMIC COMMITMENTS	If you have academic commitments directly related to your enrolment and studies at the University – such as a research trip, or an exchange program – and they conflict with the due date for an assessment, you are eligible to apply for an extension. Applications are considered on a case-by-case basis.	A confirmation letter from a relevant staff member. The letter must detail the nature of the academic commitment and how it will benefit your studies.	The following are not considered grounds for an extension: • events of a purely social nature, or • events of minor benefit.
DEFENCE FORCES OR EMERGENCY SERVICES	If you're a reservist member of the defence forces or an emergency services member or volunteer (e.g. SES, Rural Fire Service) and you are required to render any service, including training, you are eligible to apply for an extension.	A letter or statement on official letterhead, signed by an authorised officer of the relevant organisation. The letter must detail your role within the service, and the start and finish dates of training or activity.	
JURY DUTY	If you have received a jury summons that clashes with assessment due dates, you are eligible to apply for an extension.	A copy of the jury summons. The summons must include the start and finish dates of the jury duty.	

Reason	Description	Acceptable supporting evidence	Unacceptable supporting evidence
REGISTERED ELITE ATHLETE – SPORTING EVENT	If you are an elite athlete representing Australia – or an Australian state or territory – you may be eligible to apply for an extension. To apply for consideration, you must hold UQ Elite Athlete status for the current semester. See Programs and Assessments for Elite Athletes for more information on applying for registration as an elite athlete at UQ. The extension request must be related to a specific sporting event or activity.	A letter written on state, national or international sporting letterhead. The letter must confirm the specific event and dates of the sporting event or activity. The letter must also describe the nature of your sporting commitment (e.g. training, travel etc.) and explain how it affects your ability to submit the assessment on time.	The following are not considered grounds for an extension: • sporting events that aren't at a state, national or international level, and • additional holiday time before or after elite sporting commitments.
ELITE PERFORMER	If you're working at the highest levels as an artist or performer, you may be eligible to apply for an extension. You must have a specific and significant commitment to a recognised state, national or international cultural or artistic event. These events might include members of: • Media, Entertainment and Arts Alliance • Ausdance or Australian Dance Theatre • Australian Chamber Orchestra • State symphony orchestras • Australian Youth Orchestra, or • Opera Australia. This list is not exhaustive. Performers or artists who are working at similarly high levels are eligible to apply.	A letter on an official letterhead that confirms the dates of the event. The letter must confirm the nature of your commitment to the event and explain why you can't submit the assessment on time.	The following are not considered grounds for an extension: • amateur or community theatre performances, or local artistic or cultural events, and • attending performances or cultural activities.

Reason	Description	Acceptable supporting evidence	Unacceptable supporting evidence
SIGNIFICANT FAMILY OR SOCIAL COMMITMENT	Attending a wedding as a guest is not considered an acceptable reason for an extension. However, if you are an important member of a wedding party (e.g. bridesmaid, groomsman, or equivalent) or if the event is a significant and important family occasion, you may be eligible to apply for an extension.	A copy of the wedding invitation must be provided. The invitation must clearly show that you are invited to the wedding and that you are a member of the wedding party.	These are not considered grounds for an extension: • being invited to attend a wedding as a guest, • pre-booked flights to return home, • pre-arranged holidays or other travel / accommodation, • additional holiday time before or after a wedding, or • reasonably anticipated or ordinary family commitments.
UNAVOIDABLE WORK COMMITMENTS	We expect students to tell their employers about their university commitments at the beginning of each semester. Employment-related reasons are not usually accepted as exceptional circumstances. However, we will consider your application if you have been directed to undertake unusual or extraordinary duties that were beyond your control and affected your ability to submit an assessment on time.	A letter on company letterhead from your employer. The letter must confirm the existence of unforeseen and extraordinary work commitments. The letter must detail the date when you were first notified of the unforeseen or extraordinary work commitments, why they were unexpected, and how they affected your ability to submit the assessment on time.	Emails from a colleague about work are not accepted as supporting evidence A statement from you without supporting evidence from your employer. These are not usually considered grounds for an extension: • irregular casual work, • increased ordinary work commitments, • financial problems, • conference attendance, • ordinary demands of employment, or • increased work or pressures as a consequence of promotion.