

SUPPORTING DOCUMENTATION GUIDELINES FOR ACADEMIC ADJUSTMENTS

CONTENTS

Medical and/or Disability

Mental Health Conditions

Physical Conditions

Neurodivergent

Chronic /Long Term Health Conditions or Ongoing Medical Treatment

Short Term Conditions/Illness

Grief and Loss

Carer Responsibilities

Domestic and Family Abuse/Victim of Crime

Refugee/ Humanitarian Crisis/Global Events/Environmental Disaster

Australian Defence Force

Elite Athletes/Performers

Religious Observance

Further Information About Documentation and Academic adjustments

Questions and answers

Medical Action Plan (MAP) Information

Students requesting services from the Student Advice Team, for academic adjustments, must be actively enrolled in an award course at the University of Queensland and must have a disability defined in accordance with the [Disability Discrimination Act 1992](#) and [UQ Reasonable Adjustments – Students](#) policy.

Usually, functional impacts need to last more than 6 weeks to be eligible for reasonable adjustments, unless there are exceptional circumstances (eg injury from accident). If you are unsure, contact inclusion@uq.edu.au

All documentation must provide details of a qualified professional, date and signature. Documentation must be completed in English or a certified English translation. Health providers may be contacted where forms are incomplete or for verification of authenticity. For more specific document requirements, refer to the contents to find the relevant disability, condition or circumstances that relates to you.

For conditions that require an immediate medical response, see the information for MAP ([see below for more details](#))

MEDICAL AND/OR DISABILITY

MENTAL HEALTH CONDITIONS

Conditions	Documentation Requirements	Timeframes for documentation
<p>Examples-</p> <ul style="list-style-type: none"> • Anxiety related conditions • Addiction • Anorexia Nervosa and Bulimia • Bipolar Disorder • Depressive related conditions • OCD • Panic Disorder • Post traumatic stress disorder • Schizoaffective Disorder • Schizophrenia • Adjustment disorder 	<p><i>Appropriate professional who is qualified to make diagnosis or managing condition:</i> provisional or registered psychologist, psychiatrist, mental health social worker/occupational therapist or general practitioner (GP), mental health nurse, counsellor registered with professional organization (eg ACA, QCA), UQ Student Service counselling team.</p> <p><i>Complete UQ Medical/Disability form or documentation should include:</i></p> <ul style="list-style-type: none"> • Diagnosis, present symptoms and timeframe for diagnosis • The functional impact of the disability on the student's ability to meet academic requirements within the university context. • Suggestions that may act as a guideline for equitable academic adjustments. • Date of consultation and date of diagnosis/assessment and by whom • Could include Mental Health Treatment Plan. <p><i>Will not be accepted</i> - medication prescription</p>	<p>Under investigation - end of current semester.</p> <p>18 months maximum for existing conditions or diagnostic review date.</p> <p>10+ years for long term (For complex conditions/diagnosis that is unlikely to change e.g. Schizophrenia, OCD or multiple diagnosis).</p>

PHYSICAL CONDITIONS

Conditions	Documentation Requirements	Timeframes for documentation
<p>Examples-</p> <ul style="list-style-type: none"> • Deaf or hard of hearing • Blind or visually impaired • Paraplegia 	<p><i>Appropriate professional for condition:</i> Vision- ophthalmologist, optometrist Deaf- audiologist Paraplegic- general practitioner, occupational therapist, physiotherapist</p> <p><i>Complete UQ Medical/Disability form or documentation should include:</i></p> <ul style="list-style-type: none"> • diagnosis, present symptoms and timeframe for diagnosis • The functional impact of the disability on the student's ability to meet academic requirements within the university context. • Suggestions that may act as a guideline for equitable academic adjustments. • Date of consultation and date of diagnosis/assessment and by whom. <p><i>Will not accept</i> - medication prescription - medical imaging, where interpretation has not been provided</p>	<p>As noted on documentation.</p>

NEURODIVERGENT

Conditions	Documentation Requirements	Timeframes for documentation
<p>Examples-</p> <ul style="list-style-type: none"> • ADHD • Autism • Dyslexia • Tourette's 	<p><i>Appropriate professional:</i> educational psychologist, psychiatrist, developmental paediatrician</p> <p>GP can be used if they can provide details of the professional who made the official diagnosis and details of assessment. Full reports/assessments should be provided- if this is not possible contact inclusion@uq.edu.au</p> <p><i>Documentation should include:</i></p> <ul style="list-style-type: none"> • The name and credentials of the relevant health professional including the date of the assessment. • Details of tools used for assessment and actual test scores and interpretation of these results • Clear and specific evidence and identification of a SLD. Individual 'learning styles' and 'learning differences' do not constitute a learning disability. <p><i>Will not be accepted</i></p> <ul style="list-style-type: none"> - screening tests - medication prescriptions - GP without details of who made assessment, or limited information 	<p>Under investigation- documentation from general practitioner (GP) for referral, up to 10months plus proof of appointment.</p> <p>Full reports- Up to 10yrs</p>

CHRONIC /LONG TERM HEALTH CONDITIONS OR ONGOING MEDICAL TREATMENT

Conditions	Documentation Requirements	Timeframes for documentation
<p>Examples-</p> <ul style="list-style-type: none"> • Acquired Brain Injury • Autoimmune • Cerebral Palsy • Diabetes • EDS • Endometriosis • Epilepsy • HIV • IBS • Migraines • Multiple Sclerosis • Parkinson's Disease • POTS • Severe Eczema • Stroke 	<p><i>Appropriate professional who is qualified to make diagnosis or managing condition:</i> occupational therapist, general practitioner (GP), registered nurse/nurse practitioner, specialist, physiotherapist.</p> <p>Complete UQ Medical/Disability form or documentation should include:</p> <ul style="list-style-type: none"> • Diagnosis (and assessments if relevant) • The functional impact of the disability related to academic study. • Suggestions that may act as a guideline for equitable academic adjustments. • Date of consultation and date of diagnosis/assessment and by whom <p><i>Will not accept</i></p> <ul style="list-style-type: none"> - medication prescription - medical imaging, where interpretation has not been provided 	<p>As noted on documentation.</p>

SHORT TERM CONDITIONS/ILLNESS

Conditions	Documentation Requirements	Timeframes for documentation
Can include- <ul style="list-style-type: none"> • surgery • Temporary injury • Undiagnosed condition under investigation 	Documentation from general practitioner (GP), hospital <i>Complete UQ Medical/Disability form or documentation should include:</i> <ul style="list-style-type: none"> • diagnosis, present symptoms and timeframe for diagnosis • The functional impact of the disability on the student's ability to meet academic requirements within the university context. • Expected date of recovery. Medical certificates from hospital with limited information may be accepted for certain adjustments under exceptional circumstances- contact inclusion@uq.edu.au for further clarification. <i>Will not accept</i> <ul style="list-style-type: none"> - medication prescription - photo of injury - medical imaging, where interpretation has not been provided 	Either according to the date on the documentation or for one semester.

GREIF AND LOSS

Eligibility	Documentation Requirements	Timeframes
Where a student experiences bereavement or serious illness of a person with whom the student has a close relationship, or a significant event (eg divorce).	Documentation from general practitioner (GP), psychologist/counsellor, funeral notice, death certificate, court document It is recognised the above may not be available- contact inclusion@uq.edu.au for further clarification.	6mths or one semester for funeral notice Up to 12mth for general practitioner (GP), psychologist/counsellor

CARER RESPONSIBILITIES

Eligibility	Documentation Requirements	Timeframes
<p>A student has <i>exceptional caring responsibilities</i>, that can include providing unpaid personal care, support and assistance for an individual who has a disability or medical condition (typically a member of family).</p> <p>A carer is defined by the <u><i>Carer Recognition Act 2010</i></u> as “<i>an individual who provides personal care, support and assistance to another individual who needs it because that other individual (a) has a disability; or (b) has a medical condition (including a terminal or chronic illness); or (c) has a mental illness; or (d) is frail and aged...</i>”.</p> <p>An individual is not a carer merely because he or she (a) is the spouse, de facto partner, parent, child or other relative of an individual, or is the guardian of an individual; or (b) lives with an individual who requires care.</p>	<p>Documentation from the health care provider of the person with significant care needs or a letter from Department of Human Services confirming carer status.</p> <p><i>Complete UQ Medical Carer form or documentation should include:</i></p> <ul style="list-style-type: none"> • Relationship to person requiring care • Diagnosis of person requiring care • Confirmation of unpaid tasks/daily care activities 	<p>Up to two years, though dependant on diagnosis and person requiring care.</p>

DOMESTIC AND FAMILY ABUSE/VICTIM OF CRIME

Eligibility	Documentation Requirements	Timeframe
<p>Students who have been impacted by domestic and family abuse or have been a victim of crime.</p>	<p>Queensland Police Service, court report/document, psychologist, specialist service, health care professional (eg general practitioner)</p>	<p>Up to 12mths- depending on detail in documentation and circumstances.</p>

REFUGEE, HUMANITARIAN CRISIS/GLOBAL EVENTS/ENVIRONMENTAL DISASTER

Eligibility	Documentation Requirements	Timeframe
Students home country or region is impacted by crisis or environmental disaster. Refugee status.	Based on address/birth country- for global events Refugee -protection visa Community organisation Health care professional contact inclusion@uq.edu.au for further clarification.	Up to 6mths or a semester

AUSTRALIAN DEFENSE FORCE

Eligibility	Documentation Requirements	Timeframe
Students who are undertaking training or service through the Australian Defence force.	Official letter from Australia Defence Force stating training requirements	As noted on documentation.

ELITE ATHLETES/PERFORMERS

Eligibility	Documentation Requirements
To be eligible for Elite Athlete Status, students must be representing Australia or a State or Territory of Australia in a supported and recognised sport. Performers must have a specific and significant commitment to a recognised state, national or international cultural or artistic event.	Registered with the Academic Registrar for Elite Athlete Status- for support with this process contact - eliteathlete@uqsport.com.au For specific adjustments to academic scheduling, a letter confirming the dates they will be competing/performing.

RELIGIOUS OBSERVANCE

Eligibility	Documentation Requirements	Timeframes for documentation
Identify with religious affiliation and practice.	Letter with letterhead from place of worship or the Muslim Chaplain/Imam at UQ (info@mcaturq.com)	Up to two years.

FURTHER INFORMATION ABOUT DOCUMENTATION AND ACADEMIC ADJUSTMENTS

Students requiring academic adjustments are required to provide diagnostic evidence of the disability or condition that requires these adjustments. The student should provide relevant, current documentation on letterhead from a qualified professional who has comprehensive training and experience in the particular field of disability or health profession e.g. medical specialist, psychiatrist, general practitioner, educational psychologist. It is not appropriate for students to provide documentation from professionals who are members of their family or where there is a personal or business relationship.

Once documentation has been prepared, students should arrange a consultation with a Student Adviser, who will discuss possible adjustments according to the nature and impact of the disability on academic requirements.

The professional who completed the form may be contacted by the Student Advice Team for the following reasons-

- Information is missing
- Clarification is required
- To verify authenticity

The University's request for this information is in compliance with the minimum standards and operational guidelines as outlined in the 'Students with Disabilities: Code of Practice for Australian Tertiary Institutions (1998)'.

Reasonable adjustments are determined by taking into consideration the supporting documentation provided/impact of diagnosis, assessment through the Student Advice Team and is based on Australian legislation and guidelines, alongside UQ policy and procedures. It is important to note, these may differ from recommendations detailed in documentation due to a number of reasons including-

- The adjustment detailed is not considered the most *reasonable* option
- It's not relevant to the academic setting

Note, updated assessments may be requested where an initial assessment was conducted in primary school and/or when the initial reports indicate changes/improvements can be expected.

Any attempts to forge documents will be considered under the Student Integrity and Misconduct Policy.

QUESTIONS AND ANSWERS

Why do we request updated documentation/put timeframes on certain documentation?

Certain conditions or situations can change from when a student first met with one of the Student Advice Team. To ensure the integrity of support is maintained, appropriate and current, we will request updated documentation to verify the condition, impact and recommendations.

Why don't we accept some documentation?

There are instances where we will not accept documentation; this could be because:

- It is for a condition that is not recognised. For example, Irlen Syndrome is not recognised by [RANZCO](#). [ADCET](#) states “*students may have other learning disabilities such as dyslexia or vision issues and reasonable adjustments for these conditions would be appropriate (with recommendations from recognised practitioners as required)*”.
- Documentation was not completed by the appropriate professional. Certain conditions require comprehensive assessment to diagnose and determine specific treatment/support/adjustments. For example, a GP is unable to diagnose dyslexia.

MEDICAL ACTION PLAN (MAP) INFORMATION

A Medical Action Plan (MAP) provides the necessary information required for UQ Security to respond to a medical emergency on campus. Students who have a condition that may require immediate medical intervention should have their MAP details registered with UQ Security. Certain information may need to be shared with teaching staff. Students can complete a Medical Action Plan, with their treating health professional, which then should be emailed through to security@pf.uq.edu.au