

Medical Certificates Policy (GC)

Queensland Institute of Business Technology Pty Ltd

ABN 38 076 195 027

Document

Document Name	Medical Certificates Policy (GC)
Brief Description	This Policy outlines the circumstances under which a student's medical certificate and other supporting evidence will be considered acceptable for the purposes of applying for extensions and deferred assessment requests and in explaining their absence from class.
Responsibility	Director, Student and Academic Services
Initial Issue Date	12/05/2005
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
10/02/2016	6	Policy changes prior to December 2019 are found on H drive.	Director, Student and Academic Services
09/11/2022	7	Updated for currency and accuracy	Director, Student and Academic Services

Related Documents

Name	Location
Program Progression	Policy HUB
Withdrawal, Deferral and Leave of Absence Policy	Policy HUB
Assessment Policy	Policy HUB
Deferred Assessment	Policy HUB
Special Consideration	Policy HUB
Griffith College Medical Certificate	PDF

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1 Purpose and Scope

1.1 Introduction

This Medical Certificates Policy sets out the approach of Griffith College relating to student medical certificates.

1.2 Purpose

The purpose of this Policy is to outline the circumstances in which a student's medical certificate and other supporting evidence will be considered acceptable for the purpose of applying for:

- Assessment Extensions
- Deferred Assessment Requests
- Deferral Requests
- Leave of Absence Requests
- Special Consideration Application
- Program Withdrawal
- Absence from class

1.3 Scope

This Policy applies to all Griffith College students.

2 Policy Statement

Griffith College recognises that a student's attendance and performance in assessment tasks and examinations may be affected by a medical issue/s. This policy sets out the requirements for obtaining a medical certificate acceptable to Griffith College and the timeframes for submitting such certificates.

2.1 Attendance

In order to be considered acceptable for attendance purposes, the medical certificate must:

- be issued from a registered medical or dental practitioner or other appropriate professional such as a psychologist, within five working days of the date of the missed class/s; and
- be issued on surgery letterhead or stamped with the surgery's official seal/stamp; and
- state the date on which the student was examined by the practitioner; and
- state the exact duration of the illness (i.e. from one date to another date); and
- indicate that in the practitioner's opinion the student was not fit for duty/class on the date/s of the missed class/s.

2.2 Assessment

In order to be considered acceptable for assessment purposes, the medical certificate must:

- be issued from a registered medical or dental practitioner or other appropriate professional such as a psychologist, within three working days of the date of the missed assessment; and
- be issued on the medical provider's letterhead or stamped with surgery's official stamp and provider number or practitioner number
- state the date on which the student was examined by the practitioner; and
- state the exact duration of the illness (i.e. from one date to another date); and
- indicate that in the practitioner's opinion the student was not fit for duty/class/examination /assessment on the date/s of the missed assessment.
- for assessment tasks (other than in-class tests or examinations), be relevant for the time leading up to the due date for submission (not just the due date).

- be submitted as a supporting document with the Special Consideration Application Form within 3 working days of the date the assessment item was submitted.

If in any doubt as to the interpretation of these criteria, teaching staff should consult with their Program Convenor.

2.3 Other Supporting Evidence

Where a student is required to submit supporting documentation for reasons other than medical grounds, suitable documentary evidence may include:

- Compassionate/Compelling circumstances such as the death or serious illness of a close family member or close friend. Supporting evidence may include a medical certificate or letter (e.g. funeral notice or death certificate) from a registered medical practitioner, psychologist, counsellor or other appropriate professional;
- Hardship/Trauma circumstances such as the sudden loss of employment, family breakdown, severe disruption to domestic arrangements, victim of crime/accident. Supporting evidence may include a medical certificate or letter from a registered medical practitioner or other appropriate professional such as psychologist, police officer or fire officer, etc.

In the absence of documentary evidence, consideration may be given where students provide a Statutory Declaration with full details of the exceptional circumstances.

In the interests of fairness and consistency, teaching staff may consult with their Program Convenor in order to determine if submitted supporting evidence can be considered valid.

2.4 Retention of Documentation

All medical certificates and/or supporting documentation submitted to Griffith College will be retained on the student's file in the College's Document Management System (DMS) for reporting and evidentiary purposes.

2.5 Related Policies

For further information regarding when valid supporting documentation must be submitted to the College refer to Griffith College's policies and procedures on:

- [Program Progression Policy;](#)
- [Withdrawal, Deferral and Leave of Absence Policy](#)
- [Assessment Policy;](#)
- [Deferred Assessment Policy;](#)
- [Special Consideration.](#)

3 Responsibilities

Responsibility	Support	QCM	AD	DSAS	PC	SAS
Maintain currency of policy	S	S		A		
Medical certificate received and stored in DMS at Griffith College	R					S
Medical evidence is considered	C		C	C	C	
Decision made accepting or denying student's request			R	R	S	
Student notified of outcome	S					R
Support=Support Team, QCM = Quality & Compliance Manager, AD = Academic Director, DSAS = Director, Student & Academic Services, SAS = Student Academic Services, PC = Program Convenor R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed						

4 Compliance

4.1 General

Director Student and Academic Services will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website, digital campus, Student Learning Advisors, and the Student and Academic Services and Support teams.

4.2 Relevant Legislation

HESF 2021 Standard Domain 2.3

National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 6.1, 6.2, 6.3

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Director, Student and Academic Services	Policy Hub	Permanently with control in place for revisions	Policy Hub archive