



Graduate
School

Student Guide to Final Assessment Concessions

Marketing • Supply Chain • Business

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Contents

This guideline is for students who are unable to complete their final assessment due to circumstances beyond their control. Please read through this guideline carefully before submitting an Academic Concession application.

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1. What is Discretionary Concession

Discretionary Concessions provide flexibility to qualifying students who face an inability to comply with published deadlines or academic requirements due to a selected number of unforeseen circumstances outside their control.

The IMM Graduate School is not obliged to agree to discretionary concession. However, students experiencing extenuating circumstances during the semester or during the final assessment period may apply for Discretionary Concession.

Discretionary Concession before the final assessments – during the academic semester:

Students who experience extenuating circumstances that prevent them from continuing with their studies may apply to defer their modules to another semester.

Discretionary Concession during the final assessments – during the final assessment period:

Students who experience extenuating circumstances that prevent them from completing their final assessment may apply for a Special Examination during the Supplementary Final Assessment period or to defer their modules to another semester.

Please note: Students who did not submit one or more semester assignments will not be allowed a special examination opportunity or a deferment.

3. Discretionary Concession before the start of the final assessment period

Upon selecting modules for examination in a particular academic semester, students become liable for the fees associated with the administration, teaching and examination of those modules. The reversal of a Final Assessment registration of a particular module is not permitted.

The IMM Graduate School will consider applications from qualifying students to defer their module registration to the following semester as a discretionary concession when they experience circumstances beyond their control that prevent them from continuing their semester studies.

The following circumstances will be considered:

- ☐ A serious accident
- ☐ Hospitalisation due to physical or mental illness
- ☐ Bereavement

Students should carefully review their academic calendar before making personal plans within any assessment period, as no consideration will be granted for personal plans causing a conflict with assessment schedules. The following will not be considered for a deferment to the following semester:

- ☐ Work, volunteering, and extracurricular activities
- ☐ Vacations, social commitments, family events
- ☐ Transportation delays
- ☐ Course conflicts, teamwork conflicts
- ☐ Misreading a deadline/timetable, sleeping in
- ☐ Scheduled elective medical appointments
- ☐ Continuous technological difficulties
- ☐ Prolonged poor internet coverage
- ☐ Lack of planning
- ☐ Missing notifications or reminders
- ☐ Use of unsupported or out-of-date software
- ☐ International students who miss a deadline due to time zone differences.

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4. Discretionary Concession during the final assessment period

The IMM Graduate School will consider the following discretionary concession when qualifying students experience circumstances beyond their control on the day of a Final Assessment preventing them from completing the Final Assessment:

- Students who submitted one or more semester assignments with a 50% average or above will be allowed to complete the Supplementary Final Assessment as a special examination opportunity. The Supplementary Final Assessment results are capped at 50%.
- Students who submitted one or more semester assignments with an average below 50% will be allowed to defer their module registration to the following semester.
- Students who did not submit one or more semester assignments will not be allowed a special examination opportunity or a deferment.
- Students submitting proof of pre-authorisation to participate in Sharks Academy or UXI Sport sporting events on the day of the Final Assessment will be allowed to complete the Supplementary Final Assessment as a special examination opportunity. Results will be capped at 50%.

The following circumstances will be considered for a discretionary concession:

- ☐ A serious accident
- ☐ Unforeseen medical emergency at the time of the Final Assessment
- ☐ Hospitalisation due to illness at the time of the Final Assessment
- ☐ Bereavement
- ☐ Participation in national or international sporting events
- ☐ Unforeseen disruptions beyond the control of the student:
 - o Malfunctioning of a personal computer (eLearn queries are dealt with separately as appeals)
 - o Unforeseen prolonged power outage at the time of the Final Assessment
 - o Unrest or war

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5. Discretionary Concession during the final assessment period continued...

The following circumstances will not be considered for a discretionary concession:

- ☐ Work, volunteering, and extracurricular activities
- ☐ Vacations, social commitments, family events
- ☐ Transportation delays ☐ Course conflicts, teamwork conflicts
- ☐ Misreading a deadline/timetable, sleeping in
- ☐ Scheduled elective medical appointments
- ☐ Continuous technological difficulties
- ☐ Prolonged poor internet coverage
- ☐ Lack of planning
- ☐ Missing notifications or reminders
- ☐ Use of unsupported or out-of-date soft- or hardware
- ☐ International students who miss a deadline due to time zone differences.
- ☐ Students who have passed a module and want to improve their mark are not eligible for completing a Special Examination. Such students may apply to re-register and complete the module again.

6. Documentation required for Discretionary Concession

Illness during the final assessment period/Hospitalisation

A certified copy of the medical certificate which clearly states the dates that the student is booked off. These dates must correspond with the date/s of the final assessment/s.

A certified or original medical letter from a doctor on original letterhead which clearly state that the student is unable to complete the final assessment/s. The date/s of the final assessment/s must be included in the letter. These dates must correspond with the date/s of the final assessment/s. Medical documentation must be signed and stamped by the Medical Practitioner.

Bereavement

The death of a close family member, within two weeks of the final assessment/s, will be considered as an application for Academic Concession. A death certificate should be included in the application.

Malfunctioning of a personal computer

A letter on official company letterhead from a computer repair centre with details of what occurred. The letter must include the dates that the malfunctioning occurred. These dates must correspond with the date/s of the final assessment/s.

Unforeseen prolonged power outage

The document must prove that the power outage was unforeseen and prolonged. Proof can be submitted as a media release from the municipality or letter on official letterhead from an internet service provider. The document must include clear visible dates that the power outage occurred. These dates must correspond with the date/s of the final assessment/s.

Unrest/war

Proof can be submitted as a media release from the municipality or from a credible news reporting company. The area of the unrest must coincide with the area that the student was living in at the time of the final assessment and the dates must correspond with the date/s of the final assessment/s.

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7. Communication of your Discretionary Concession application outcome

Once the application has been received, the following process will take place:

Each application will be reviewed individually to ensure a complete application has been received. The student will be notified if an application is incomplete or does not meet the requirements.

In order for an application to be considered by the committee, all original certified documentation must have been uploaded to the Discretionary Concession form within seven days of the Final Assessment date.

The application will be reviewed to determine if the student is eligible for either a Deferment or a Special Examination.

- ☐ Students who submitted one or more semester assignments with a 50% average or above will be allowed to complete the Supplementary Final Assessment as a special examination opportunity. The Supplementary Final Assessment results are capped at 50%.
- ☐ Students who submitted one or more semester assignments with an average below 50% will be allowed to defer their module registration to the following semester.
- ☐ Students who did not submit one or more semester assignments will not be allowed a special examination opportunity or a deferment.
- ☐ Students submitting proof of pre-authorisation to participate in Sharks Academy or UXI Sport sporting events on the day of the Final Assessment will be allowed to complete the Supplementary Final Assessment as a special examination opportunity. Results will be capped at 50%.

The outcome of the decisions will be communicated directly via email within fourteen days after the end of the final assessment period and before the closing date of the Supplementary final assessment registration.

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