

Higher Education Medical Certificates – Fact Sheet (Student)



KEY POINTS

1. A Medical Certificate is a legal document.
2. The TAFE Queensland Medical Impact Statement **COMPLIMENTS** a Medical Certificate.
3. If you are unsure about appropriate use of the TAFE Queensland Student Medical Impact Statement you should consult your local faculty administration officer.
4. Provision of a Medical Certificate **does not mean** that requests for extensions to assessment due dates or deferred examination requests are automatically agreed to. Decisions will be made taking into account all available information and the Medical Impact Statement.
5. In all cases, Medical Certificates must contain the Medical Professional's stamp where indicated, or the Medical Professional's contact details and their Provider Number. This should also be included in the Medical Impact Statement.
6. TAFE Queensland staff may need to verify information provided on the Medical Impact Statement and / or Medical Certificate with the relevant Medical Professional.

IMPORTANT INFORMATION

- Do not request or submit a Medical Certificate where you are seeking special consideration on compassionate grounds.
- If your Medical Practitioner declines to complete and release the relevant patient information requested on the TAFE Queensland Medical Impact Statement and provides their own Medical Certificate, the Medical Certificate must:
 - a. be written on official medical centre letterhead;
 - b. include a provider number and stamp;
 - c. be signed and dated (the date on which the Medical Professional examined you);
 - d. be written in English (or translated by a NAATI-accredited translator);
 - e. be free of handwritten amendments;
 - f. cover the date of the assignment/exam or other deadline; and
 - g. indicate whether the situation was unexpected and unavoidable (e.g. out of your control);
 - h. include details of how the nature of your medical condition or injury impacts on your ability to attempt or complete the assignment/exam (applications may not be approved without this) or your studies generally (for Suspension of Studies).
- If two or more assessment items are due on a single day and only one is deferred/extended, the practitioner must explain why you can complete one assessment item, but not another, on that date.

- You are expected to obtain a completed TAFE Queensland Medical Impact Statement **no later than two (2) working days** after the date of the original due date of the assignment/exam.
- When you obtain a completed TAFE Queensland Medical Impact Statement **more than two (2) working days** after the date of the original assignment/exam due date, the Medical Practitioner must have explained how the nature of your condition made it impossible, or unsafe, for you to have obtained a Medical Certificate sooner.
- You should keep original copies of your supporting evidence for at least 6 months. Failure to produce original documents may result in an application being refused or overturned.

Who can issue a Medical Certificate?

For either the TAFE Queensland Medical Impact Statement or the Medical Practitioners Certificate:

- Must be provided by an independent party i.e. 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).
- Must be provided by a registered medical or dental practitioner (generally) - This may include a physiotherapist or chiropractor.
- Medical Certificates from optometrists, herbal doctors and pharmacists are not acceptable.

Unacceptable Medical Certificate Evidence

For either the TAFE Queensland Medical Impact Statement or the Medical Practitioners Certificate:

- Ones that do not cover the date of the exam/assignment item or meet the criteria above.
- For an elective or non-urgent medical appointment (e.g. optical, dietician, dental).

Student Authorisation

- Your authorisation is required to allow the Medical Practitioner to complete and release the relevant patient information requested on the Medical Impact Statement.
- This information enables TAFE Queensland staff to make constant and consistent determinations for decision making associated with examination deferral requests, assessment extensions to due dates, approvals to suspend studies and take a leave of absence.
- If you refuse/decline the release of information, TAFE Queensland staff may be unable to make an appropriate decision suitable to your circumstances.

TAFE Queensland Counsellors

Please note that TAFE Queensland Counsellors are generally not able to provide supporting documentation for compassionate grounds unless the student has seen them prior to requesting a deferred assessment or special consideration.

Misconduct – False Information

Submission of false supporting documentation is considered serious misconduct in accordance with the Student Rules. Furthermore, making a false statutory declaration is an act of perjury in accordance with the Criminal Code 1899. Perjury is a criminal offence and the penalties can be severe.

Compassionate Grounds

Please do not request or submit a Medical Certificate if you are seeking to defer an examination on compassionate grounds. Compassionate grounds might include:

- death of a family member or close relative.
- serious illness of a family member or close relative.
- involvement in an accident where this does not involve injury (if injured, a Medical Certificate would be appropriate).
- significant and unexpected employment problems or pressures.
- significant relationship problems.

Compassionate and /or Compelling Circumstances	These are circumstances beyond your control and they have an impact on your capability and/or ability to progress through your Course. Decisions on whether or not a circumstance is considered compassionate and/or compelling are at the discretion of TAFE Queensland. These could include: a. Serious illness or injury, where a Medical Certificate states that you were unable to attend class; b. Bereavement of close family members such as parents, siblings, or grandparents (where possible a Death Certificate should be provided); c. Serious illness, accident or family incident which requires you to be in attendance; d. Major political upheaval or natural disaster requiring your emergency travel, and how this has impacted your studies; e. TAFE Queensland's inability to provide a core unit in your Course, which must be completed in a given semester and for which no alternative is available in that semester. f. A traumatic experience which could include but is not limited to: i. Involvement in or witnessing of a serious accident; ii. A serious crime committed against you; or iii. Being a witness to a serious crime. You will need to include your supporting documentation and statement either in the application or as an attachment to your submission.
Circumstances beyond a person's control	"A higher education provider will be satisfied that a person's circumstances are beyond that person's control if a situation occurs which a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the person is not responsible. The situation must be unusual, uncommon or abnormal".