

Guidelines for Medical Certificates for Special Consideration Applications

1. Purpose

These guidelines provide registered medical practitioners (as defined by Section 6) with direction on the information that should be included in medical certificates to help AIM assess the impact of a student's illness, injury, or misadventure. This ensures that the special consideration assessment process is fair and equitable for all students.

AIM strongly encourages its students to provide their medical practitioner with a copy of these guidelines before the preparation of a medical certificate.

2. General Information

AIM's policies permit students to apply for special consideration when circumstances beyond their control affect their academic performance in a course. Special consideration ensures that students are not unfairly disadvantaged.

Students may submit a medical certificate issued by a medical practitioner from within Australia as supporting evidence to an application for special consideration. AIM reserves the right to contact the medical practitioner or their office to verify the authenticity of the medical certificate.

For more information, refer to AIM's:

- [Assessment policy and procedure](#)
- Enrolment, Deferral, Extension, Transfer and Withdrawal and Course Fee Refund policies and procedures (<https://www.aim.com.au/information-and-policies/vet>)

3. What information should be included in a Medical Certificate?

To assist AIM in making an assessment and determining the appropriate action based on the student's claim, a medical certificate should include the following:

- The medical practitioner's name, contact details, provider or registration number and signature.
- The letterhead of the practice, including contact details of the practice.
- Clear start and end dates of the condition and its impact.
- A description of the severity and impact of the condition on the student's ability to study or complete assessment requirements. If the illness is confidential, omit specific details.
- A statement indicating whether the circumstances were observed/assessed by the medical practitioner or self-reported by the student.
- The date(s) the student was seen by the medical practitioner, including any prior visits.
- The date the certificate was written and signed.

Medical Practitioners should ensure that:

- The medical certificate is issued in accordance with guidelines from their professional association and pertains only to the illness or injury observed.
- They do not provide a medical certificate when they believe there is not enough evidence that the patient is unfit to participate in the relevant activities.
- The medical certificate is within the scope of their practice.
- They are not a family member or have any personal relationship with the student.

4. Backdated/Forward dated medical certificates

- a) Students must submit medical certificates as soon as practicable.
- b) AIM will assess applications based on the period of impact specified in the certificate, not the consultation date.
- c) Students seeking special consideration with backdated medical certificates (e.g., for a refund, course extension) must provide sufficient medical evidence justifying the delay in submitting the medical certificate. These cases will be assessed individually.
- d) Forward dated Medical Certificates will not be accepted by AIM unless stipulated by a medical condition or treatment as confirmed by the medical practitioner.

5. Medical Certificates where symptoms are self-reported

- a) All applications will be assessed on the period of impact specified in the medical certificate, even when the medical practitioner writes that the symptoms were self-reported by the patient and not assessed. A medical practitioner should use their professional judgment to assess the credibility of the symptoms and the potential impact on the patient's ability to study or impact on academic performance.
- b) Where a condition is self-reported, AIM may ask for evidence of scheduled appointments as part of the assessment of the condition or evidence of a previous diagnosis.
- c) Additional evidence may be required if the medical certificate is not consistent with the application or if there is a history of misuse.

6. Registered Medical Practitioners

Registered Medical Practitioners are those registered with a National Board of Australia that is accredited by the Australian Health Practitioner Regulation Agency (AHPRA) including:

- Aboriginal and Torres Strait Islander Health Practice
- Chinese Medicine Practitioner
- Chiropractic
- Dental
- Medical
- Nursing and Midwifery
- Occupational Therapy
- Optometry
- Osteopathy
- Physiotherapy
- Psychology