

Academic Consideration Guidelines

These Guidelines support the implementation of NTI's Academic Consideration Policy and apply to all NTI programs and subjects.

How to apply for academic consideration

There are three key steps for students in the process of applying for academic consideration:

- 1) Find out if they are eligible and know the deadlines
- 2) Gather supporting documentation
- 3) Submit online application

Eligibility and deadlines

- Section 2 of NTI's Academic Consideration Policy lists all circumstances that will be considered as eligible or non eligible in the assessment of all applications for academic consideration. Students are advised to find out if they are eligible to apply for academic consideration before submitting an application.
- Section 3 of NTI's Academic Consideration Policy outlines the timeframes within which students can apply for academic consideration. Students are advised to respect these timeframes to ensure their application for academic consideration can be accepted and processed.

Supporting documentation

- Applications for academic consideration will only be accepted if accompanied by sufficient documentary evidence.
- Section 4 of NTI's Academic Consideration Policy outlines all acceptable types of supporting documentation for both applications for medical and non-medical grounds.
- Students should gather their supporting documentation before commencing the online application for academic consideration.

Submitting an application for academic consideration

Students seeking academic consideration for an assessment should:

- 1) Login into the Student Portal with their NTI credentials (login details)
- 2) Click on *Academic Consideration*

- 3) Check that the pre-filled personal information is correct and amend if necessary
 - 4) From the drop-down menus, select the subject and course they are enrolled in
 - 5) Indicate the due date of the assessment they are seeking academic consideration for, as well as the date they are requesting academic consideration until
 - 6) Explain the reasons for their request and attach supporting documentation
 - 7) Read and agree with the declaration and click *Submit*
- Please note that once submitted, students can no longer access the applications for academic consideration.
 - If circumstances relating to an academic consideration request arise at a later stage or if students gather further documentary evidence relating to a previously submitted academic consideration application, they can email these to Student Services Office via enquiry@nantien.edu.au.
 - Only applications for academic consideration submitted following the above process will be considered. NTI will not accept email or verbal requests for academic consideration.

Processing of applications for academic consideration

- All online applications for academic consideration are received and assessed by Student Services.
- If the application for academic consideration is submitted within the appropriate timeframe, meets the eligibility criteria and is accompanied by sufficient supporting documentation (that will be verified by the Student Services staff), Student Services will forward the application for decision as follows:
 - a) to the Subject Coordinator if the requested extension is within 14 days of the original due date of the assessment
 - b) to the Head of Program if the requested extension is for more than 14 days but within 28 days of the original due date of the assessment
 - c) to the Dean if the requested extension is for more than 28 days after the original due date of the assessment
 - d) to the Head of Program if the type of academic consideration requested by the student is not a due date extension
- The Subject Coordinators, Heads of Program or the Dean will approve/deny applications following principles outlines in Section 6 of NTI's Academic Consideration Policy.

Notification process

- Students will be notified of the outcome of their application for academic consideration in writing by Student Services staff within 10 working days of the application.
- If there are any delays in assessing applications for academic consideration, students will also be informed in writing.
- Where applications for academic consideration are approved, students will receive a notification email and Student Services staff will automatically adjust the appropriate due date in NTiLearn, as per the approval.
- Where applications for academic consideration are denied, students will receive a notification email outlining the reasons why the application has been denied.