

ASSESSMENT EXTENSION APPLICATION

IMPORTANT: PLEASE READ THE INFORMATION OVERLEAF BEFORE COMPLETING THIS FORM.

Where a student's capacity to prepare a piece of assessment has been affected by factors beyond their control, such as illness or some other unexpected occurrence, students may apply for an extension.

1. **All applications require supporting documentation, which must be attached to this form.** In most cases this should be either a medical certificate or a statutory declaration attesting to the circumstances for which an extension is sought.
2. **The maximum extension granted is 10 working days from the assessment due date.** Any further extension will only be granted as an outcome of a special consideration application.
3. Extension applications should be made as soon as it becomes evident that an extension is required.
4. An extension is not normally granted on the day that the assessment is due.
5. The application outcome will be 2 working days after receipt of a correctly completed form.
6. You will be notified via your university student email account of the outcome of your application.

Student ID:	Family Name:
Given Names:	Email Address:

Subject/s for which extension is required

Subject Code:	Lecturer:
Assessment:	
Due Date:	Requested Due Date:

Subject Code:	Lecturer:
Assessment:	
Due Date:	Requested Due Date:

Please Outline Your Reason for Application

(NOTE: supporting documentation MUST be attached)

Student signature _____ Date ____ / ____ / ____

Office Use Only

Approved / Not approved

Comments _____

New due date _____

e-mailed ____ / ____ / ____

Initials _____

Applications for Extensions with Respect to the Submission of Assessment

Topics for written work and submission date information are circulated to students well in advance of the submission dates. Extensions will therefore not usually be granted unless there are extenuating circumstances that are impacting upon your timely completion of work.

Approvals of extension applications are made by our Student & Academic Programs Officers. Academic staff, including the lecturer and/or tutor of the subject for which you are seeking an extension, should not be contacted for extensions. Students are advised to contact the School of Health Science Academic Programs Office (at Reception) as soon as it becomes evident that an extension is required. A delay in doing so may result in the application not being approved.

Grounds for the Approval of Extensions with Respect to the Submission of Assessment

The reasons given by a student for an extension must be in accordance with the following guidelines and in all circumstances must be supported by relevant documentation. The duration of the requested extension must be reasonable and justified by the documentation.

Guidelines with respect to the kinds of circumstances that may lead to an approval of an extension application include the following:

- Illness, personal injury or disability.
- The death or diagnosis of a serious illness of a close family member or friend.
- Illness of a child or parent /guardian for which the student is the primary care giver.
- Significant unforeseen and unavoidable circumstances that substantially impacts upon the timely completion of assessment.

Computer Failure

Computer failure will NOT be considered a valid reason for the late submission of assessment, and extensions will not be granted as a result of computer failure. Software crashes, disk failures and printing difficulties are an unavoidable aspect of using IT technology and should be anticipated and planned for. A number of University libraries provide laptops for short term loans, personal computers and printing services: for further information about IT availability please consult the library enquiries hotline at **83440444**.

Work Commitments

In most circumstances, employment commitments will NOT be considered a valid reason for the late submission of assessment and extensions will not be granted for this reason.

Personal Travel/Holiday

Students are expected to be available during semester periods (including examination times) and any personal travel that impacts upon attendance or assessment submission will NOT be considered a valid reason to grant an assessment extension.

Further Information, Policy and Support

- The University's privacy statement can be viewed here:
www.unimelb.edu.au/unisec/privacy/studentinfo.html
- The Nursing and Social Work Assessment Policy:
http://www.nursing.unimelb.edu.au/current_students/policies_forms_and_resources
- The Physiotherapy Assessment Policy:
<http://www.physioth.unimelb.edu.au/resources/>
- University of Melbourne Academic Services Policy about extensions:
<http://policy.unimelb.edu.au/>
- The Disability Liaison Unit (DLU) - a part of the University's Academic Enrichment Services - is available for personal consultation and support. The DLU refers students to external and internal support services and agencies where appropriate. The DLU works closely with departments across the University to reduce systemic barriers for students with disabilities.

Webpage: <http://www.services.unimelb.edu.au/disability/>

e-mail: dlu-enquiries@unimelb.edu.au