

University of Canberra

Faculty of Law

ASSIGNMENT EXTENSION APPLICATION POLICY

Grounds for applying for an extension

The onus rests on individual students to comply with timetables for completing and submitting assessment, and this is part of the good management and performance skills we are seeking to inculcate in the educational process. Lecturers also have a responsibility to ensure equity and fairness to the majority of students who perform on time. For these reasons, you need to establish **genuine and exceptional circumstances** for an extension to be granted. You will generally need documentary evidence to establish the genuine nature of your circumstances. **Extensions of more than seven days will not generally be granted.**

The following are some examples of genuine and exceptional circumstances and the evidence required to support them:

1. MEDICAL:

A medical practitioner **MUST** state that it is his or her opinion that the incapacity commenced on a particular date and statements indicating 'he/she states' (or similar) will **NOT** be accepted.

An appropriate medical certificate **MUST** be attached. The medical certificate **MUST** be certified by a registered medical practitioner and **MUST** state:

- a) The date on which the student was examined;
- b) The duration of the complaint; and
- c) The practitioner's opinion of the effect on the student's ability to complete an assignment.

The unit convenor will assess the impact of the medical condition on the student's ability to meet the deadline, in light of factors such as the length of the illness and its proximity to the due date.

2. WORK:

Students applying for an extension of time on the grounds of work commitments will only be granted an

extension if the additional work was UNFORSEEN. The application **MUST** be accompanied by an appropriate letter from the employer.

3. OTHER:

These will comprise extenuating circumstances beyond the student's control and will require the presentation of collaborative evidence. These circumstances may include child or family-care matters, family matters and bereavements.

The following are NOT grounds for an extension:

- a) Inability to have an assignment typed by the due date;
- b) Ordinary work commitments;
- c) Disk, printer or computer failure;
- d) Inability to submit an assignment on time due to parking or traffic/transport difficulties;
- e) Time management issues and having more than one piece of assessment due on the same date.

Process for applying for an extension

Requests for extension should be on the attached form, at least 2 days prior to the submission date, and provided to the Unit Convenor. Where the circumstances arise after that time, an exception will be made by the Unit Convenor provided that they are notified as soon as possible.

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ASSIGNMENT EXTENSION APPLICATION FORM

This form must be submitted with the appropriate supporting documentation to the Unit Coordinator.
Please note, as per the Unit Outline, the Unit Coordinator is the ONLY person who can grant extensions.
There is a minimum turn-around time of twenty-four (24) hours for processing of extension applications.

Student name: _____ Student number: _____

Unit name : _____ Unit code: _____

Unit Convenor: _____

Due date: _____ Proposed extension requested until: _____

Grounds for extension (please circle one):

1. Medical (medical documentation must be attached to this application)
2. Work (letter from employer)
3. Other Grounds (supporting documentation and/ or a Statutory Declaration must be attached to this application).

By submitting this application, you declare that ALL the information provided is TRUE and CORRECT.

Student signature: _____ Date of application: _____

FOR FACULTY USE ONLY:

Extension Approved / Not Approved – brief reason: _____

Extension Due Date (if approved): _____ Date of decision: _____ Signature: _____