# Assignment Extension Form

## Instructions: Applying for an assignment extension

1. Download this form, and review sections 1 to 3. Refer to paragraphs 3.14.1 to 3.14.19 in the [Assessment Procedures](https://www.canberra.edu.au/Policies/PolicyProcedure/Index/1607), if needed.
2. Complete the details on page 4.
3. Provide the completed form (page 4), and supporting documentary evidence where required, to your Unit Convener. If emailing you must use your UC email account.

#### Anticipated Extenuating Circumstances

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| * The following extenuating circumstances are considered to be related to anticipated events or circumstances and those which have a defined time period. * You must provide your application to Unit Convener at the **earliest possible opportunity, but no later than 5 working days before the due date.** | | |
| 1 | Sporting commitments at the state or national level | In the instance of being selected to participate at the state or national level in a sport, applications must include an original or certified copy of documentation from the authority detailing selection and the timeframe of representative duties. |
| 2 | Voluntary military or emergency service commitments | In the instance of volunteering for military or an emergency service, applications must include an original or certified copy of documentation from the relevant entity stating required dates of service. |
| 3 | Representing the University of Canberra in national/ international event | In the instance of representing the University in sporting, business, academic or other events, applications must include a supporting document from the relevant faculty or business unit providing details of the representation and expected dates of absence. |
| 4 | Jury duty/service | In the instance of jury duty which conflicts with the assessment, the application must include an original or certified copy of the jury duty summons and dates of service. |
| 5 | Birth or adoption of a child | In the instance of you or your partner giving birth to, or adopting, a child during a period that coincides with assessment item due date, the application must include written evidence of the birth/adoption. |
| 6 | Court mandated appearances | In the instance of being required by law to appear in court, the application must include an original or certified copy of the papers requesting attendance in court. |
| 7 | Cultural or religious reasons | For cultural or religious reasons, the application must include a statement detailing the religious/cultural event and if suitable, a supporting letter from the relevant religious/cultural leader. |

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#### Unanticipated Extenuating Circumstances

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| * The following extenuating circumstances are considered to be unanticipated events or circumstances*.* * You must provide your application to your Unit Convener **as soon as possible after the event or before the event, where circumstances allow**.   **COVID-19**: In some circumstances, it is not currently necessary for you to provide documentary evidence, for example, you are unwell and the condition is impacting on your ability to complete your assignment, bereavement. If your application does not include the relevant supporting documentation for the category of extension sought, you must state how COVID-I9 pandemic has impacted on your ability to provide it in the **Documentary Evidence Statement** section of the form. | | |
| 1 | Illness or serious health problems | In the instance of illness or serious health problems, the application must include an original or certified copy of a medical certificate that clearly states the expected duration of the condition, and when study and assessment can be recommenced. Medical certificate(s) must be provided by a certified doctor who is not a relative, colleague, or close friend of the student, or has any other conflict of interest.  If the duration or impact is extensive, it is recommended you contact Inclusion & Engagement to discuss reasonable adjustments. |
| 2 | Bereavement | In the instance of the death of immediate family member or close friend/relative, the application must include a certified copy of the death certificate or appropriate evidence. |
| 3 | Psychological well-being | In the instance of an event that affects psychological well-being, the application must include an original or certified copy of a document from a counsellor or other relevant practitioner. This document must indicate the impact of the event, and the expected timeframe until study and assessment can be recommenced. |
| 4 | Other personal or professional exceptional circumstances | In the instance of unavoidable, unexpected and exceptional personal or professional circumstances, the application must include documentary evidence to confirm the circumstance is required. |
| 5 | Other misadventure (e.g. victim of crime, car accident) | In the instance of a significant misadventure, such as a car accident or being the victim of crime, the application must include original or certified copy of appropriate evidence. |
| 6 | Natural disaster/major political upheaval | In the instance of a natural disaster in your home country, or major political upheavals/civil unrest, causing you trauma such that you are unable to focus on your studies, an application for extension may be applied for. |

#### 3. Students with a Reasonable Adjustment Plan

If you are registered with [Inclusion & Engagement](http://www.canberra.edu.au/current-students/canberra-students/student-support/inclusion-engagement)and have assignment extensions as a reasonable adjustment on your Reasonable Adjustment Plan, you **must apply for an extension on or before the due date**.

If the impact of the health circumstance extends beyond the reasonable adjustment, to seek further extensions, you must provide additional medical certificate(s), original or certified copies, to Inclusion & Engagement or your Unit Convenor.

### Supporting documentary evidence

If you are unable to provide original documentary evidence, a [statutory declaration](http://www.ag.gov.au/publications/pages/statutorydeclarations.aspx) can be accepted as an alternative.

### Privacy

The University of Canberra is subject to the provisions of the Commonwealth Privacy Act 1988. You are entitled to protection of your personal information. Any information the University collects about you, including personal details, academic progress details, and personal welfare information, is treated by the University according to strict guidelines which are set out in the Australian Privacy Principles (the APPs). We do not use or disclose any personal information we hold about you, including your address, or your results, even to close relatives, without your permission or as permitted by the APPs. See the [University of Canberra Privacy Policy](http://www.canberra.edu.au/about-uc/policy-and-legislation/privacy%22%20%5Ct%20%22_blank%22%20%5Co%20%22opens%20in%20a%20new%20window) at or telephone the Privacy Contact Officer at the University of Canberra on 02 6201 5111 or email at [privacy@canberra.edu.au](mailto:privacy@canberra.edu.au).

### Application for an assignment extension

|  |  |
| --- | --- |
| **Student ID** |  |
| **Student name** |  |
| **Unit code** |  |
| **Unit name** |  |
| **Unit Convener** |  |
| **Teaching period and year** |  |
| **Due date of assessment item**  *As per the Unit Outline* |  |
| **Name of assessment item** *As per the Unit Outline* |  |
| **Length of requested extension**  e.g. 1 day; 1 week |  |
| **Reason for extension**  *Refer to sections 1 to 3 above* |  |
| **Are you registered with Inclusion & Engagement?** |  |
| **Documentary evidence statement** | *Please provide details.* |

#### Conditions:

1. I have attached the required supporting documentation, where required.
2. I declare that the information I have supplied is correct, true and complete, and that the supporting documentation, where required to be provided, is authentic.
3. I authorise the University of Canberra to obtain information with respect to my application and, if it chooses, to verify the authenticity of any documentation I have provided.
4. I understand that submission of this application form does not guarantee automatic approval of the extension.
5. I will be notified of the application outcome by the Unit Convenor.
6. If approved, it is my responsibility to submit my assessment item on or before the revised due date.
7. If I am intending to graduate in the next graduation period and my assignment extension request results in a withheld grade, my graduation may be delayed until the following graduation period or year.

**Providing this form to your Unit Convenor acknowledges that you have**

**read and accept the above conditions.**

**If you email this form to your Unit Convenor, you must use your UC email account.**