

# Assignment Extension Form

Please follow instructions carefully. **Complete, sign and submit the first two pages of this form to your unit convener** if you wish to apply for an extension for submission of an assessment item. Applications for extension must be submitted to the unit convener *at the earliest possible opportunity* in the case of circumstances considered to be unanticipated, extenuating and exceptional (see reasons 1-6 below). For anticipated events or circumstances which have a defined time period (see reasons 7-14 below), notification must be lodged *no later than 5 working days before the scheduled due date* of the assessment.

***Your application will not be processed without the required information, your signature and relevant supporting documentation.***

## Assignment Extension Application Details

<b>Student ID</b>	
<b>Student Name</b>	
<b>Student UC email address</b> <i>(e.g. u3029xxx@uni.canberra.edu.au)</i>	
<b>Unit Code</b>	
<b>Unit Name</b>	
<b>Unit Convenor</b>	
<b>Semester and Year</b>	
<b>Due Date of Assessment item</b> <i>As per the Unit Outline</i>	
<b>Name of Assessment Item</b> <i>As per the Unit Outline</i>	
<b>Length of Requested Extension</b> <i>e.g. 1 day; 1 week</i>	
<b>Reason for Extension</b> <i>See below for reasons for extension</i>	
<b>Are you registered with Inclusion &amp; Engagement?</b> <i>If so, please provide a copy of your Reasonable Adjustment Plan if you have not arranged for this to be automatically provided to the Unit Convenor.</i>	

## Submission of Assignment Extension Application

Applications for extension must be submitted to the unit convener at the earliest possible opportunity in the case of reasons 1-6.

For reasons 7-15, notification must be lodged no later than 5 working days before the scheduled due date of the assessment.

## Conditions for Assignment Extension Application

**YOU MUST READ AND ACCEPT THE FOLLOWING CONDITIONS:**

1. I have attached a copy of the required documentation.
2. I declare that the information I have supplied is correct and complete and that the documentary evidence supporting this application is authentic.
3. I authorise the University of Canberra to obtain information with respect to my application and, if necessary, to verify the authenticity of the documentation I have provided.
4. I understand that submission of this form does not guarantee automatic approval of the request.
5. I will be notified of the application outcome via my UC student email account.
6. If approved, it is my responsibility to submit my assessment item before the revised deadline.
7. If I am intending to graduate and have received an assignment extension, my graduation may be delayed until the following semester.

**I have read and accept the Conditions for an Assignment Extension Application.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Requests for extension will not be processed unless you have signed the form.*

*The University of Canberra is subject to the provisions of the Commonwealth Privacy Act 1988 and you are entitled to protection of your personal information. This means that 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). This means that 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. For further detail, please see the University of Canberra Privacy Policy 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).*

## Supporting Documentation

### DOCUMENTS REQUIRED

For all applications, some form of documentary evidence is required to support an application for an assessment extension (see below for further information). **If it is impossible to provide original documentary evidence, a [statutory declaration](#) may be accepted as an alternative.**

<p><i>Circumstances 1-6 relate to those considered to be unanticipated, extenuating and exceptional.</i></p> <p><i>Notification to the unit convener is required as soon as possible after the event or before the event where circumstances allow.</i></p>	
<b>Reason for Assignment Extension</b>	<b>Documentation Required</b>
<b>1. Illness or serious health problems</b>	<p>Your application must include an original or certified copy of a medical certificate that clearly states the condition, the expected duration of the condition, and when study and assessment can be recommenced.</p> <p>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.</p>
<b>2. Bereavement</b>	<p>In the instance of the death of an immediate family member or close friend/relative, your application must include a certified copy of the death certificate or appropriate evidence.</p>
<b>3. Psychological well-being</b>	<p>In the instance of an event that affects psychological well-being, your application must include an original or certified copy of a document from a counsellor or other relevant practitioner.</p> <p>This document must indicate the impact of the event, and the expected timeframe until study and assessment can be recommenced.</p>
<b>4. Other personal or professional exceptional circumstances</b>	<p>Your application must include documentary evidence describing your circumstances.</p>
<b>5. Other misadventure (e.g. Victim of crime, car accident)</b>	<p>Your application must include original or certified copy of appropriate evidence.</p>
<b>6. Natural disaster/major political upheaval/civil unrest</b>	<p>In the event of these occurring in your home country, an application for extension may be submitted.</p>

<i>Circumstances 7-14 relate to anticipated events or circumstances and those which have a defined time period.</i>	
<i>Notification to the unit convener is required at the earliest possible opportunity, no later than 5 working days before the scheduled due date of the assessment.</i>	
<b>Reason for Assignment Extension</b>	<b>Documentation Required</b>
<b>7. Overseas Placements/Rural Placements/Overseas Study Tours that requires you to leave your usual semester-based home location</b>	Your application must include written evidence from your unit or course convener confirming the placement/study tour and detailing the dates that you will be away. <i>Note that if all students in the unit are undertaking an away-from-base placement or tour then special consideration for assignment extensions will not be given for that unit but only for units being undertaken in addition to the unit that includes the placement or tour.</i>
<b>8. Participation in a sporting commitment at the state or national level</b>	Your application must include an original or certified copy of documentation from the authority detailing selection and the timeframe of representative duties.
<b>9. Voluntary military or emergency service commitments</b>	Your application must include an original or certified copy of documentation from the relevant entity stating required dates of service.
<b>10. Representing the University of Canberra in national/international business, academic or other events</b>	Your application must include a supporting document from the relevant faculty or business unit providing details of the representation and expected dates of absence.
<b>11. Jury duty/service that conflicts with your assessment</b>	Your application must include an original or certified copy of the jury duty summons and dates of service.
<b>12. Birth or adoption of a child</b>	If you or your partner is giving birth to or adopting a child during a period that coincides with assessment item due date, your application must include written evidence of the birth/adoption.
<b>13. Court mandated appearances</b>	If you are required by law to appear in court, your application must include an original or certified copy of the papers requesting attendance in court.
<b>14. Cultural or religious reasons</b>	Your application must include a statement detailing the religious/cultural event and if suitable, a supporting letter from the relevant religious/cultural leader.
<b>15. Reasonable Adjustments</b>	If registered with a disability or ongoing health condition through the <a href="#">Inclusion &amp; Engagement</a> service and extensions are detailed on your Reasonable Adjustment Plans, students should inform their unit convener.

***Assignment extension applications will not be processed unless the required supporting documentation has been provided.***