



FACULTY OF EDUCATION

Assignment Extension Request

This form is to be used for the extension of assignments. **Applications may not be submitted after the assignment due date.**

Please complete all sections of this form and submit it to your lecturer/subject coordinator/HOD.

This form should be submitted to them **MINIMUM 5** working days prior to the assignment due date.

The submission of an application does not mean that the application has been approved. Supporting documentation (eg: Doctor's report) must be supplied to support your request. The application will be assessed by the relevant lecturer and you will be notified of the outcome of the application via your University email account within **3** working days of its submission.

Students seeking extensions for more than three weeks should submit a letter to FE along with this application.

STUDENT AND ACADEMIC INFORMATION												
Name						Student ID						
E-mail Address (<i>please provide your student e-mail</i>)												
Subject Name						Subject Code						
Course Enrolled												
Lecturer												
Course Coordinator												
Assignment Due Date (applications may not be submitted after the due date)	D	D	M	M	Y	Y	Is this a group assignment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

REASON FOR REQUESTING AN EXTENSION AND TIME NEEDED						
Please write down your reason for requesting an extension:						
No. of days for extension:						
Submission Date:						
Student Signature				Any Documentation attached?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

CHECK-LIST:		
Letter for special consideration	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Medical Report (Signed by a medical doctor)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Any other documents (Give details):	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Please make sure you have read page 2 of this form before signing and lodging this application.

FOR OFFICE USE												
Date Received at Faculty	D	D	M	M	Y	Y	Extension Granted	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Approved Period (days)				New Due Date			D	D	M	M	Y	Y
Notified by e-mail	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Approved by:	NAME:								
				SIGNATURE:								

Procedure and Practice:

- If more than one task is impacted, a student should make an application for each assignment separately.
- Applications for extensions will not be accepted once the submission date has passed.
- The submission of an application does not mean that the application has automatically been approved. A student should continue to strive to complete work by the due date until advised about the outcome of their request.
- A student may be expected to provide evidence of their circumstances, and also explain the impact of the circumstances on their ability to complete the assessment task.
- Students are expected to make every effort possible to submit required work by the due date.

Students are expected to plan around:

1. Regular, normal life events, such as their family life, work, sporting activities, social and other commitments, and;
 2. Minor interruptions and disruption to routine that might result from minor illness, or mishap or change resulting from normal life events.
- Extensions of up to two weeks (10 working days) duration may be permitted to accommodate unforeseen circumstances, where the student's capacity to submit required work by the due date has been affected by significant factors beyond their control.
 - A student granted an extension must attach the advice of the extension to their assignment when submitting it.

Faculty Policy regarding late submission of assignments and extension of time to complete and assessment

- a) Late submission are penalized: a deduction of (5%) per day of the awarded mark.
- b) Assignment will not be marked after two weeks if an extension has not been approved.

Note:

- Computer failure will **not** be considered a valid reason for the late submission of assignments, and extensions of more than 24 hours will not be granted as a result of computer failure. Software crashes, disk failures and printing difficulties are an unavoidable aspect of using a computer and should be anticipated and planned.
- Assessment tasks in other subjects: Students are given assessment due dates during the first week and are expected to manage their time in order to meet the set deadlines.
- Employment responsibilities & routine financial support needs: Only in very exceptional circumstances would students be eligible for extensions for work commitments (for example, an unplanned, urgent and unavoidable overseas work task for a professional full-time worker studying part-time).
- Social activities and commitments: Social activities (for example, recreational travel (domestic or international), planned events such as weddings, or participation in a University activities are expected to be undertaken and managed by students without interfering with their ability to fulfil assessment tasks.
- Stress or "normal" anxiety: the stress or anxiety normally associated with the completion of required assessment tasks or any aspect of course work is not considered. A medically diagnosed anxiety disorder, however, may be grounds for an extension with valid documents.
- Minor inconvenience: Extensions will not be granted for inconvenience rather than disadvantage. For example, experiencing a minor illness or mishap over several days is a fact of life, and unless the assignment has a short deadline (i.e. so that the illness occurred for the majority of the time allotted for the task), would not be considered to have sufficient impact.