

ASSIGNMENT AND ESSAY EXTENSION REQUEST

This form is to be used for extensions for assignment and essay only and should be submitted to the subject coordinator before the due date.

Please complete all sections of this Assignment and Essay Extension Request application and submit it to your subject coordinator **no earlier than two weeks prior to, and not after the assignment due date**. The submission of an application does not mean that the application has been approved. Supporting documentation (ie Doctor's certificate) may be supplied to support your request. The application will be assessed and you will be notified of the outcome of the application via your University email account within three business days of its submission.

Applications may not be submitted after the assignment due date.

Students seeking extensions for more than two weeks, or for a revised submission date beyond the date for the return of results, should submit an application for Special Consideration, not an Assignment and Essay Extension Request.

Student ID number:	Student name:
Email Address:	@student.unimelb.edu.au
Subject code:	Subject name:
Assignment name or number:	
Subject Coordinator / Tutor name:	
Assignment due date: <i>(applications may not be submitted after the due date)</i>	Is this a group assignment?

Reason for requesting an extension

Documentation attached (tick box)

Signature of applicant _____

Date _____

Office use only

Date Received by subject coordinator:

Outcome: approved / not approved

Approved period of extension: (eg 1 week)

New due date:

Student notified by email: yes / no

Asia Institute staff member's name:

University Extensions Policy

This policy applies to all undergraduate courses¹

Definitions:

Longer assignment: substantial piece of work to be submitted by a student for assessment, completed outside class time, by a pre-determined due date. This includes 'essay', 'dissertation', 'research project', 'take-home examination', 'portfolio' 'report', or other longer written project, design or programming task. In general, an individual task worth than 25% or more of the subject points, and/or of 1000 words or more is considered a 'longer assignment'².

Shorter assignment: work to be submitted by a student for assessment, completed outside class time and by a pre-determined due date. Includes 'short essay', 'take-home test', 'problem set', 'short report', or other written project, design or programming task, usually submitted to teaching staff in class. Shorter assignments are often weekly tasks (eg laboratory reports; weekly exercises) and may be group together as a single component of assessment.

In-class task: includes all assessment undertaken and completed during a class. For example, written or online tests; oral tests or presentations; practical work, including reports and problems solving exercises; performances; aural tests; and class participation.

Performance / presentation: a set task to be prepared outside of class time and then delivered by a pre-determined set date (and time) outside class time³.

Due date: The date by which an assignment must be submitted to avoid incurring a penalty for late submission.

Extension: A variation to the due date that provides a student with extra time to complete an assignment.

Expected return date: The date that completed assignments, together with provisional results and feedback from examiners, are expected to be available for collection by students.

Subject coordinator: Academic staff member responsible for the teaching and administration of the subject.

Special Consideration: A process which enables a student whose study has been significantly affected by circumstances outside their control to seek adjustments to assessment requirements, conditions or timing.

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

- Unless otherwise advised, students in coursework subjects may be awarded an extension of an appropriate length of up to two weeks (or 10 working days) by the subject coordinator or a delegated member of the teaching staff in the subject

Procedure and practice:

- For shorter assignments submitted in class, students should consult with their tutor/demonstrator/supervisor to see if an extension can be granted by teaching staff on presentation of evidence of grounds

- 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 unless exceptional circumstances prevent the student from submitting a timely application

- The submission of an application does not mean that the application has automatically been approved. A student should continue to work to complete work by the due date until advised about the outcome of their request

¹ This includes students in non-award programs and incoming exchange, study abroad or cross-institutional studies. University of Melbourne students studying at another institution are bound by the policies that apply at that institution.

² A Minor Thesis or Research Project, or Honours Thesis, is *not* governed by this policy.

³ In class presentations (e.g. tutorial exercises, group in-class presentations) are not included within the scope of this policy, and arrangements made under the Assessment policy for these shorter assignments (subject coordinator discretion) applies to the re-scheduling of tasks.

- A student will be expected to provide evidence of their circumstances, and also explain the impact of the circumstances on their ability to complete the assessment task

Extensions granted under Special Consideration:

If the impact is so severe that the assignment cannot be submitted for an extended period (more than two weeks), a student will be required to make an application for Special Consideration. A student should also be directed to make a Special Consideration application for an extension if the assignment cannot be submitted:

1. prior to the expected return date for that component of assessment, or
2. prior to the date for release of final results for the subject, where the assignment is the final piece of assessment in that subject

A student directed to make an application in this way has three working days from the date of the advice (provided by email or in writing) to make a timely Special Consideration application.

Exclusions:

The following factors are considered not to be contributing to or constituting extenuating circumstances:

- *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 for⁴
- *Assessment tasks in other subjects*: Students are given fair notice of assessment due dates and are expected to manage their time in order to meet the set deadlines. This specifically includes assessment resulting from an approved overload.
- *Employment responsibilities and 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 College play) are expected to be undertaken and managed by students without interfering with their ability to fulfill 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 or other accommodation under the policy for students experiencing academic disadvantage
- *Study difficulties*: Difficulties adjusting to university life, to the self discipline needed to study effectively, and to the demands of academic work, or resulting from a lack of knowledge of the requirements of academic work and failing to anticipate correctly the time required to complete a specific task, will not be considered
The University provides specific support programs, for example learning skills programs offered by the Academic Skills, and students should consult with a Student Adviser about these options
- *Language difficulties*: Difficulties with English language will not be considered (students should consult with a Student Adviser about ESL support options, such as those offered by the Academic Skills)
- *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 (ie so that the illness occurred for the majority of the time allotted for the task), would not be considered to have sufficient impact.

⁴ Discretion should be applied if related to an overnight exam or other short-turn-around assignment.