

ASSIGNMENT EXTENSION REQUEST

This form is to be used for extensions less than two weeks

Please complete all sections of this Assignment Extension Request application, save the form and submit it to your subject coordinator via email **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 by the relevant subject coordinator 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, must apply for [Special Consideration](#), not an Assignment Extension Request.

Student ID Number:	Student Name:
Email Address:	
Subject Code:	Subject Name:
Assignment Name or Number:	
Subject Coordinators name:	
Tutors name:	
Assignment Due Date: (applications may not be submitted after the due date)	Is this a group assignment?

Reason for requesting an extension

Number of days requested
(Maximum 10 business days)

Signature of Applicant

Date

Documentation attached (tick box)

University of Melbourne Assessment and Result Policy

<https://policy.unimelb.edu.au/MPF1326>

Extensions to assessment due dates of up to 10 working days

4.133. Notwithstanding any provision of this policy, a dean may grant an extension of up to 10 working days:

- (a) due to unforeseen circumstances that impact on a student during the time allocated for the preparation of an item of assessment; and
- (b) at any time prior to the submission deadline or performance date of the assessment task.

4.134. Students must apply for an extension under this section directly to the relevant faculty in accordance with the faculty's published process.

4.135. Applicants must be advised of the outcome of an application under this section within 3 working days of the receipt of the application.

4.136. Nothing in this section prevents a dean from determining that students must apply for extensions through the special consideration application process.

Applying for an Extension FAQ

https://ask.unimelb.edu.au/app/answers/detail/a_id/5667/kw/extension