**Asia Institute**

**APPLICATION FOR THESIS EXTENSION**

APPLICATIONS FOR EXTENSION MUST BE SUBMITTED TO THE THESIS SUBJECT COORDINATOR FOR APPROVAL BEFORE THE ASSESSMENT DUE DATE.

Extensions may be granted for up to 10 days. Extensions beyond 10 days require a [Special Consideration](https://students.unimelb.edu.au/your-course/manage-your-course/exams-assessments-and-results/special-consideration) application to be lodged with Stop 1.

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**EXTENSIONS WILL NOT BE GIVEN AFTER THE DUE DATE.**

Name of Student: Student ID Number: Contact Phone Number: Email:

Supervisor: Extension Time Requested:

Reason for Extension Request:

Signature of Applicant: Date:

Office Use Only – Honours Coordinator or Masters Program Coordinator

This application has been approved. Length of Time Granted:

This application has not been approved

Signature of Honours Coordinator: Date:

**Extension for Assessment Guidelines**

**Assessment Tasks in Other subjects -** Extensions cannot be granted merely because other work due is at the same time. Students are given fair notice of assessment due dates and are expected to manage their

time in order to meet the set deadlines. Only in exceptional circumstances are extensions granted on this basis.

**Employment responsibilities -** Although we are conscious of the fact that some students need to work

either full time or part time extensions should not be granted unless for exceptional circumstances. Please provide supporting documentation.

**Illness -** Extensions may be granted based on illness, however, a medical certificate must be provided.

**Computer Problems -** Students should ensure that all their work is backed up on, for example, a USB memory stick or similar. Failure to back up work does not entitle a student to an extension.

**Social Activities -** Social activities (e.g. participation in the college play) are a matter of personal choice. Students take on study with the understanding that they will be asked to fulfil assessment requirements.

**Personal Problems -** Extensions may be granted based on personal problems, (e.g. family breakdown).

However, supporting evidence must be provided.

**Personal reasons -** Personal reasons (e.g. overseas trip) are not an appropriate basis on which to grant an extension unless under exceptional circumstances.

**Please note that if an extension is granted there is a possibility that your course will not be completed in time for graduations and your graduation may be postponed.**