REQUEST FOR EXTENSION TO SUBMISSION DATE OF ASSIGNMENT
(FOR POSTGRADUATE COURSEWORK STUDENTS)

Students – Please Note:
1) Please read the School of Population Health’s policy on extensions listed on the reverse of this form prior to submitting this application.
2) This form should be used by School of Population Health Postgraduate Coursework students wishing to request an extension on the submission date of an assignment.
3) Extension applications should be made at least 7 days before the original due date of the assignment.
4) Applications will be decided within 3 working days of receipt of a correctly completed form.
5) You will be notified of the outcome via email.

Student Details (please print clearly)

Student ID/Enrolment Number: 
Title: 
Surname: 
Given Name(s): 
Email Address: @pgrad.unimelb.edu.au

Reminder: School of Population Health students are reminded to actively check their pgrad email account, or to arrange to have it forwarded to their personal email account. If you are not using this email account you are most likely missing out on vital information regarding your course/subjects.

Subject for which extension is required

Subject Name: 
Subject Coordinator: 
Assessment: 
Original Due Date: 
Requested Due Date: 

Reason for Application

Signature: 
Date: 

Subject Coordinator Approval

Name of Coordinator: 
Signature: 
Date: 

Please return your completed form to:
Academic Programs Office, School of Population Health
Level 4, 207 Bouverie Street
The University of Melbourne, Victoria 3010.
Or by Fax: +61 3 8344 0824

The University’s Privacy Policy can be viewed at: http://www.unimelb.edu.au/unisec/privacy/studentinfo.html.
This website provides detailed information about the contact details, complaints procedures and other aspects of the University’s privacy regime.

Academic Programs Office Use Only

Entered on MERLIN: _____ / _____ / ______
Administrative Officer: ________________________________
**School of Population Health**  
**Policy on Extensions with Respect to the Submission of Postgraduate Assignments**

This policy should be read in conjunction with University Council Statutes 12.2.10 and is not intended in any way as a substitute for Council approved Statutes. It is the responsibility of all students to be familiar with the rules made by Council pursuant to statute 12.2.10, Rules relating to assessment.

1. **Background**  
The ability for a student to complete a piece of assessment within the prescribed period is part of the assessment process. There is a need for equity to be maintained in relation to submission of assessment across the School of Population Health.

Approvals of extension applications are made by the subject coordinator in conjunction with the School of Population Health’s Academic Programs Office.

2. **Grounds for Extensions**  
The School of Population Health recognises the family, work and community responsibilities of our postgraduate students. The School also expects a suitable level of commitment by enrolled students, and acknowledges the responsibility of students for the timely submission of assessment, or the appropriate negotiation of an extension. Students who work full-time should only be enrolled part-time, and are expected to schedule work and study requirements appropriately.

3. **Lodging of Extension Applications**  
Students requiring extensions of time to complete coursework assessment must lodge an application in writing with the Subject Coordinator at least three (3) days before the assignment due date. The Subject Coordinator will make a decision on the application. If the Subject Coordinator is not available, then the application will be referred to the Course Coordinator or the Postgraduate Studies Committee. The Student will be advised in writing (email or letter) of the outcome of application. Students are strongly advised not to rely on oral advice that an extension of time is granted.

4. **Final Dates for Extensions**

4.1 **Regular Subjects**  
1. Students may apply for an extension beyond the submission date, but this should occur before the original submission date is passed.
2. The latest possible extension date a student can be given is the last Friday before the start of the next semester.
3. If this deadline is not met students will normally receive a ‘fail’, and may need to discuss re-enrolment with the course coordinator.
4. In cases where granting an extension will affect the publishing of a result in that subject for a particular student, it is the Subject Co-ordinator’s responsibility to notify the Academic Programs Office about the delayed result.

4.2 **Research Reports and Minor Theses**  
1. Students may apply for an extension beyond the submission date, but this should occur before the original submission date is passed.
2. The latest possible extension date a student can be given is the last Friday before the start of the next semester.
3. If this deadline is not met students will normally receive a ‘fail’, and may need to discuss re-enrolment with the course coordinator.
4. In cases where granting an extension will affect the publishing of a result in that subject for a particular student, it is the Subject Co-ordinator’s responsibility to notify the Academic Programs Office about the delayed result.
5. If the Research Report or Minor Thesis is not submitted by the due date, the student will be asked to report to the Postgraduate Studies Committee in the first week of semester about their progress.
6. The committee will consider the following two options for the student:  
   a. failing the subject, or  
   b. re-enrolling in the subject.
7. Students will be liable for the fees associated with a re-enrolment in any subject.