Extension Policy

This policy should be read in conjunction with the SPH Assessment Policy and the University Council Statute Statute 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. Statutes can be viewed at http://www.unimelb.edu.au/ExecServ/Statutes/.

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.

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 Procedure for lodging of Extension Applications

Students requiring extensions of time to complete coursework assessment must lodge an Application for Extension to Assessment form (available from the School of Population Health’s Academic Programs Office, or on the web at http://www.sph.unimelb.edu.au/postgrad/current/forms.html) 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

In addition to the above:
1. 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.
2. The committee will consider the following two options for the student:
   a. failing the subject, or
   b. re-enrolling in the subject.
Students will be liable for the fees associated with a re-enrolment in any subject.