REQUEST FOR EXTENSION TO SUBMISSION DATE OF ASSIGNMENT
(For Postgraduate Coursework Students)

Please read the School of Population Health’s policy on extensions listed on the reverse of this form prior to submitting this application.

- Extension applications MUST be lodged at least THREE (3) days before the original due date of the assignment.
- The extension period will in NO CASE exceed two (2) weeks unless a formal application for special consideration has been lodged and the consideration granted.

INSTRUCTIONS:
1) Make two photocopies of the signed form. Give one photocopy to the Subject Coordinator and keep one photocopy for your records.
2) Attach original signed form firmly to your assignment.

Section A: Student to Complete (please print clearly)

<table>
<thead>
<tr>
<th>Student ID:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Title:</td>
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<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>Given Name(s):</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td>@pgrad.unimelb.edu.au</td>
</tr>
<tr>
<td>Subject Code:</td>
<td></td>
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<tr>
<td>Subject Name:</td>
<td></td>
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<td>Subject Coordinator:</td>
<td></td>
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<tr>
<td>Assessment Title:</td>
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<tr>
<td>Original Due Date:</td>
<td></td>
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<td>Proposed Due Date:</td>
<td></td>
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<tr>
<td>Has a Special Consideration application been lodged?</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

Reason for Extension: (Please attach any additional documentation to support your application, eg. medical certificate).

Attach additional page if required.

Student Signature: __________________________ Date: ___________

Section B: Subject Coordinator to Complete

☐ Extension Approved ☐ Extension NOT approved

New Due Date: _____/_____/_____

Comments and/or any conditions on extension:

________________________________________

________________________________________

Name of Subject Coordinator: __________________________

Signature: __________________________ Date: ___________

The University’s Privacy Policy can be viewed at: [http://www.unimelb.edu.au/unisec/privacy/studentinfo.html](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.
Extension Policy

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.

Students are notified of assignment details well in advance and extensions therefore will not be granted without serious cause. Under Statute 12.4, applications for extensions will generally be considered only on medical or other serious grounds.

Extensions will therefore only be permitted for unforeseen factors affecting students’ ability to complete tasks on time, and that do not fall within special consideration guidelines (for example, illness/circumstance of less than 3 days duration). Lecturers reserve the right to refuse an extension.

Applications made for Extension after the assessment due date will not normally be considered.

Extensions beyond two weeks for the same subject will not be allowed. Any student who is granted an extension and still not able to submit their assessment by the new extended due date MUST then either:
1. Apply for Special Consideration (refer to point 5 below), Or
2. Forfeit marks for that piece of assessment, and, if necessary
3. Re-enrol in the subject

3. Procedure for lodging of Extension Applications
An application for extension MUST be lodged THREE (3) days before the assignment due date.

1. Student must fill in the 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)
2. Student must submit this form to the Subject Coordinator at least THREE (3) days before the assignment due date.
3. Students are strongly advised not to rely on oral advice that an extension of time is granted. The Subject Coordinators signature on the Request for Extension form is considered as proof of approval. The signed form must be attached to the coversheet and handed in with the assignment.

4. Final Dates for Extensions
The extension period will in no case exceed two weeks. If a student in unable to meet the extension deadline then a formal application for special consideration must be lodged with the Academic Programs Office THREE (s) days before the new due date

If this deadline is not met students will normally receive a ‘fail’, and may need to discuss re-enrolment with the course coordinator.

5. Final Dates for Extensions via Special Consideration
To apply for Special Consideration, go to: https://sis.unimelb.edu.au/cgi-bin/special-consideration.pl. This application must be lodged three days before the extended due date. Please refer to the SPH Special Consideration Policy and Procedures which is available on line at:
http://www.sph.unimelb.edu.au/__data/assets/pdf_file/40393/Special_Consideration_Policy.pdf
The latest possible extension date for students who have applied for an extension with Special Consideration is the last Friday before the start of the next semester. If this deadline is not met students will normally receive a ‘fail’, and may need to discuss re-enrolment with the subject coordinator.
6. **Penalty for Late Submissions**
   Where work is submitted after the original or granted extension due date, lecturers will:
   - Impose a penalty of 10% of the maximum mark where work is less than a week overdue; OR
   - Award a mark of 50% only where work is more than a week overdue but less than two weeks; OR
   - Not mark the work where work is more than two weeks overdue. Student will receive a fail result for the assessment task.

7. **Research Reports and Minor Theses**
   In addition to the above:
   a. If the Research Report or Minor Thesis is not submitted by the due date/extended due date, the matter will be treated as a student progress issue and referred to the Postgraduate Studies Committee for review.
   b. The Committee will consider the following two options for the student:
      - failing the subject, or
      - re-enrolling in the subject (receive a continuing result for the subject).

8. **Fee Liability for Repeating Subjects**
   Students will be liable for the fees associated with a re-enrolment in any subject.