# Assignment Extension Form

## Instructions: applying for an extension

1. **Download this form**
2. **Complete the *Assignment extension application details***
3. **Email the completed *Assignment extension application details* to your unit convener from your UC student email account**

### Timing

#### Extenuating Circumstances (reasons for extension) (unanticipated)

**Earliest possible**: Applications for extension must be submitted to the unit convener *at the earliest possible opportunity* in the case of circumstances considered to be unanticipated, extenuating and exceptional.

#### Extenuating Circumstances (reasons for extension) (prior arrangements\*)

**5 working days before due date**: For anticipated events or circumstances which have a defined time, notification must be lodged *no later than 5 working days before the scheduled due date* of the assessment.

**Supporting evidence**: Supporting documentary evidence is required to support an application for an assessment extension (see below for further information). If it is impossible to provide original documentary evidence, a [statutory declaration](http://www.ag.gov.au/publications/pages/statutorydeclarations.aspx) *may* be accepted as an alternative.

\*The nature of some student’s disability or ongoing health condition may mean that their inability to complete an assignment by the due date should be considered and treated as unanticipated and in that case the expectation is that **Notification to the unit convener is required as soon as possible after the event or before the event where circumstances allow.**

### Privacy

*The University of Canberra is subject to the provisions of the Commonwealth Privacy Act 1988. You are entitled to protection of your personal information. Any information the University collects about you, including personal details, academic progress details, and personal welfare information, is treated by the University according to strict guidelines which are set out in the Australian Privacy Principles (the APPs). We do not use or disclose any personal information we hold about you, including your address, or your results, even to close relatives, without your permission or as permitted by the APPs. See the* [*University of Canberra Privacy Policy*](http://www.canberra.edu.au/about-uc/policy-and-legislation/privacy%22%20%5Ct%20%22_blank%22%20%5Co%20%22opens%20in%20a%20new%20window) *at or telephone the Privacy Contact Officer at the University of Canberra on 02 6201 5111 or email at* *privacy@canberra.edu.au**.*

### Assignment extension application details

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| **Student ID**  |  |
| **Student name**  |  |
| **Student UC email address  (e.g. u3029xxx@uni.canberra.edu.au)** |  |
| **Unit code**  |  |
| **Unit name**  |  |
| **Unit convener**  |  |
| **Teaching period and year** |  |
| **Due date of assessment item** *As per the Unit Outline* |  |
| **Name of assessment item** *As per the Unit Outline* |  |
| **Length of requested extension**e.g. 1 day; 1 week |  |
| **Reason for extension (Extenuating circumstances)***See below for reasons for extension* |  |
| **Are you registered with Inclusion & Engagement?** If yes, provide your RAP. |  |
| **Supporting documentary evidence provided (a scan of the original documentary evidence must be submitted with this form)** |  |

### Conditions for assignment extension application

You must read and accept the following conditions:

1. I haveattached the required supporting documentation.
2. I declare that the information I have supplied is correct and complete, and that the supporting documentation is authentic.
3. I authorise the University of Canberra to obtain information with respect to my application and, if it chooses, to verify the authenticity of the documentation I have provided.
4. I understand that submission of this application form does not guarantee automatic approval of the extension.
5. I will be notified of the application outcome via my UC student email account.
6. If approved, it is my responsibility to submit my assessment item before the revised deadline.
7. If I am intending to graduate in the next graduate period and have received an assignment extension, my graduation may be delayed until the following graduation period or year.

**NOTE:**

**This application will only be processed if you send the completed application form from your UC email account.**

**Sending this form from your UC email account demonstrates that you agree that you have read and accepted the conditions.**

### Extenuating circumstances (reason for extension)

The University of Canberra’s [Assessment Procedures](https://www.canberra.edu.au/Policies/PolicyProcedure/Index/545) (see 3.14) provide information about the categories of extenuating circumstances (reasons for extensions) under which you are able to apply for an extension. They are detailed below.

#### Extenuating Circumstances 3.14 of the Assessment Procedures (unanticipated)

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| **Extenuating Circumstances from 3.14.6 a in the Assessment Procedures relate to those considered to be unanticipated, extenuating and exceptional.** **Notification to the unit convener is required as soon as possible after the event or before the event where circumstances allow.****See the *Supporting Evidence section* above.** |
| **3.14.6 a. Illness or serious health problems** | Where a student is unable to undertake assessment due to illness or other serious health problems, applications must be supported by an original or certified copy of a medical certificate that clearly states the impact of the condition, the expected duration of the condition, and when study and assessment can be recommenced. Medical certificate(s) must be provided by a certified doctor who is not a relative, colleague, or close friend of the student, or has any other conflict of interest. |
| **3.14.6 b. Bereavement** | Where a student is affected by a bereavement of an immediate family member or close friend/relative, to the extent that the student is unable to undertake assessment(s) as required, students must provide a certified copy of the death certificate or appropriate evidence. |
| **3.14.6 c. Psychological well-being** | Where a student has experienced an event that affects their psychological well-being to the extent that they are unable to undertake the required assessment(s), they must provide an original or certified copy of a document from their counsellor or other relevant practitioner, indicating the impact of the event, and the expected timeframe until study and assessment can be recommenced. |
| **3.14.6 d. Other personal or professional exceptional circumstances** | In instances when a student has unavoidable, unexpected and exceptional personal or professional circumstances which impacts on their ability to undertake and complete assessment(s), they should documentary evidence to confirm the circumstance. |
| **3.14.6 e. Other misadventure (e.g. Victim of crime, car accident)** | Where a student experiences a significant misadventure, such as a car accident or being the victim of crime, which impacts on their ability to undertake assessment as required, the student must include an original or certified copy of appropriate evidence. |
| **3.14.6 f. Natural disaster/major political upheaval** | In instances where a natural disaster occurs in the student’s home country, or major political upheavals/civil unrest, and may cause trauma to the student such that they are unable to focus on their studies, an application for extension may be applied. |

#### Extenuating Circumstances (prior arrangements)

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| Extenuating Circumstances from 3.14.9 relate to anticipated events or circumstances and those which have a defined time period. Notification to the unit convener is required at the earliest possible opportunity, no later than 5 working days before the scheduled due date of the assessment.**See the *Supporting Evidence section* above.** |
| **3.14.9.Sporting commitments at the state or national level** | On occasions when a student is selected to participate at the state or national level in a sport, applications must include an original or certified copy of documentation from the authority detailing their selection and the timeframe they will be required for representative duties. |
| **3.14.9 b. Voluntary military or emergency service commitments** | When a student has volunteered for military or emergency service, students must provide an original or certified copy of documentation from the relevant entity stating required dates of service. |
| **3.14.9 c. Representing the University of Canberra in national/ international events** | In instances where a student has been asked to represent the university in sporting, business, academic or other events, a supporting document from the relevant faculty or business unit must be included giving details of the representation and expected dates of absence. |
| **3.14.9 d.. Jury duty/service** | If a student has been notified of jury duty which conflicts with the assessment, the application must include an original or certified copy of the jury duty summons and dates of service. |
| **3.14.9 e. Birth or adoption of a child** | A student or partner that gives birth to, or adopts, a child during a period that coincides with assessment(s) item due date(s), must contact the unit convener to make alternate arrangements for submission, providing written evidence of the birth/adoption. |
| **3.14.9 f.. Court mandated appearances** | If a student is required by law to appear in court, they must include an original or certified copy of the papers requesting their attendance in court. |
| **3.14.9 g. Cultural or religious reasons** | A student may cite cultural or religious reasons for seeking an extension for submission of assessment(s), In such circumstances, the student must submit a statement detailing the religious/cultural event and if suitable, a supporting letter from their religious/cultural leader. |
| **3.14.9 h. Reasonable Adjustments\*** | Some students registered with a disability or ongoing health condition through the [Inclusion & Engagement](http://www.canberra.edu.au/current-students/canberra-students/student-support/inclusion-engagement) service will have agreed extensions to allow them to participate on the same basis as others. The extensions will be detailed on their Reasonable Adjustment Plans. It is advised that in these instances students should inform their unit convener. |

\*The nature of some student’s disability or ongoing health condition may mean that their inability to complete an assignment by the due date should be considered and treated as unanticipated and in that case the expectation is that **Notification to the unit convener is required as soon as possible after the event or before the event where circumstances allow.**