

ASSIGNMENT/EXERCISE EXTENSION APPLICATION
Postgraduate Law Courses

STUDENTS MUST FAMILIARISE THEMSELVES WITH THE POLICY AS SET OUT IN SECTION 8 OF THE POSTGRADUATE STUDENT INFORMATION BOOKLET IN RESPECT OF ASSIGNMENT/EXERCISE EXTENSIONS.

SUBMISSION OF THIS FORM:

TO: Administration Officer (Postgraduate Programs)

BY: Choose one of the following:

1. Email: law.extensions@qut.edu.au
2. Fax: 07 3138 2222
3. Deliver: Level 4 Reception, Law School, C Block, Gardens Point Campus

IMPORTANT INFORMATION FOR ASSIGNMENT EXTENSIONS:

- All extension applications are due **ON OR BEFORE THE DUE DATE** of the assignment. This form should be submitted with the appropriate supporting documentation to the Administration Officer (Postgraduate Programs). Applications for an extension on an assignment or exercise that are received after this date will **not** be considered and the assignment will be late stamped and the appropriate late penalties will be imposed.
- The length of time granted for an extension will be dependant upon the nature, severity and duration of the grounds for the application. However, **an application would not normally be granted for more than 1 week.**
- The Faculty of Law Students Services team will assess each application and will return a copy of this signed form to the student. There is a turn-around time of approximately 24 hours for processing of such applications.
- If the extension is approved the **student must attach their copy of this form to the front of the assignment** at the time of submission through the unit's Blackboard site. Students failing to submit their extended assignment with the approved extension notification attached will have the assignment date stamped and the appropriate late penalties will be imposed.
- Extensions of time on assignments are not a normal concession.
- Where the following circumstances exist, an extension of time on an assignment **may** be considered:

Medical grounds: Where an application for extension is based on medical grounds, an appropriate medical certificate must be attached. The medical certificate must be certified by a registered medical or dental practitioner and must state:

1. the date on which the student was examined;
2. the nature, severity and duration of the complaint;
3. the practitioner's opinion of the effect on the student's ability to complete an assignment.

A statement indicating that the student is "not fit for duty", or is suffering from "a medical condition", **WILL NOT BE ACCEPTED.**

Work: Part-time students applying for an extension of time on the grounds of work commitments will only be granted an extension if the additional work was **unexpected** or **unavoidable**. The application must be accompanied by an appropriate letter from the employer and a Statutory Declaration.

Other grounds: These will comprise extenuating circumstances beyond the student's control and will require the presentation of supporting evidence. A Statutory Declaration would normally be required to support the application. **The following are not grounds for an extension:**

- Inability to have an assignment typed by the due date;
- Pressure of work in the case of part-time students;
- Disk failure or printer/computer failure;
- Inability to submit an assignment on time due to parking or traffic difficulties.

THE FOLLOWING SECTION IS TO BE COMPLETED BY THE APPLICANT

Student Name:	Name of Assessment Item:
Student Number:	Due Date:
Unit Code and Name:	Extension Requested Until:
<u>A copy of this form to be sent to:</u>	
Email Address: or Fax Number:	
<u>GROUND FOR EXTENSION</u> (Please circle one):	
1. Medical Grounds (Medical documentation <u>must</u> accompany application)	
2. Other Grounds (Supporting documentation and a Statutory Declaration <u>must</u> accompany application)	
— FOR FACULTY USE ONLY —	
Extension Approved / Not Approved by:	
Extension Due Date:	