

## **FACULTY OF ARTS AND SOCIAL SCIENCES**

### **Applying for extension of time to submit academic work for assessment: A brief guide**

The Schools of the Faculty follow a procedure for applying for and granting extensions of time for the submission of academic work. Their aim in doing so is to improve the efficiency of the return of results and to ensure that extensions, where given, are granted in a clear, open and equitable manner. For this system to work properly it is important that the procedures be understood.

To the student: you may be used to a relatively informal process of requesting and gaining extensions. This no longer applies. If you have good reasons for seeking an extension on some of your academic work you should discuss the matter with your lecturer or tutor. If you decide to proceed with the request you must then complete the form 'Application for Extension of Time to Submit Academic Work for Assessment'. You must give a reason for the application and, if possible, document the claims on which your application is based. Once you have completed your section of the form and signed it, submit it to your lecturer or tutor who is to complete the bottom part of the form. A copy of the completed form should then be made which you retain. The original is held by the lecturer/tutor. Obviously your responsibility then is to complete the assignment by the newly agreed deadline.

It is important that you realize the procedure referred to here is quite separate from the process of applying for 'Special Consideration'. Applying for Special Consideration is no way affected by this procedure. (For details of the University's procedures for Special Consideration see the current version of the UNSW Student Guide).

To the lecturer/tutor: when a student submits an Application for Extension form to you, you should check that it is correctly and fully completed, and that any documentation noted as attached is in fact attached. You should not grant extensions informally. You should complete the bottom section of the form, provide a reason for your decision and sign and date the form. (If you grant an extension the new due time and date should be clearly specified. If you do not grant an extension you should indicate your reasons on the form). Once the form is complete, in cases where an extension has been granted, you should make a copy of the form to be retained by the student and keep the original of the form. If the extension granted causes submission of a 'Withheld' this result for the subject then this form should be submitted to the Course Authority with the results for that subject. In the absence of a form so submitted the Subject Authority will not return a WD but will insist that the result be resolved at that point.

Application for extension of time to submit  
academic work for assessment



PERSONAL DETAILS:	
Family Name:	Given Names:
Student Number:	
Email:	
Contact telephone numbers: (Mobile)	(evening)

EXTENSION DETAILS:	
Course Number:	Course Name:
Assignment for which extension is sought:	
Reason for request:	
Documentation attached:	
<input type="checkbox"/> Medical Certificate <input type="checkbox"/> Other (describe):	
Signature of Student: _____	Date: _____

EXTENSION OUTCOME: (To be completed by the lecturer/tutor who is to make a hard copy or electronic copy of this form for the student and retain the original)	
Extension until _____ am/pm on _____ (date) is granted.	
Reason why extension granted/not granted (delete as appropriate):	
Signature of lecturer/tutor: _____	Date: _____
Print name of lecturer/tutor: _____	
Note to staff: This form and any attached documentation is to be retained by the lecturer in charge of the course. If the extension granted causes submission of a 'Withheld' result for the course this form should be submitted to the course authority with the results for that subject. Failure to do so will lead to a result other than WD being returned for the student.	