

Part A - Applications for Assignment Extensions

(1) These guidelines are for students applying for assignment extensions.

Assignment cut-off dates and learning guides

(2) Refer to the learning guide for information about the cut-off date, time and place for the assignments you are expected to submit.

Requests for extensions

(3) It is expected that you submit your assignments on time. You are expected to manage the balance between your studies and other activities (employment, family life etc).

(4) Consistent with the [Special Consideration Policy](#), the following factors will NOT be regarded as suitable grounds for justifying the granting of an assignment extension:

- a. routine demands of employment and employment-related travel;
- b. difficulties adjusting to university life, to the self-discipline needed to study effectively and to the demands of academic work;
- c. stress or anxiety normally associated with examinations, required assessment tasks or any aspect of course work;
- d. routine financial support needs;
- e. lack of knowledge of requirements of academic work;
- f. difficulties with the English language;
- g. difficulties with visa arrangements that could have been reasonably anticipated;
- h. scheduled anticipated changes of address, moving home, house moves etc.

(5) The following circumstances would not normally be regarded as grounds for having an application for an assignment extension granted:

- a. demands of sport, clubs, social or extra-curricular activity (other than to represent or participate in state, national or international sporting or cultural events);
- b. recreational travel (domestic or international);
- c. planned events, such as, weddings.

(6) If you feel you need to request an extension for an assignment, the [Request for Extension form](#) is available from the University's website. You must provide documentary evidence to explain your situation when requesting an assignment extension.

(7) It is in your interests to submit the assignment extension application as early as you possibly can, because it may not be granted. You will then have to submit the

assignment on time, and if you do not, you will be penalised by losing marks. See the [Assessment Policy – Criteria and Standards-based Assessment](#).

(8) Because an application for an assignment extension may not be granted, it is in your interests to work on it as best you can. Your unit coordinator may ask you to produce work showing that you have not left the task to the "last minute."

Outcomes

(9) Your unit coordinator will advise the outcome of your request for an extension via your UWS student email address, as soon as is practicable. The unit coordinator may contact you to discuss the matter further, if necessary.

Secretariat
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