

APPLICATION FOR SPECIAL EXTENSION OF TIME

INSTRUCTIONS

1. Please read the attached rules relating to Special Extension of Time.
2. This application must be received by the Student Centre no later than **five** working days after the start of the relevant examination period.
3. A written statement outlining your reason for this request **MUST** accompany this form.
4. Students requesting a Special Extension of Time **MUST** supply original relevant independent evidence (eg Medical Certificate, Counsellor's Report, letter from College Principal, Employer etc.).
5. Please print **CLEARLY** using a **BLACK** pen
6. Return this application form and supporting documentation to the Student Centre, The University of New England, NSW, 2351.
7. *DO NOT USE THIS FORM IF YOU WILL SUBMIT YOUR ASSIGNMENT BEFORE EXAMINATIONS COMMENCE.*

PERSONAL DETAILS (Must be completed)

Student Number:

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Family Name:	Given Name(s):	Title:
Contact phone:	Date of birth:	
Course name:	Faculty:	

SPECIAL EXTENSION OF TIME

Unit Code	Unit Name	Assignment due date	Date you expect to submit your assignment	<i>Office use only</i> Approved
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Please attach your statement and relevant independent documentation for the unit(s) listed.

Student's Signature: _____ Date: _____



Information for Applicants

Please keep this: it contains information on submitting your application and its processing

SPECIAL EXTENSION OF TIME

For further details on the UNE Special Assessment Policy see <http://www.une.edu.au/policies/pdf/specialassessment.pdf>

What is a Special Extension of Time (SET)?

A student who is enrolled in a course which is not subject to formal examination, or which the formal examination is the basis of a part of the total assessment, and who has been prevented through illness or other unavoidable circumstances from completing, by the specified date, work which the School considers essential, may seek a Special Extension of Time in which to complete the work. Special Extensions of Time apply to an assignment(s) that is unable to be submitted prior to the first day of the examination period.

What supporting evidence will I need?

All applications need supporting evidence. This must be submitted with your application or it cannot be considered.

Medical certificates including:

- The date you consulted your doctor
- The state or extent of your medical condition
- The period covered by your medical certificate

We do not require specific information on the nature of your medical condition.

Other types of supporting evidence include:

- A supporting letter from a minister of religion, a solicitor, a Head of College (not a college tutor), the Director of the Oorala Centre, a counsellor, psychologist, employer etc
- A statement from the NRMA, RACV, RACQ etc.
- In exceptional circumstances the Student Centre will accept a Statutory Declaration.

When must I apply – is there an Application Deadline?

Applications for Special Extension (SET) must be received by the Student Centre within five (5) working days after the start of the relevant examination period. Applications received after examination results have been released will be treated as appeals under the Student Appeals Policy <http://www.une.edu.au/policies/pdf/studentappealspolicy.pdf>

***Do not wait until after the receipt of your results before applying.
It is your responsibility to see that your application is received and on time.***

What happens after I apply?

Information will be sought from the School which offers your units to check that a Special Extension of Time is appropriate – for example if you have failed other compulsory parts of the unit, a Special Extension of Time may not be granted.

How will I know if my application was successful?

Applicants will receive a letter from the University stating the date of the Special Extension of Time, if granted, after the Board of Examiners Meetings, which are usually held about two weeks after the end of the Examination Period. All students are encouraged to continue working prior to being advised of the outcome of this application.

What if I cannot meet a SET date?

The maximum allowable extension of time is to 31 August (for semester 1), 31 January (for semester 2) and 31 March (Summer Semester units). For other teaching periods, the maximum allowable extension of time is two months after the end of the teaching period.

Students may apply for a withdrawal from the unit on the basis of a continuation of the circumstances which originally affected them. Further supporting documentation must be submitted with this application.

Where do I submit my application?

Send your application with the supporting evidence to: **Student Centre, UNE, NSW 2351**