



Postgraduate Assignment Extension Form

An application for an extension of assignment must be lodged with the Unit Coordinator in the unit involved.

PLEASE USE ONE FORM PER UNIT. In the case of multiple applications, administrative staff will copy the original and supporting documents and stamp them as certified copies.

You will be notified by email to your Monash email address of the outcome of your application. If your extension is granted then it is your responsibility to keep in contact with the Unit Coordinator and to hand in the assignment with a copy of the email (or other document) approving the extension.

Important note: This form **does not** need to be completed by **postgraduate coursework students completing research, minor thesis or clinical components**, extensions of this nature should be discussed directly with the course coordinator.

SECTION 1. PERSONAL DETAILS

Given names			Monash ID										
Title		Family Name											
Campus			Tick if by distance Mode										<input type="checkbox"/>
Telephone - Home			Mobile										
Monash email address													

UNIT CODE AND NAME	UNIT COORDINATOR	ASSESSMENT TASK
Date of exam or assessment task due		

SECTION 2. STUDENT STATEMENT (to be completed by student)

Please detail your grounds for applying for extension (attach if insufficient space).

Signature		Date	
-----------	--	------	--

SECTION 3. SUPPORTING DOCUMENTATION (for non-medical/psychological applications)
Please tick one of the following and attach the original document with this application.

Document type	Medical Certificate <input type="checkbox"/>	Police Report <input type="checkbox"/>	Stat Dec <input type="checkbox"/>	Death Notice <input type="checkbox"/>	
	Other <input type="checkbox"/> Please specify				

SECTION 4. DECISION

(Office use only)

Approved

Not Approved

Deferred test/class presentation	Date	Adjusted Mark	
Extension of time for assignment	Date now due	Comment	
Taken into account in assessment			
Other			
Staff member's name			
Signature			Date
Additional comments			

The information on this form is collected for the primary purpose of maintaining our assignment submission record correctly. Other purposes of collection include: ensuring your assignment is accepted, you received the marks you deserve and sending any necessary correspondence in relation t to your application.

If you choose not to complete all the questions on this form, it may not be possible for the Faculty to process the application. You have the right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6149.

Have you applied for special consideration ?

Please return your application to:

DEPM
Postgraduate Office
Monash University
Alfred Hospital
Melbourne VIC 3004

Email: pgradenq@med.monash.edu.au
Facsimile: 9903 0556

Postgraduate Late Assignments Policy

This policy is intended for the postgraduate coursework degree area of the Faculty however will not apply to research, minor thesis or clinical components which may be undertaken as part of a degree.

1. All assignments must be submitted by the specific time and on the specific due date (or if off-campus, assignments must be postmarked, or submitted via MUSO by the specified due date).
2. Extensions must be applied for in advance of the specified due date and will usually only be granted for a maximum of two weeks. Forms for requesting extensions can be found from the DEPM webpage: www.med.monash.edu.au/epidemiology/pgrad/ Supporting documentation must be provided. Only original or certified copies of documentation will be accepted. Any copies must be certified. Approved extension forms should be attached to the assignment when completed.
3. Extensions will only be granted on the following grounds:
 - Documented illness: a medical certificate must be provided
 - Compassionate grounds: those situations where compassionate leave is normally granted in employment
 - Documented misadventure, hardship or trauma
 - Unexpected work commitments.
4. Computer crashes, printer failures or study commitments, are not valid reasons for late submission.
5. Work submitted without an approved extension will, after the assignment has been graded, have 5% of the maximum weighted mark deducted for each day (part thereof) that has elapsed after the due date for submission. This includes weekends and public holidays.
6. If the assignment is more than 10 days overdue the work may be submitted, it will be marked, but not graded.
7. No penalty will apply if an extension is sought and granted by the responsible person or delegate. If the assignment is handed in after the extension period, the penalties in items 5 & 6 will apply.
8. Students whose circumstances require longer extensions are advised to apply for special consideration.