



## MELBOURNE GRADUATE SCHOOL OF EDUCATION

### EXTENSION APPLICATION

This form should be completed by students seeking an extension and must be submitted to the Subject Coordinator prior to the assessment task submission date. Penalties will be incurred for assessment tasks submitted without an approved extension in line with the [MGSE Late Submission policy](#). The Subject Coordinator will notify students of the extension application outcome via email.

#### Extension requested by:

Student Name		Date of Application	
Student Number			
Mobile Number			
Student Email Address			
Current Academic Adjustment Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Current Special Consideration	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

#### Details

Course Name			
Subject Code			
Subject Name			
Assignment Number/Title			
Subject Coordinator			
Subject Tutor (if applicable)			
Original Due Date		Proposed Due Date*	
Reason(s) for Extension Request			

#### Submission Details and Signature

Supporting Evidence Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please list (eg medical certificate)		
Student Signature		

\* The extension period will in no case exceed 10 working days unless a formal online application for Special Consideration has been approved, or an Academic Adjustment Plan is in place. To apply for Special Consideration, go to: <https://students.unimelb.edu.au/admin/special>



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## EXTENSION GUIDELINES

Extensions will be considered for extraordinary circumstances and are at the discretion of Subject Coordinators. An application must be submitted before the assessment task due date.

Extensions may be granted in circumstances including the following:

- Illness, injury or a medical condition, supported by a medical certificate, which covers the period leading up to the submission date. For example, a medical certificate for three days is likely to entitle you to a three-day extension;
- the death or diagnosis of a serious illness of a family member, partner or friend;
- illness during the period prior to submission of a family member or partner, for whom the student is the primary caregiver, supported by documentary evidence;
- circumstances that substantially impact on the preparation of an assessment task, such as family breakdown or substantial change to economic circumstances;
- events or circumstances of national or state significance within cultural, sporting, military, emergency service or legal domains that require your participation, supported by documentary evidence.

Subject Coordinators may grant extensions of up to 10 working days. Where a longer extension is required, students must apply for [Special Consideration](#) and/or an [Academic Adjustment Plan](#).