



## REQUEST FOR EXTENSION TO SUBMISSION DATE OF ASSIGNMENT

(For Postgraduate Coursework Students)

Please read the University policy on extensions listed on <http://policy.unimelb.edu.au/UOM0374> prior to submitting this application. This policy can be accessed by following the links on <http://www.sph.unimelb.edu.au/current/policy>

- Extension applications **MUST** be lodged at least **THREE** (3) days before the original due date of the assignment.
- The extension period will in **NO CASE** exceed **TWO** (2) weeks.

### INSTRUCTIONS:

- 1) Complete Section A of the form IN FULL.
- 2) Submit the form to your Subject Coordinator for approval by **either**:
  - a. downloading and completing this form on your computer and submitting it to your subject coordinator by email
  - b. Make 2 photocopies of the approved form and give one photocopy to your Subject Coordinator and keep one photocopy for your records
  - c. **DO NOT SUBMIT THIS FORM TO THE ACADEMIC PROGRAMS OFFICE.**

### Section A : Student to Complete (please print clearly)

Student ID: \_\_\_\_\_

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Email Address: \_\_\_\_\_ @pgrad.unimelb.edu.au

Subject Code: \_\_\_\_\_ Subject Name: \_\_\_\_\_

Subject Coordinator: \_\_\_\_\_

Assessment Title: \_\_\_\_\_

Original Due Date: \_\_\_\_\_ Proposed Due Date: \_\_\_\_\_

Reason for Extension: *(Please attach any additional documentation to support your application, eg. medical certificate )  
Attach additional pages if required.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section B: Subject Coordinator to Complete

Extension Approved  Extension NOT approved

New Due Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Comments and/or conditions on the extension:

\_\_\_\_\_

Name of Subject Coordinator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The University's Privacy Policy can also be viewed at <http://www.unimelb.edu.au/unisec/privacy/privacypolicy.html>. This website provides detailed information about the contact details, complaints procedures and other aspects of the University's privacy regime.