

REQUEST FOR EXTENSION

WITHOUT ACADEMIC PENALTY

WHO SHOULD USE THIS FORM?

All assessment items are expected to be submitted by the specified due date. Students enrolled in Faculty of Law Subject(s), who experience illness or unexpected circumstances beyond their control, may use this form to apply for a short-term extension of time without academic penalty. **Extensions may be granted for no more than one (1) week.** Students whose studies are affected by long-term issues and require long-term extensions should submit an application for [Special Consideration](#).

WHAT EVIDENCE DO I NEED TO PROVIDE?

Students whose studies are affected by illness or hardship are advised to have the **Professional Authority Certificate** (reverse page of this form) completed by a relevant professional. Alternatively, students may provide a medical certificate that clearly states the severity and duration of your illness (as per the Professional Authority Certificate section on page 2 of this form).

Students affected by *other* circumstances are advised to provide **appropriate evidence** – e.g. an official letter from an employer for work related matters or a detailed police report for incidents of lost or stolen property. Where there are unexpected circumstances which cannot be evidenced by a professional or official body, a **Statutory Declaration** by the student detailing the nature of the circumstances could be considered appropriate evidence for the purpose of a Request for Extension.

If your subject coordinator requires proof of your work completed to date on the assessment piece for which you are seeking an extension, you must include this as part of your application.

WHERE DO I LODGE MY REQUEST?

Students need to complete this form and email it to law.extensions@uts.edu.au. Hard copy submissions will **NOT** be accepted.

WHEN DO I LODGE MY REQUEST?

For assignments due on weekdays: Applications should be submitted by no later than 6pm during teaching weeks or 5pm during non-teaching weeks and Summer session, **TWO BUSINESS DAYS PRIOR** to the due date of the assessment.

For assignments due on weekends: Applications should be submitted by no later than 6pm during teaching weeks or 5pm during non-teaching weeks and Summer session, **THE THURSDAY PRIOR** to the due date of the assessment.

APPLICATIONS SUBMITTED AFTER THESE TIMEFRAMES MAY NOT BE ASSESSED.

STUDENTS WHO LODGE APPLICATIONS AFTER THE DUE DATES AND TIMES ABOVE, ACCEPT THE RISK THAT THEIR APPLICATION MAY NOT BE ASSESSED AND LATE PENALITIES WILL BE APPLIED.

HOW WILL I BE NOTIFIED OF THE OUTCOME?

An **email notification** with the outcome of your request will be sent to your UTS student email account, from your subject coordinator. Contact your subject coordinator directly if you wish to query the progress of your request.

STUDENT DETAILS									
Surname:	Student Number:								
Given Name(s):	Mobile Number:								
UTS Student Email Address:									@student.uts.edu.au
SUBJECT DETAILS									
Subject Name:	Subject Number:								
Year / Session:	Assessment Type:								
Subject coordinator	Assessment Due Date:								
Reason for request:	Request extension until (specify date): (No more than one week permitted)								
Does the subject coordinator require proof of your work completed so far?	<input type="checkbox"/> YES	<input type="checkbox"/> NO							
If yes to the above, has the proof of your work been attached?	<input type="checkbox"/> YES	<input type="checkbox"/> NO							
Has the appropriate evidence and/or supporting document been attached to this request?	<input type="checkbox"/> YES	<input type="checkbox"/> NO							
Please specify the type of supporting document provided:									
STUDENT DECLARATION AND INFORMED CONSENT									
<input type="checkbox"/> I attest to the accuracy and truthfulness of the information provided on this form. I understand and accept that a copy of my request form will be retained on file and may be accessed by other UTS Faculty of Law staff in reference to any other or future requests.									
<input type="checkbox"/> I will submit my application via email to law.extensions@uts.edu.au									
Student Name:	Signature:							Date:	

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PROFESSIONAL AUTHORITY SECTION

To be used as supporting evidence for students affected by illness or other cause, such as:

- Serious illness or psychological condition
- Loss or bereavement
- Hardship or trauma
- Involvement in active service, eg volunteer firefighter, Australian Defence Force reservist, jury duty

The **Professional Authority Certificate** is to be completed by a registered medical practitioner, psychologist, minister of religion, counsellor, authorised officer or otherwise appropriate professional.

PROFESSIONAL AUTHORITY CERTIFICATE

NB: Your help in providing information about the student's illness or misadventure is appreciated. This will help the Faculty of Law to make a fair and informed assessment about the student's academic performance. The information you provide on this form will be used solely to assess this application.

Student Name:

Date(s) of Consultation:

Please indicate your evaluation of the severity, duration and effect on the student's ability to attend classes/ learn/ retain information and/or complete assessment requirements:

SEVERITY (please tick where appropriate)

FROM (specify date):

TO (specify date):

Totally unable to study

Very severely affected

Severely affected

Moderately affected

Slightly affected

Unable to assess

REMARKS

Nature of illness, symptoms, restrictions on capacity or functionality, and other relevant information (attach additional report or documentation if necessary):

NOTES

PROFESSIONAL PRACTITIONER DETAILS

Name:

Stamp:

Professional Title:

Phone No:

Provider Number:

I authorise the University of Technology Sydney to contact me or my office to confirm authenticity of this document.

Signature:

Date: