



**Student Administration
and Services**
 Armidale NSW 2351
 Phone: + 61 2 6773 4444
 Fax: + 61 2 6773 4400
www.une.edu.au/askune

APPLICATION FOR SPECIAL EXTENSION OF TIME

INSTRUCTIONS

1. Please read the attached rules relating to Special Extension of Time prior to completing this form.
2. This application **MUST** be received by Student Administration and Services **NO LATER THAN FIVE WORKING DAYS AFTER THE START OF THE RELEVANT EXAMINATION PERIOD.**
3. A written statement outlining your reason for this request and original supporting documentary evidence **MUST** accompany this form. Your application cannot be considered without supporting documentation (e.g. Medical Certificate, a current treating health professional report, letter from College Principal, Police Report, NRMA report, letter from employer etc).
4. Return this application form and supporting documentation to the Student Administration and Services. **Please use BLACK or BLUE PEN.**
5. *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	Practicals due date	Date you expect to submit your assignment/practical

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

Student's Signature: _____ **Date:** _____

SPECIAL EXTENSION OF TIME - Information for Applicants

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.

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

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 must include the following:

- The date you consulted your doctor
- The state or extent of your medical condition
- The period covered by your medical certificate
- **NB: The medical certificate MUST cover the date(s) of the exam(s)**

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 current treating health professional, psychologist, Police Report, 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: 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?

Applicants will receive a letter from the University advising the outcome of their application. This will still need to be officially ratified at 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.

How will I know the outcome of my application?

Applicants will receive a letter from the University advising the outcome of their application. This will still need to be officially ratified at 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?

The preferred method of application is via **AskUNE**, please be sure to attach your supporting documentation. Or alternatively you may submit your application and supporting documentation by fax to: **(02) 6773 4400**