

Application for special extension of time

INSTRUCTIONS

1. Please read the attached rules relating to Special Extension of Time.
2. This application must be received by the School no later than five working days after the start of the relevant examination period.
3. A written statement outlining your reason for this request **MUST** accompany this form.
4. Students requesting a Special Extension of Time **MUST** supply original relevant independent evidence (eg Medical Certificate, Counsellor's Report, letter from College Principal, Employer etc.).
5. Please print **CLEARLY** using a **BLACK** pen
6. Return this application form and supporting documentation to the Graduate School of Business, The University of New England, NSW, 2351.

PERSONAL DETAILS (Must be completed)

Student Number:

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Title: _____

Family Name: _____

Given Names: _____

Date of Birth: _____ Contact Phone: _____

UNE Email address: _____ Private Email address: _____

Course Name: _____ Faculty: _____

SPECIAL EXTENSION OF TIME

Unit code	Unit Name	Assignment due date	Did/will you sit for the exam on the exam date	Office use only Approved	
				Yes	No
				Yes	No
				Yes	No
				Yes	No

Please attach to this form your statement and relevant independent documentation

Student's Signature: _____ Date: _____

Information for Applicants

Special extension of time

For further details on the UNE Special Assessment Policy see

<http://www.une.edu.au/rmo/policies/acad/specialassess.pdf>

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.

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 including:

- The date you consulted your doctor
- The state or extent of your medical condition
- The period covered by your medical certificate

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 counsellor, psychologist, employer etc
- A statement from the NRMA, RACV, RACQ etc.
- In exceptional circumstances the School will accept a Statutory Declaration.

When must I apply - is there an Application Deadline?

Applications for Special Extension of Time (SET) must be received by the School no later than 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

<http://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?

Information will be sought from the Unit Co-ordinator to check that a Special Extension of Time is appropriate - for example if you have failed other compulsory parts of the unit, a Special Extension of Time may not be granted.

How will I know if my application was successful?

Applicants will receive communication from the School to your UNE email address stating the date of the Special Extension of Time, if granted, after 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?

A special extension of time will not generally exceed 10 weeks from the date of the faculty Board of Examiners meeting. 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?

Send your application with the supporting evidence to:

**Graduate School of Business,
University of New England
Armidale, NSW, 2351.**