

Application for assignment extension

MEM Research Project

A student may be granted an extension to the submission of an assessment task where circumstances beyond the control of the student may prevent the timely submission of the assessment task. This may include, but is not limited to, the following circumstances:

- Illness of the student or a close relative;
- Unanticipated personal circumstances;
- Unanticipated and significant work-related circumstances;
- External factors such as delayed student placement, late enrolment or delays in receiving textbooks or learning materials; and
- Special circumstances.

Discretionary activities or circumstances within the student's control, for example, attendance at sporting events, holidays and other discretionary travel, and /or other foreseeable events will not constitute grounds for an extension.

Extensions requested during the teaching period will not be granted after the due date for submission of the assessment except under special circumstances

Applications Details

Student name:	Student ID:
Email:	
Unit name:	Unit code:
Project title:	
Due date:	Proposed due date:

Evidence to support request

<input type="checkbox"/> medical certificate	<input type="checkbox"/> bereavement notice
<input type="checkbox"/> letter from employer	<input type="checkbox"/> letter from university counsellor
<input type="checkbox"/> other	

Details or other reasons:

I certify that the information contained in this application is true and correct

Student signature:	date:
Project Coordinator Name:	date:
Project Coordinator Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Comments:	

College of Engineering, IT & Environment

T 08 8946 6904

E CEITE-admin-ops-services@cdu.edu.au

W cdu.edu.au