

## Extension to Assessment Deadline Policy

<p><b>Purpose</b></p>	<p>To give a student the opportunity to apply for an extension.</p>
<p><b>Scope</b></p>	<ul style="list-style-type: none"> <li>• Faculty of Arts on all campuses</li> <li>• all undergraduate and graduate/postgraduate coursework programs</li> <li>• all Arts staff and Arts coursework students</li> </ul>
<p><b>Policy Statement</b></p>	<p>The Faculty of Arts recognises that the management of deadlines is an important aspect of learning and teaching. A student can apply to the unit coordinator for a <b>2 day extension</b> for short-term illness, unforeseen employment obligations or family circumstances which would not require any documentation. Approval of the application is at the discretion of the unit coordinator.</p> <p><b>Please note:</b> For extensions of <b>3 or more days</b>, or for sudden illness and unforeseen circumstances affecting final pieces of assessment or exams, <a href="#">Special Consideration</a> should be sought. Students suffering from chronic illness or long-term disability are eligible for alternative assessment arrangements which can be arranged by registering with the University's <a href="#">Disability Liaison Unit</a>.</p>
<p><b>Supporting procedures</b></p>	<p><a href="#">Extension to Assessment Deadline Procedures</a></p>
<p><b>Responsibility for implementation</b></p>	<p>Dean Associate Dean (Education) Associate Dean (Graduate Studies) Heads of Schools Unit Coordinators All staff and students</p>
<p><b>Status</b></p>	<p>Revised 7.1</p>
<p><b>Approval body</b></p>	<p>Faculty Board of the Faculty of Arts Meeting number: 05/11 Meeting date: 3 November 2011 Agenda item: 12</p>
<p><b>Endorsement Body</b></p>	<p>Faculty Education Committee of the Faculty of Arts Meeting number: 06/11 Meeting date: 19 October 2011 Agenda item: 3</p>

<b>Related Policies</b>	<a href="#">Late Assessment Submission</a> <a href="#">Special Consideration</a>
<b>Date Effective</b>	3 November 2011
<b>Next Review Date</b>	2014
<b>Policy Owner</b>	Faculty of Arts
<b>Policy Author</b>	Associate Dean (Education)
<b>Contact</b>	Faculty of Arts, <a href="#">Arts Coursework Office</a>