



This form is for students who require an extension of time for an assignment of more than one day but no more than one week. For extension requests greater than one week, please complete an application for Special Consideration. Please refer to the reverse side of this form for the Faculty of Nursing & Midwifery Resolutions governing assignments.

# Application for Extension

## Section A: (To be completed by the candidate)

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ USYD email: \_\_\_\_\_

## Current Candidature (tick appropriate box)

### Pre-Registration Courses:

- BN                       BN (IAH)                       BN / BA                       BN / BSc                       MN(Grad Entry)
- BA / MN                       BSc / MN                       BHSc / MN                       B App Sc (Exercise & Sports Science)/ MN

### Post-Registration Courses:

- BN (Post-Reg)                       Graduate Diploma                       Graduate Certificate                       Master of Nursing

## Assignment Details:

Unit of Study Code & Name: \_\_\_\_\_

Assignment: \_\_\_\_\_ Date Due: \_\_\_\_\_

Number of days being requested (up to one week): \_\_\_\_\_ days

Please state briefly the reason for your application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(Please attach supporting documentation and any additional information.)*

Candidate's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Office Use Only:

Comments and Recommendations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Associate Dean

\_\_\_\_\_  
Date

Please return this form together with supporting documentation on or before the due date to:

**In Person:** Extensions box ground floor  
(located with assignment deposit boxes)  
88 Mallett Street, Camperdown

**By Post:** C/- Administrative Officer (Learning & Teaching)  
Faculty of Nursing & Midwifery (M02)  
University of Sydney NSW 2006

**Email:** Enquiries regarding one week extensions should be sent to: [preregext.nursing@usyd.edu.au](mailto:preregext.nursing@usyd.edu.au)

## Faculty of Nursing & Midwifery Resolutions

### **2. Assignments**

#### **2.1 Submission of assignments**

- 2.1.1 All assignments must be placed in the designated area stated in the relevant unit of study outline. Students are advised to retain a photocopy of their assignments.
- 2.1.2 Collection of assignments will be advised by the relevant unit of study coordinator.
- 2.1.3 Advice on collection dates and times will be provided to students at the beginning of each semester.
- 2.1.6 Assignments not collected at the time advised should be collected from Nursing Student Services, Building C, Mallett Street campus.
- 2.1.5 Assignments must be collected within one month of the advised collection date, after which they will be destroyed.

#### **2.2 Responsibilities relating to assignments**

2.2.1 Students are responsible for:

- 2.2.1.1 submitting assignments by the due date; and
- 2.2.1.2 prior to submission, photocopying, or keeping a disc copy of all assignments.

#### **2.3 Penalties for late submission**

- 2.3.1 The Faculty of Nursing and Midwifery applies penalties to assignments submitted after the due date.
- 2.3.2 The penalty will be deducted from the mark the assignment would have received had it not been late.
- 2.3.3 Penalties are calculated as a percentage of the total mark available for the assignment as follows:
  - 2.3.3.1 Each day up to 7 days late: 2 per cent
  - 2.3.3.2 More than 7 days and up to 14 days: 5 per cent
  - 2.3.3.3 More than 14 days: 100 per cent

#### **2.4 Extensions**

- 2.4.1 Students are expected to work on their assessment/assignments consistently throughout the semester and assessments must be submitted by the due date, unless written approval for late submission has been obtained.
- 2.4.2 Approval for late submission will only be granted where the student can show good cause such as evidence of serious illness, or extreme and unpredictable circumstances.
- 2.4.3 Only one extension of time will be permitted for each assessment/assignment item.
- 2.4.4 An extension may be granted for either one day or up to but no more than one week past the due date.
- 2.4.5 For extensions of one day only requests must be submitted on or before the due date to the relevant person described in the unit of study outline.
- 2.4.6 If submitting your request for extension via email, please use your University of Sydney email address.
- 2.4.7 Students who require an extension of greater than one week past the due date must apply for Special Consideration.

#### **2.5 Documentation required for one day only extensions**

- 2.5.1 Students are required to provide a letter outlining the reason (in their own words) why a one day extension is required.
- 2.5.2 This letter will be kept in a file (in the office of the Learning and Teaching Administrative Officer) for the period of the student's enrolment.

#### **2.6 Documentation required for extensions of more than one day**

- 2.6.1 For extensions of more than one day, requests must be submitted in writing together with supporting documentation on or before the due date to the Associate Dean (Learning and Teaching).
- 2.6.2 Students are required to provide appropriate documentation in support of their application and this may be one of the following:
  - 2.6.2.1 a medical certificate stating duration of incapacity for study;
  - 2.6.2.2 a report from the University counselling service stating impact of situation on ability to complete assessments; or
  - 2.6.2.3 a report from a social worker/physiotherapist or other allied health professional stating the extent to which the student's situation has impacted their ability to complete assessments.
- 2.6.3 This documentation will be kept in a file (in the office of the Learning and Teaching Administrative Officer) for the period of the student's enrolment.

#### **2.7 Delivery of late assignments**

- 2.7.1 Assignments that have been granted an extension should be delivered to the 'Late Assignment' box, ground floor, Building C, Mallett Street campus.
- 2.7.2 If sending your assignment via post or facsimile, please follow the guidelines under 'Submission of Assignments' in your unit of study outline.
- 2.7.3 Assignments sent via email will not be accepted.