

Asia Institute

APPLICATION FOR THESIS EXTENSION

APPLICATIONS FOR EXTENSION MUST BE SUBMITTED TO THE COURSE COORDINATOR FOR APPROVAL BEFORE THE ASSESSMENT DUE DATE.

DO NOT ATTACH THIS FORM TO YOUR THESIS AFTER THE DUE DATE. EXTENSIONS WILL NOT BE GIVEN AFTER THE DUE DATE.

Name of Student: _____ Student ID Number: _____

Contact Phone Number: _____ Email: _____@grad.unimelb.edu.au

Supervisor: _____ Extension Time Requested: _____

Reason for Extension Request: _____

Signature of Applicant: _____ Date: _____

EXTENSIONS ARE NOT AUTOMATIC - REFER TO GUIDELINES BELOW FOR MORE INFORMATION

Office Use Only

This application has been approved. Length of Time Granted: _____

This application has not been approved

Signature of Coordinator: _____ Date: _____

Extension for Assessment Guidelines

Assessment Tasks in Other subjects - Extensions cannot be granted merely because other work due is at the same time. Students are given fair notice of assessment due dates and are expected to manage their time in order to meet the set deadlines. Only in exceptional circumstances are extensions granted on this basis.

Employment responsibilities - Although we are conscious of the fact that some students need to work either full time or part time extensions should not be granted unless for exceptional circumstances. Please provide supporting documentation.

Illness - Extensions may be granted based on illness, however, a medical certificate must be provided.

Computer Problems - Students should ensure that all their work is backed up on a floppy disk. Failure to back up work does not entitle a student to an extension.

Social Activities - Social activities (e.g. participation in the college play) are a matter of personal choice. Students take on study with the understanding that they will be asked to fulfil assessment requirements.

Personal Problems - Extensions may be granted based on personal problems, (e.g. family breakdown). However, supporting evidence must be provided.

Personal reasons - Personal reasons (e.g. overseas trip) are not an appropriate basis on which to grant an extension unless under exceptional circumstances.