

## Application for consideration of adverse circumstances requiring

# EXTENSION OF TIME

You must read the Procedure at <http://www.newcastle.edu.au/policy/000940.html> and policy at <http://www.newcastle.edu.au/policy/000939.html> before completing this application.

This form should be completed if you are seeking an extension of time for the submission or presentation of a major assessment item (i.e. an assessment item valued at 20% or more of the final result) or a minor assessment item where the Course Coordinator has specified in the relevant Course Outline that students may lodge an application because of adverse circumstances.

This form must be accompanied by supporting documentation, either original documents or certified copies of original documents. It is recommended that you keep a photocopy of your completed application.

Please note: If you wish to apply to **reschedule a formal or in-class examination**, please use FORM B.

### A. Student Details (please print in CAPITAL LETTERS)

Last name: \_\_\_\_\_ Student Number: 

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

First name: \_\_\_\_\_ Contact Telephone: 1. \_\_\_\_\_

Full Address (include country): \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

### B. This is an application for:

- Extension of Time** for an assessment item worth 20% or more of the final result.
- Extension of Time** for a minor assessment item as approved by the Course Coordinator

State: \_\_\_\_\_

- i) How long an extension of time you require: \_\_\_\_\_
- ii) The new date you propose submitting the task : \_\_\_\_\_

Based on:  Health  Compassionate  Hardship/trauma  Unavoidable commitment

You must supply certified documents to support your claim. Refer to clause 5.7 of the [Policy](#) for more information about the type of documentation that is required.

### C. Course (Submit a separate application for each course)

| Course Code | Course Name | Nature of Assessment<br>eg. Final exam | Scheduled due date | % Weighting | Course Coordinator |
|-------------|-------------|--|--------------------|-------------|--------------------|
|             |             |  |                    |             |                    |

### D. Declaration

I hereby confirm that the information provided in this application is correct and true to the best of my knowledge.

I understand that the University may take steps to verify the authenticity of any documentation provided with an application.

I understand that the supply of false information, false or falsified documentation, will result in the rejection of the adverse circumstances application and/or the cancellation of the adverse circumstances approval authorisation, and may result in disciplinary action under the Student Misconduct Rule [000935].

I acknowledge that I am required to retain my documentation for safe keeping for a period greater than six months after the completion of the relevant item.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Due date for lodgement

This application should be lodged with:

- HKMA Program Executive OR
- SAA-GE Program Executive OR
- GraduateSchool.com, University of Newcastle, Callaghan NSW 2308, AUSTRALIA (email: [postgradstudy@newcastle.edu.au](mailto:postgradstudy@newcastle.edu.au))

No later than 11pm on the due date of the assessment item. Late lodgement due to extenuating circumstances must be referred to the Head of School.

### Office Use Only

|   |                            |
|---|----------------------------|
| <b>Extension of time</b>  |                            |
| Granted <input type="checkbox"/> Yes <input type="checkbox"/> No                      | New submission date: _____ |
| Course coordinator name (please print): _____   |                            |
| Course coordinator signature: _____   | Date: _____                |
| Major assessment items only: <input type="checkbox"/> Yes <input type="checkbox"/> No |                            |
| Report application and outcome on CAR   |                            |