

UTS ONLINE

REQUEST FOR SHORT EXTENSION WITHOUT ACADEMIC PENALTY

All assessment items are expected to be submitted by the due date, however students who experience illness or unexpected circumstances beyond their control may apply for extensions. Students enrolled in UTS Online courses who have a valid reason may use this form to apply for a short-term extension (1-7 days) without academic penalty. Extensions are granted at the discretion of the subject coordinator based on the reasons and evidence provided.

HOW DO I APPLY FOR AN EXTENSION?

- **For extensions of 1-3 days**, complete this form. Valid reasons for applying include those listed for Special Consideration and may also include unanticipated carer responsibilities (eg sick family member) or unanticipated high levels of work commitments (eg unexpected additional work shifts or work travel requirements). Students should note that subject coordinators may request supporting evidence, particularly when a student makes multiple extension requests.
- **For extensions of 4-7 days**, complete this form and provide supporting evidence. Valid reasons for applying are those listed for [Special Consideration](#). Except in exceptional circumstances, work commitments are not accepted as a reason for extensions of more than 3 days. You must provide supporting evidence, in the form acceptable for [special consideration](#) applications. If you do not have this when you make your application, you must submit it as soon as it becomes available. In addition, you may be asked to supply a copy of the work completed to date on your assessment piece.
- **For extensions of 8 days or more**, submit an application for [Special Consideration](#).

HOW DO I SUBMIT MY REQUEST?

Students need to complete this form, save as pdf and email it to their subject coordinator. Applications must be lodged in .pdf or .jpeg formats only. One application must be submitted per assessment piece.

Except in exceptional circumstances, applications must be submitted a minimum of one working day before the due date of the assignment (ie by 9am Thursday for an assignment due 9am Friday or 9am Friday for an assignment due from 9am Saturday to 9am Monday). If you do not receive the outcome before the assessment is due, you should continue to work to submit when you can. Do not email the Subject Coordinator to follow up, as you will be notified of the application outcome in due course. If your application is successful, the late penalty that would otherwise apply will be removed.

If you are required to provide supporting evidence and are unable to obtain appropriate documentation at the time of submitting your extension request (for example because of a delay in getting a medical appointment), you must submit the documentation as soon as it is available. If documentation is not provided by the end of week 7 of the teaching session, this may result in academic penalty for late submission.

HOW WILL I BE NOTIFIED OF THE OUTCOME?

An **email notification** with the outcome of your request will be sent to your UTS student email account.

STUDENTS WITH ACCESSIBILITY REQUIREMENTS OR CARER RESPONSIBILITIES

Students living with a disability, ongoing medical or mental health condition who require ongoing learning and assessment adjustments should consult [UTS Accessibility Services](#). Students with carer responsibilities should review the advice [here](#).

EXTENSIONS AND ACADEMIC INTEGRITY

Working with integrity at university includes making efforts to complete assessments in a timely way. However, unexpected events happen and sometimes students run out of time for an assignment. Working with integrity in this case means being honest and making an extension request that explains the situation to your subject coordinator.

Students should not be tempted to take shortcuts, plagiarise or cheat on assessment tasks just to get them in on time, or to be untruthful about their reasons for seeking an extension. Plagiarism, cheating and making untruthful claims are misconduct, and the penalties that can be applied are much more severe than those for lateness.

MANAGING YOUR STUDY AND COMMITMENTS

Students who are having difficulties with assignment requirements, managing their study, or juggling other commitments are strongly advised to consult their SSA who may refer them to their subject coordinator or an appropriate UTS service such as Counselling or HELPS.

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STUDENT DETAILS		
Surname:	Student number:	
Given name(s):	Mobile number:	
UTS student email address:		@student.uts.edu.au
SUBJECT DETAILS		
Subject name:	Subject number:	
Year / Session:	Assessment type:	
Subject coordinator	Assessment due date: Extension requested until: Number of days: If more than 7 then apply via special consideration .	
Reason(s) for request: <input type="checkbox"/> A health-related matter i.e. serious illness, psychological condition <input type="checkbox"/> A loss or bereavement <input type="checkbox"/> Online technical issues e.g. during an online exam <input type="checkbox"/> Hardship or trauma <input type="checkbox"/> Exceptional employment demands i.e. active service, Australian Defence Force reserve, State Emergency Service <input type="checkbox"/> Religious commitments <input type="checkbox"/> Unexpected high levels of work commitments (eg additional work shifts, unexpected work travel) – 1-3 day extensions only <input type="checkbox"/> Unexpected carer responsibilities <input type="checkbox"/> Religious commitments <input type="checkbox"/> Other circumstances e.g. summons, court order, etc. (specify)	Provide details of the reason(s) for your request and the effects on your ability to complete your assessment on time (add additional pages if required)	
Additional comments:		
STUDENT DECLARATION AND INFORMED CONSENT		
<input type="checkbox"/> I attest to the accuracy and truthfulness of the information provided on this form. I understand that providing untruthful information is misconduct and may be penalised <input type="checkbox"/> I understand that the subject coordinator may request supporting information, or I have attached any available supporting documentation <input type="checkbox"/> I understand that the subject coordinator may request a copy of my work in progress <input type="checkbox"/> I understand and accept that a copy of my request form will be retained on file and may be accessed by other UTS staff in reference to any other or future requests. <input type="checkbox"/> I will submit my application via email to the subject coordinator		
Student Name:	Signature:	Date: