 **EXTENSION APPLICATION FORM**

Faculty of Law | Kaupeka Ture

**FACULTY OF LAW POLICY ON UNDERGRADUATE IN-TERM ASSESSMENT EXTENSION**

The Faculty of Law has a firm policy about the due dates for all in-term assessments. This policy does not apply to Take-Home Tests.

1. If a student cannot meet a deadline due to exceptional circumstances, they may apply for an extension, in time for it to be granted prior to the assessment due date. If an extension is declined, or otherwise not obtained, work handed in late **will** incur a penalty. (The penalty will be 10% of the total number of marks available for the assignment for work handed in within 24 hours after the deadline, and an additional 10% for each subsequent 24 hours. If the work is handed in more than 72 hours after the assignment deadline, it will not be marked and receive a mark of 0%.)

2. Extensions will only be granted in exceptional circumstances, such as illness, injury, bereavement or other unforeseen critical events. A medical certificate is required in the case of illness and must be presented with the application form prior to the assessment due date. In the case of other serious circumstances, appropriate independent supporting evidence must be provided. Students are advised that computer loss or failure is unlikely to provide a sufficient reason for an extension save in exceptional cases.

3. Extensions will **not** be granted because of pressure of university work, i.e. several in-term assessments being due about the same time, or because of the demands of extra-curricular activities, e.g. employment or sporting commitments. Students should plan their year’s work to enable them to meet their academic deadlines.

4. Extensions will not normally be granted for more than seven (7) days.

5. This form should be completed and emailed to **law-enquiries@canterbury.ac.nz**, with any supporting document. A decision will then be made by the Head of School or their delegated representative. Applicants will be notified of the decision by email (UC student email address).

 Please note: No person (including your tutor or course supervisor) other than the Head of School, or their delegate, is permitted to grant you an extension or accept late work under any circumstances.

6. Students who cannot meet these requirements because of extended illness or unusually exceptional circumstances may apply for an extension of more than seven days or other special dispensation to the Head of School, or their delegated representative, via the Law Administration Assistant.

**Extension of Time for Submission of Undergraduate In-Term Assessment**

**Student ID No.:** Student ID

**Student UC Email Address:** UC Email

**Course Code/Name:** Course Code and Course Name

**Assignment:** Assignment Name

**Due date:** Original Due Date

**Your requested length of extension:** Number of requested days **days**

(Note: As indicated in paragraph 4. Extensions will not normally be granted for more than seven (7) days.)

**Please provide details of the circumstances on the following page and attach the supporting documentation.**

**Details upon which application is based:**

Enter details here. Also provide supporting documents with the application.