

School of Physiotherapy

Policy Document: Guidelines for Extensions

The University's Academic Programs Committee policy on extensions for assignments is that it should be left to the discretion of subject coordinators.

In response to a paper from academics in the School the Undergraduate and Postgraduate Committees have outlined the following guidelines, however, it still remains the individual right of the Subject Coordinator to grant or deny requests for extensions.

Acceptable reasons for extension:

1. Computer difficulties – computer crashed, corrupted disk.
An extension will be granted in this instance. The work is to be submitted within 48 hours of notification wherever possible and one week as a maximum.
It is important that students make back ups of their work.
2. Short-term illness – students who have short-term illnesses that leave them incapacitated for two to three days prior to an assignment posted well in advance of the illness. Extensions in this instance are given in good faith and students are not required to provide evidence of their illness.
Individual decisions will be made on the length of the extension.
3. Placements in rural settings and/or private practices where students indicate they have limited or no computer access.
Where students are located in rural, remote or isolated settings in either community health or private practice, they need to negotiate an extension with the subject coordinator prior to leaving for the placement or communicate to the subject coordinator any access issues as soon as they arrive at the placement.
4. Family or personal issues.
Where there are family problems or activities that would be acceptable under special consideration requirements an extension should be given.
This is up to judgement of the subject coordinator and may be done in discussion with the year coordinator or clinical coordinator

Extensions may be granted for any other reason at the discretion of the Subject Coordinator.

Unacceptable reasons for extension:

1. Inability to submit an assignment in person does not require an extension.
It is acceptable for students to submit their assignment electronically (by the due date), followed by submission of a hard copy of the assignment with the signed coversheet by fax or post within 3-5 days (depending upon whether the student is placed intrastate, interstate or internationally). This method of submission is not to be used except where it is difficult to physically submit the assignment.
2. Clinical placements in rural settings
Where students are located at Goulburn Valley Health, Ballarat Health Services or Geelong Hospital or other rural facilities of the university, extensions will not be granted as students have access to university services at these locations.
3. Participation in sporting events.
Students are permitted to take time off to participate in sporting events in consultation with the subject or year coordinator. Students will not receive extensions in these circumstances unless agreed upon by the subject coordinator.
4. Outside work demands
This is not an acceptable reason for the granting of an extension.
5. Individuals whose first language is not English and who rely on appointments with the Learning Skills Unit or claim that they are unfairly disadvantaged and require more time to complete the written demands of the assignment are not eligible for an extension. These students should use the support structures of the School and the University to complete their assignments on time. Some students may have entered an agreement with the Language skills centre and the subject coordinator.

It is understood that there will still be students with exceptional circumstances who would require special consideration from an examining committee or flexibility on the part of the subject coordinators.

These guidelines are important to facilitate a fair and equitable procedure across all year levels and subjects of the course. These guidelines are for all undergraduate and postgraduate courses.