HHP EXTENSIONS POLICY

Extensions
Any students, who, for medical reasons or for any other unforeseen circumstances which prevent them completing a piece of assessment on time may apply, verbally or in writing, for an extension of that due date. Such application should be made to the course co-ordinator, if possible, well before the due date of submission.

In extenuating circumstances an extension may be granted after the due date judged on a case-by-case basis by the course co-ordinator.

Applications for extension must be accompanied by appropriate documentary evidence (e.g. medical certificate, etc). For internal students, the standard assignment cover sheet MUST be signed and dated by the course coordinator. Course co-ordinators will advise of approved extensions in writing (e-mail or signed cover sheet), and keep a record of extensions granted. Students will attach the advice of approval of the extension to their assessment item upon submission.

In some instances, distance education students may have to request for extension over the telephone. All telephone conversions must be followed up in writing, ideally via e-mail. The course co-ordinator shall keep a written record of the agreement (e.g. diary entry, e-mail archive).

Penalties for Late Submission
Assessment items submitted after the due date without authorised extensions will be subject to penalty. Marks will normally be deducted at a rate of 10% of the assignment value for every working day it is late. A weekend will be counted as one working day. A late submission will be awarded 0% after five working days.