**GRADUATE COURSEWORK RESEARCH PROJECT EXTENSION FORM**

To be submitted in support of Special Consideration application.
Please note extensions up to 2 weeks (10 weekdays) can be granted by the subject coordinator.
This form is for exceptional circumstances requiring longer extensions.

PLEASE BE AWARE THAT ANY EXTENSION AWARDED MAY IMPACT ON YOUR ELIGIBILITY TO GRADUATE ON TIME

<table>
<thead>
<tr>
<th>PART A: STUDENT to complete</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal details</strong></td>
<td></td>
</tr>
<tr>
<td>Student name: ___________________________ Student number: ___________________________</td>
<td></td>
</tr>
<tr>
<td>University email: ___________________________ @student.unimelb.edu.au Phone: ___________________________</td>
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<tr>
<td>Course: ___________________________</td>
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<thead>
<tr>
<th><strong>Subject details</strong></th>
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<tbody>
<tr>
<td>Subject code: ___________________________</td>
<td></td>
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<tr>
<td>Subject title: ___________________________</td>
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</tbody>
</table>
| Credit points: ___________________________ Duration:  
  - [ ] One semester  
  - [ ] Year long |
| Subject coordinator: ___________________________ |
| Subject coordinator email: ___________________________ |

<table>
<thead>
<tr>
<th><strong>Research project details</strong></th>
<th></th>
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<tbody>
<tr>
<td>Assessment due date: ___________________________</td>
<td></td>
</tr>
<tr>
<td>Assessment title: ___________________________</td>
<td></td>
</tr>
<tr>
<td>Project supervisor(s): ___________________________</td>
<td></td>
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<tr>
<td>Supervisor email: ___________________________</td>
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<tr>
<th><strong>Statement of circumstances impacting timely conduct and submission of research project</strong></th>
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</thead>
<tbody>
<tr>
<td>Please provide an outline of the circumstances impacting your ability to conduct your research project, and submit all assessment components prior to the due date. Include details of your efforts to obtain data/information, contact key persons, and analyse results in a timely manner, including correspondence with supervisor(s), and demonstrated efforts to overcome the circumstances you have described. Please attach any relevant documentation supporting your statement (email correspondence etc.) with this form</td>
<td></td>
</tr>
</tbody>
</table>

Supporting documentation attached?  
  - [ ] Yes  
  - [ ] No
Please provide a brief statement about the importance of the information (delayed data and results, responses from key interview participants, etc.) to your final report, including the contribution of this material to the overall quality and completeness of the research project:

___________________________________________________________________________________________________
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Declaration

I, ________________________________ (Student Name) declare the above statements to be true and correct, and that the University may contact any persons mentioned for confirmation of this account.

Student Signature: ________________________________ Date: ________________________________

Please upload to your Special Consideration application, together with PART B (overleaf)

It is your responsibility to arrange supervisor endorsement and signature
PART B: PROJECT SUPERVISOR(S) to complete

Research project details

Student name: ____________________________________________________________

Student number: __________________________________________________________

Assessment title: __________________________________________________________

Project supervisor(s): _____________________________________________________

Project supervisor endorsement

I have read the attached statements made by the student

☐ Yes  ☐ No

I confirm the accuracy of the statements regarding the circumstances described

☐ Yes  ☐ No

I endorse the statements regarding impact on timely conduct and submission

☐ Yes  ☐ No

I acknowledge that any potential extension will impact on the examination and result entry for this unit, and may have subsequent impacts on the student’s ability to graduate in a timely manner

☐ Yes  ☐ No

Please provide a brief statement assessing:

- the impact of the circumstances on the completion of this project, and;
- the importance of the delayed information to the student’s final report, including the contribution of this material to the overall quality and completeness of the project:

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

Suggested revised submission date

Suggested revised submission date: ____________________________________________

Supervisor name: __________________________________________________________

Date: ____________________________________________________________

Supervisor signature: _____________________________________________________

ADMIN USE ONLY:

Received by: ______________________ Date: ______________________

☐ Uploaded to Special Consideration Application in ISIS  ☐ Extension Approved? ☐ Yes ☐ No

Revised Submission Date: ______________________

☐ Outcome Sent & ISIS Updated