

Registration Department

Villa College

Republic of Maldives



ASSIGNMENT EXTENSION FORM

STUDENTS MUST FAMILIARISE THEMSELVES WITH THIS PROCEDURE REGARDING ASSIGNMENT EXTENSION PRINTED AT THE BACK OF THIS FORM.

To be completed by Student:

Student Name: _____ Student ID _____

Phone number: _____ Module Code: _____

Module Name: _____ Administering Faculty/Centre: _____

Assignment No: _____ Assignment Due Date: _____

Name of the lecturer: _____ Is this a group assignment?: Yes No

Requested Duration for extension (days) _____ Proposed date for submission: ___ / ___ / ___

Reasons for request for extension: _____

Supporting Document attached (please tick/specify)

Medical Report

Letter from Employer

Others (please specify below)

Signature of the applicant: _____ Date: ___ / ___ / ___

Please submit the completed form to Student Desk.

To be filled by Student Desk:

Date Received: ___ / ___ / ___ Staff Received: _____

Time of the Receipt: _____ Signature: _____

For Faculty/Centre use only:

Date Received: ___ / ___ / ___ Outcome: Approved Not Approved

Approved Period of Extension: _____ Approved Revised Due Date: ___ / ___ / ___

Course Coordinator Signature: _____ Date: ___ / ___ / ___

Signature of the Dean: _____ College Stamp: _____

IMPORTANT INFORMATION FOR ASSIGNMENT EXTENSION

- All extension applications are due **ON OR BEFORE THE DUE DATE** of the assignment. This form should be submitted with the appropriate supporting documentation. Applications for an extension on an assignment that are received after this date will **not** be considered and the assignment will be late stamped and the appropriate late penalties will be imposed.
- The length of time granted for an extension will be dependent upon the nature, severity and duration of the grounds for the application. However, **an application would not normally be granted for more than 7 days.**
- The Faculty team will assess each application and will return a copy of this signed form to the student. There is a turn-around time of approximately 2 working days for processing of such applications.
- If the extension is approved the **student must attach their copy of this form to the front of the assignment** at the time of submission. Students failing to submit their extended assignment with the approved extension notification attached will have the assignment date stamped and the appropriate late penalties will be imposed.
 - Extensions of time on assignments are not a normal concession.
 - Where the following circumstances exist, an extension of time on an assignment **may** be considered:

Medical grounds: Where an application for extension is based on medical grounds, a medical report in the form prescribed by Villa College should be presented. All required fields in the medical report must be filled. Incomplete medical reports either by the side of the student or by the medical practitioner will be deemed void.

Work: Students applying for an extension of time on the grounds of work commitments will only be granted an extension if the additional work was **unexpected** or **unavoidable**. The application must be accompanied by an appropriate letter from the employer.

Other grounds: These will comprise extenuating circumstances beyond the student's control and will require the presentation of supporting evidence. Documents would normally be required to support the application.

The following are not grounds for an extension:

- Inability to have an assignment typed by the due date;
- Pressure of work ;
- Disk failure or printer/computer failure;
- Routine work commitment
- Inability to submit an assignment on time due to parking or traffic difficulties.

ENSURE ALL RELEVANT PARTS OF THE FORMS ARE COMPLETED AT THE TIME OF LODGING THE APPLICATION FOR EXTENSION. INCOMPLETE FORMS WILL NOT BE PROCESSED.

APPROVED FORMS: Please attach to the front of your assignment