



2007
handbook

amendments



The University of Sydney

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Handbook Errata

Please note that the following update should be read in conjunction with the complete published version of the handbook on www.usyd.edu.au/handbooks

- ❖ All amendments are listed by item number and referenced by the page to which it refers.
- ❖ The relevant handbook and those amendments listed below are binding and final.
- ❖ Inquiries and questions relating to the information below should be directed to the faculty. Contact details for the faculty can be found in the handbook.

Item	Amendment	Handbook page number
1	<p>EXTENSIONS</p> <p>Extensions can only be granted by the Lecturer in Charge of a Unit of Study. Requests for extensions must be submitted in writing on a Request for Extension form before the due date. A copy of this form has been included in this handbook; can be obtained from the Administration Office at the Koori Centre (U224); or found on the Koori Centre web site www.koori.usyd.edu.au. Completed Request for Extension forms, must be given to the Lecturer in Charge for approval. A copy of the approved Request for Extension must be attached to your assignment when it is handed in.</p> <p>It is your responsibility to ensure that your application has been approved. Simply writing a request does not guarantee that an extension will be granted. Extensions are normally for a few days. If an extension of over one week is required you must supply documentation (e.g. a medical certificate or Counsellor's statement). Being in full-time work, or having several assignments due at the same time, do not constitute grounds for an extension.</p> <p>PENALTIES FOR LATE SUBMISSION</p> <p>Late submission of assignments without an extension will incur a penalty of 2% of the total possible mark for each working day that they are late. Assignments submitted more than 10 working days after the due date without an extension will be further penalised and can only achieve a maximum Pass mark of 50%. Any assignment submitted after the marked assignments have been returned will automatically receive a Fail mark of zero. It is the responsibility of the student to contact the lecturer in charge of the Unit of Study, prior to late submission, to discuss the situation and submit for an extension.</p>	12

Authorised: Curtis Flood 22/03/2007