

PACIFIC STUDIES

LATE SUBMISSION AND EXTENSION POLICY

Deadlines for essays and assignments, and set times for test taking and presentations, are strictly observed in Pacific Studies. This policy is to ensure fairness amongst students, and to promote key learning skills such as preparation, planning and timeliness.

WHAT YOU SHOULD APPLY FOR:

If your assessments were affected by...	You should apply for...	And you will need to supply...
Your health	Aegrotat consideration	Evidence from a registered doctor or dentist, such as Student Health and Counselling Service.
Other exceptional or unforeseen difficulties (eg, family illness or bereavement, work or cultural obligations resulting in difficulties)	Compassionate consideration	Evidence of the event, supported by a registered counsellor, such as Student Health and Counselling Service, spiritual leader, work manager.

WHAT CAN BE CONSIDERED:

If this is what happens...	You can apply for consideration of...	And you will need to supply...
Your ability to function is significantly affected by a personal situation on the day of the assessment	Your assessment performance	Evidence from a registered doctor, dentist, counsellor or spiritual leader from the day of the assessment
Your ability to function is affected by a personal situation in the two weeks before your assessment is due	Your assessment preparation	Evidence from a registered doctor, dentist, counsellor or spiritual leader from the two weeks before the assessment is due
You are unable to attend the assessment	The exclusion of a grade that will be included in your overall course mark	Evidence from a registered doctor, dentist, counsellor or spiritual leader from the day of the assessment

COURSEWORK

If your personal circumstances are significantly affecting your coursework assessment performance or preparation please contact your tutor with the appropriate evidence **within 5 days of the due date to request an extension.**

After this date, you can apply for an aegrotat or compassionate consideration in coursework by completing and submitting an AS-46 .

- You must apply for each test individually **within 7 days of the assessment date** at Student Health and Counselling Services.
- There is an application fee of \$10 for each written test application which is paid at Student Health and Counselling Services.
- Please ensure that you have read and understood the information on the form about applying for aegrotat and compassionate consideration before applying.

EXAMINATIONS

If something happens that will affect your exams, you must see a registered doctor, dentist or counsellor as soon as you can. It's particularly important to see them on the day of your exam, if you want to apply for consideration of your exam performance.

For information on aegrotat and compassionate consideration for exams please visit:

<https://www.auckland.ac.nz/en/students/academic-information/exams-and-final-results/during-exams/aegrotat-and-compassionate-consideration.html>.

- You must submit your application within **one week of the exam** (or, where more than one exam has been affected, within one week of the last such exam that you are applying for). Do not wait for provisional results before submitting your application.
- You cannot re-sit an exam, so you should always attend if at all possible. Student Health and Counselling Services can arrange special conditions for your exam such as individual rooms, writers for your script and resting time.
- For any application for aegrotat or compassionate consideration, **all your coursework should be well above the minimum pass standard (normally a C+ or better)**. It is especially important that coursework marks achieved under exam conditions (e.g. for written tests) are well above the minimum pass standard.
- There is an application fee of \$30 for each exam (to a maximum of \$50) which is paid online as part of submitting your exam. If you are in financial hardship, please contact the Vaka Moana Manager, Marina McCartney at ma.mccartney@auckland.ac.nz to apply for support. Alternatively, you can apply for support via the Student Emergency Fund.

STUDENT HEALTH AND COUNSELLING

Student Health and Counselling Services is able to certify both compassionate and medical issues. These services are confidential and also provide support and expertise that your lecturers and tutors are unable to. Doctor's visits are \$12 if you enrol with them as your primary health provider. **Visits to the counsellor are free.** The Pasifika Counsellor will have regular hours in the Pacific Studies department. Please visit your course Canvas page for this schedule.

The Pasifika Counsellor is:

Sarah Va'afusuaga McRobie

Level 3, Kate Edger Information Commons

2 Alfred Street, City Campus

Standard hours: 8.30am to 6pm (Monday to Thursday), 8.30am to 5pm (Friday)

Phone: +64 9 923 7681

Please note that appointments are required for counselling at all campuses.

<https://www.auckland.ac.nz/en/on-campus/student-support/personal-support/student-health-counselling.html>

PENALTIES

All late essays, assessments or missed tests that do not have certificates of the appropriate medical or compassionate grounds, will be subject to penalty. In Pacific Studies courses, the following schedule of penalties will apply.

- Work handed in no more than 24 hours late, will incur a penalty of one-third of a full letter grade. (For example an essay graded as an A- will become a B+; a C+ essay will be graded as a C)
- Work handed in more than 24 hours late, but not more than 7 days late, will be penalized an *additional* one-third of a full letter grade. (For example an A- essay will be graded as a B; a B essay will be graded as a C+)
- Essays handed in between 7 and 14 days late will be penalized by a *further* one-third of a full letter grade. (For example an A- essay will be graded as B-; a C+ essay will be graded as a D+).
- No essays will be accepted more than two weeks after the assigned date unless an extension has been granted for medical or compassionate grounds.

All late work should be submitted through Canvas or Turnitin as stated in your course outline.