

Please return form to:
Melbourne School of Theology (Chinese Department)
5 Burwood Hwy, Wantirna, VIC 3152

Application for Deferred Assessment in an ACT Unit

All applications for deferred assessments must be in writing and should be received by the Academic Affairs Coordinator of the Melbourne School of Theology (Chinese Department) before the due date of the assessment.

Name: _____ Student ID: _____

Address: _____

Contact numbers: _____

Email: _____

Unit code: _____ Unit title: _____

Name of assessment(s) to be deferred: _____ Due date(s): _____

Reason for deferral:

Supporting documentation attached: Yes / No (if not please state reasons):

Please provide independent supporting documentary evidence that substantiates these claims. Any applications made on medical grounds must include a doctor's certificate that covers the period in question

Declaration:

I have read the regulations overleaf and certify that the above information is correct to the best of my knowledge:

Signed: _____ Date: _____

Office use only:

Date received by Academic Affairs Coordinator: _____

Approved Not approved:

Reasons for non-approval:

Signed: _____ Date: _____

ACT informed: _____



副件：

中文部學生手冊第五項，學習須知之第二、五項：

2. 作業的延期及不及格學科重補的作業：

2.1. 作業延期是不被鼓勵的。只有在極特殊的情況下，學生必須填妥《作業延期申請表》(ACT Form - Application for Deferred Assessment in an ACT Unit)，且於截止日期前遞交教務處，獲批准後才可延期。

2.2. 除非有特殊的原因（如家人事故、身體健康問題等），作業不可延期超過該學期末，此等延期必須呈交書面申請給教務處，由教務長批准方可。

5. 作業遲交：

所有專文及作業必須按時遞交，遲交者將按以下扣分法處理：

5.1 作業遲交扣分法（適用於所有課程）：

由作業期限日起計算（周末及公眾假期也計算在內），每延遲一天扣總分數(100%)的 3%，最多扣十四天，共 42%；遲交超過十四天的作業將會得零分。

5.2 若學生有特別原因，如家人事故、身體健康問題等，應於作業期限之前，先與授課老師商討，再向教務長申請，及到辦公室索取並填妥《作業延期申請表》(ACT Form - Application for Deferred Assessment in an ACT Unit)。《作業延期申請》表**必須**於作業期限前填妥並獲得教務長批准（不是當日或之後），延交的作業將不被扣分。學生必須留意，功課或事奉忙碌等，都不足以構成申請延期的理由。

5.3 申請延期的學生必須按重新給予的期限交上作業，學生若未能於期限前完成作業，均不予准許註冊選修新的科目。

5.4 遲交扣分可能導致全科不及格，分數將不被調整以使學生及格。