

## **Annex 9**

### **Appendix 2**

#### **Extensions to Coursework Deadlines**

- 1.1 Applications for extensions to coursework deadlines should be submitted to the relevant Divisional Office via the appropriate pro forma as soon as possible and normally no later than 24 hours (i.e. one full working day) in advance of the deadlines to which they relate. Except where the student has self-certified for absence, relevant supporting evidence should be provided. Academic staff may not accept work for marking where it is submitted after the applicable deadline except where extenuating circumstances have prevented its submission on time (see section 2 of the main CF document).
  - 1.2 Applications for extensions to coursework deadlines will be considered by the Chair of the Mitigation Committee or nominee, who has authority to extend the applicable deadline. This approval will be communicated in writing with a new submission date.
  - 1.3 Students whose ILP states that they may apply for extensions for coursework deadlines as a reasonable adjustment should signal their intention to request an extension by submitting the relevant pro forma to their Divisional Office. In such cases students will not be required to submit evidence in support of their application except where the extension request relates to conditions or extenuating circumstances that are not covered by the established ILP arrangement. The application form will indicate whether or not the extension request is ILP-related.
  - 1.4 The maximum extension period permissible for a postgraduate dissertation is three months, except in exceptional circumstances. Permission for such an extension may be authorised by the School Director of Graduate Studies.
    - 1.4.1 Permission for a subsequent extension period to a postgraduate dissertation must be sought from the appropriate School Director of Graduate Studies, including provision of acceptable evidence of the extenuating circumstances.
    - 1.4.2 Approval will be communicated in writing with a new submission date.
    - 1.4.3 Where an extension is granted following acceptance of the evidence of extenuating circumstances, extension fees should not be charged.
- 2. Maximum period of extension allowed for each category of coursework assignment**
- 2.1 The University is committed to ensuring that students are able to keep up with their studies, assignments and exam preparation. Therefore, the maximum extension periods that can normally be granted for assessed work are listed in the table below:

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**UG and PG Taught**

| <b>Maximum Extension period:</b> | <b>Category of coursework assignment:</b>   | <b>Conditions</b>   | <b>Supporting Evidence Required</b> |
|----------------------------------|---|---|-------------------------------------|
| 1 week                           | Major piece of assessment - normally up to 1 week dependent upon the circumstances                      | As long as the extended deadline is before the date when work is moderated or marked work/answers are released to the main cohort of students | Supporting evidence required        |
| 2 weeks                          | Major piece of assessment – normally can be up to 2 weeks dependent on <b>exceptional</b> circumstances | As long as the extended deadline is before the date when work is moderated or marked work/answers are released to the main cohort of students | Supporting evidence required        |

**PG Taught**

|  |   |   |                              |
|--|---|---|------------------------------|
| Dependent on circumstances<br><br>3 month maximum period | Longer extensions may be granted for projects, dissertations worth 60 credits or more | Can only be granted on an exceptional basis but it is more likely than the concession route should be followed if circumstances have caused significant interference with a student's studies | Supporting evidence required |
|--|---|---|------------------------------|

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**All Taught Students, Where an Extension is Granted for Coursework Assessment on Grounds of Self-certified Absence**

|   |  |  |   |
|---|--|--|---|
| Period of extension must be of equal duration in working days to the period of self-certified absence | Any piece of coursework assessment, other than that arising from scheduled onsite or online assessments, such as labs, practical sessions, group presentations, or other similar assessed work | As long as the extended deadline is before the date when work is moderated or marked work/ answers are released to the main cohort of students | Self-certified, on no more than two occasions in any academic year. |
|---|--|--|---|

**The following would be considered as valid reasons for granting an extension or late submission:**

- An Inclusive Learning Plan (ILP) *which recommends flexibility around deadlines;*
- Acceptable extenuating circumstances as per Annex 9, clause 1.3;
- Temporary incapacitating medical condition or other negative circumstances that may have directly affected a student's ability to complete an assessment by the deadline\*;

*\* Where coursework deadlines are affected, note the limit on the number of occasions a student may self-certify absence for such conditions.*

N.B.: If an extension request refers to ongoing matters relating to extenuation, the University's mitigation policy should be applied in addition to an extension. The mitigation policy should also be applied if it is not possible to provide evidence in good time for an extension request to be granted.

**Applications for extensions will be unsuccessful in cases where the student could reasonably have avoided the situation or acted to limit the impact of the circumstances.**