

Extension Request Form

Please read the **Study and Assessment Regulations** and the **Examination and Assessment** before completing this form.

This Document should be delivered in **paper or electronic form** to the **Exam Office**.

Name:			
Email Address:			
Registration Number:			
Module name/code:			
Module coordinator:			
Programme:			
Original due date:			
Requested date:			
Reason for request:			
Type of Supporting Evidence:	Medical Certificate	Letter from Consultant	Letter from Counselor
	Police Incident Report	Supporting Statement from a Member of University Staff	
	Other:		
Details on Previous Requests:			
Date:		Signature:	

Decision of the Module coordinator:

Request:	Accepted	Rejected
Reason for rejection:	Evidence not submitted	Request is unclear
	Evidence not accepted	
	Other:	
Comments:		
Date:		Signature:

Guidance Notes – please read carefully

Extensions for coursework will be granted **only in exceptional circumstances** and, wherever possible, agreed in advance. **Medical evidence is taken into account but does not guarantee an automatic extension.**

Grades capped/no grades will be applied to assignments if:

- 1) You fail to follow the correct request procedure in time, or
- 2) The Module coordinator does not see fit to grant an extension.

Acceptable grounds for the consideration of an extension request

Unavoidable detention elsewhere

- In hospital on/before date of submission
- In court/detention on/before date of submission
- Participation in authorised national or international sporting competition or authorised national sports training camps.

Medical grounds

- Confined to bed or otherwise unable to attend University
- Ability to work seriously impaired on or before the date of submission

Compassionate grounds

- Death of a close person
- Sudden acute or serious illness or injury (including serious mental illness) of a close person.

Other exceptional grounds (or other good cause for absence)

- Exceptional circumstances will be considered on their own merits. Supporting documentation should be provided wherever possible.
- Applications for assignment extension on exceptional grounds or where there is no supporting documentation may require the student to present their case in person to the Module coordinator.