

Extension Request Form

**To be completed by the student and sent to the Tutor for completion.
Tutor to send to PROGRAMME ADMINISTRATION TEAM**

Student to Complete Section A,

e-mail the form to your Module Tutor with evidence, who will complete Section B.

Once authorised Module Tutor granting the extension will:

- a) e-mail one copy to your student account for your records .
- b) cc Programme Administration (at the relevant campus for logging and to be retained in your University file).include evidence presented.

| SECTION A - Student | | | |
|--|----------------------------|------------------------------|---------|
| Student Name: Student Number: | Year Study commenced: | Group: | Campus: |
| Programme: | | | |
| Module Code: | | Module Title: | |
| Item of assessment (Coursework/portfolio etc.) : | | | |
| Original Due Date | Student Requested due date | Tutor Authorised agreed date | |
| Reason: | | | |
| SECTION B – Tutor dealing with extension | | | |
| Any suggested action: | | | |
| Comments (including reason if not granted): | | | |
| Tutor Name: | | Date authorised: | |

- 1 Requests for extensions must be made in advance of the submission date and are only approved on completion of this form.
- 2 An extension may be given for up to 2 weeks (14 days including 10 working days). Extensions are granted for the shortest period possible, taking into account the time the student has lost due to the relevant circumstances. Evidence must be provided in support of extension requests (self-certification may only be used twice within each academic year).
- 3 Students unable to meet the original submission date or agreed extension date should contact their Cohort /Course Leader, Module Tutor or Programme Leader as soon as possible. Please see the Student Handbook for more information on UoC Regulations. Assignments submitted without a pre-approved extension date agreed, but within 3 working days of the original submission will be capped (40% for level3-6 and 50% for level7). Assignments submitted after this time will be awarded a mark of zero.

- 4 If you are not able to submit, in line with the Fit to Sit policy then you may wish to submit an [extenuating circumstance claim](#).