

## COURSEWORK EXTENSIONS POLICY

This policy provides a framework to module leaders, to ensure consistent application of coursework extensions is applied across the University. Note that in accordance with guidance provided in the Extenuating Circumstances Regulations under EC1.2, where an extension has been granted, but the student is nonetheless unable to meet the agreed extension owing to extenuating circumstances, the student may subsequently apply for deferral under the Deferral of Assessment procedure.

### Requesting an extension

Students are expected to monitor their workload, be aware of all submission deadlines, and be able to organise themselves accordingly. However, it is recognised that there may be occasional, exceptional circumstances, which may genuinely affect the ability of a student to complete coursework on time. In such circumstances, which arise owing to **exceptional, serious and acute problems or events**, a student may request an extension to a coursework submission deadline.

Note that extension requests must be submitted **before** the submission deadline.

Extensions will not be permitted after a deadline has passed although a student may request to have a late submission penalty removed.

1. The authority to grant an extension to the deadline for submission of coursework rests with the designated module leader, or their designate, who should keep a record of any extension granted.
2. A request for an extension should be made using the coursework extension request form (CE1), which must be submitted to the appropriate module leader, or their designate. At the module leader's discretion, a verbal request can be considered.
3. Any extension granted to a student should be confirmed, giving details of the new submission date, in writing (usually by email), by the module leader, or their designate.

4. The length of any extension granted is at the discretion of the module leader, or designate, and should take into account the circumstances, and work required. Normally, this would be a maximum of 10 working days beyond the original deadline.
5. For extensions up to 10 working days, no third party evidence is required and module leaders should use their discretion to determine whether an acceptable reason has been given.
6. In rare and exceptional circumstances, and at the discretion of the module leader (in consultation with the programme leader and appropriate personal development tutor), a longer period of extension may be given. However, the module leader should discuss with the student whether the deferral of assessment procedure is more appropriate.
7. If a student is unable to meet the new extended deadline, the student should then use the deferral of assessment procedure.

### **Guidelines for reasonable grounds for granting an extension**

Please note that the following lists are not exhaustive and all student requests should be considered in a holistic manner.

#### **Acceptable reasons for granting an extension could include:**

- a) Serious personal problems such as relationship problems; illness/death of close relatives including attendance at funerals; victims of crime; accommodation crises; court cases; accident or sports injury; or acknowledged failure of University computer/printing services.
- b) Serious illness.
- c) Jury service.
- d) Delays in obtaining ethical approval and/or risk assessment.
- e) Participation in an authorised national or international sporting competition or authorised national sports training camps.
- f) Where students have been identified as requiring reasonable adjustments and their difficulties or delays in accessing support are a factor.

#### **Non-acceptable reasons could include:**

- a) Minor colds, coughs, hangovers.
- b) Computer or printing failure at home.
- c) Difficulties in accessing library resources.
- d) Lost assignments.
- e) Unverifiable travel difficulties.
- f) Not realising deadline imminent.
- g) Poor time management.
- h) Wanting 'to get it perfect'.
- i) Any event that could have reasonably been expected or any anticipated commitments (holidays, weddings, moving house, employment etc) interfering with completion of course work.
- j) Extensions will not normally be granted to individuals who voluntarily absent themselves to participate in other activities, such as sporting competitions, music festivals or part-time employment. Ignorance of the deadline, or pressure of other work resulting from poor personal organisation, will not constitute good causes for an extension.
- k) Problems caused by English not being a student's principal language. Students should seek advice and support in good time.

### **Penalties for the late submission of coursework**

There should be a consistent approach so that a student is clear as to the penalty which will be imposed for the late submission of coursework – and that that penalty will be the same wherever and whatever they are studying.

1. In accordance with academic regulations B5.9 and C5.11, unless approved otherwise via the University's module approval process, all coursework, both at first attempt and reassessment, submitted after the agreed extended deadline will be marked at a maximum of 40 per cent or P1 on the masters grading scale. Coursework submitted over five working days (or ten working days on programmes delivered on campuses outside Europe) after the agreed extended deadline will be given 0 per cent or F5 on the masters grading scale, although formative feedback will be offered to the student where requested.

2. It is acknowledged that, in some areas of the University, the concept of 'coursework' does not always lend itself to standard approaches and that some discretion may be required in particular circumstances. This standard process may be varied only in cases where the assessment brief issued to students indicates clearly that a different arrangement will apply.

Approved by: Quality and Standards Committee

Date: May 2016

Policy Review date: TBC

# CE1

## Request for an Extension to an Assessed Coursework Deadline

Name:	<input type="text"/>	Matriculation Number:	<input type="text"/>
Degree Programme:	<input type="text"/>		
Module Code/s for which extension is required	<input type="text"/>		
Date of Original Deadline	<input type="text" value="/ /"/>		
How many days extension are you requesting?	<input type="text"/>		
Dates you were affected	From:	<input type="text" value="/ /"/>	To: <input type="text" value="/ /"/>
<p>Give a brief description of the circumstances which affected you:</p> <p>Explain how the situation affected your ability to work:</p>			
Have you submitted evidence with this form: <b>Yes / No</b> (please delete as appropriate)			
If No, then the maximum extension you can request will be up to 5 working days.			
Signature:	<input type="text"/>	Date:	<input type="text"/>
<b><u>MODULE LEADER/PROGRAMME LEADER APPROVAL</u></b>			
I AGREE to the above extension request <input type="checkbox"/>			
I AGREE to the extension request BUT only agree to <input type="text"/> days rather than the time requested			
I <u>DO NOT</u> agree to the above extension <input type="checkbox"/>			
NEW DEADLINE:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>