

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 Deferral of Assessment and 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 section of the 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 ([RE1](#)), which must be submitted to the designated 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. Details of the extension should be recorded by whoever grants it. Recording arrangements should be decided locally.

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 though those empowered to authorise the extension may wish to consider offering the student more than 10 working days if the module is worth more than 20 credits.
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. 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 of a maximum of 20 days, for example, where the student is competing or coaching in global or Commonwealth events and may be away from the University for longer than the normal 10 day extension period¹. 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.

¹ Refer to the University's [Dual Career Athlete and Coach Policy](#) for further information.

- 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.
- g) A requirement to attend events in relation to commitments as a Reservist within the Armed Forces e.g scheduled training events.

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 (unless the participation is covered in line with the University's Dual Career Athlete and Coach Policy²), music festivals or part-time employment.
- k) Ignorance of the deadline, or pressure of other work resulting from poor personal organisation, will not constitute good causes for an extension.
- l) Problems caused by English not being a student's principal language. Students should seek advice and support in good time.

² Refer to the University's [Dual Career Athlete and Coach Policy](#) for further information.

Class Tests

This policy covers requests for extensions to coursework hand in deadlines though it is noted that some modules do use class tests as a form of assessment. These are not regarded as official examinations though are clearly a different assessment format to coursework. The practicalities of arranging an alternative date for a test, or an alternative assessment in the event of a student advising they cannot sit a test on the specified date, means granting a student permission to miss a class test via this procedure may not be possible. Module leaders should however consider any such requests received and explore whether there is a reasonable alternative for any student in this situation.

Where it is determined that there is no other alternative, students who miss a class test or who are aware they are going to miss a class test, should consider an application to defer the assessment or apply for extenuating circumstances in line with the [Deferral of Assessment and Extenuating Circumstances Regulations](#).

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 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.

Revised: April 2020, Quality & Standards Committee