

Assignment Extension Form

To be completed by the student:

Name:	Course:
Email address:	
Unit Name:	Tutor's Name:
Assignment Title:	
Submission Date:	
Reason for which an extension to the date is requested (supporting evidence should be provided)	
<p>I have read, understood and accept the notes provided overleaf</p>	
Signature of student:	Date:

To be completed by the Course Tutor/Programme Co-ordinator/Head of School or LIV

<input type="checkbox"/>	I approve an extension	Revised Submission Date:
<input type="checkbox"/>	I do not approve an extension	
Reason for not granting extension:		
I confirm that I have seen and accept the supporting evidence		Date
Signature of Unit/Course Tutor		

Distribution:

- Original to student to be submitted with assignment
- Copy to Unit/Module Tutor

Notes for students (to accompany the standard form)

These procedures apply to all assessed pieces of student work other than written examinations

Criteria for granting extensions to deadlines

- a) Extensions are only granted for external factors beyond your control, e.g. medical reasons; extensions are not granted merely because the work is incomplete.
- b) Extensions may not be possible for certain types of coursework (e.g. contribution to a group presentation).
- c) Loss or theft of assignment material shall not normally be regarded as an acceptable reason for an extension; it is your responsibility to make appropriate backup copies.
- d) If you have days of religious observance, which coincide with your preparation for assessment deadlines, you must plan your work to take these into account.

Processing of requests for extensions

- e) All applications for an extension to a coursework deadline must be submitted electronically or in writing before the due submission date, using the standard form. Requests submitted orally are not valid.
Requests submitted after the due date will not usually be granted
- f) You must lodge the application form with the course co-ordinator.
- g) After consideration, the form will be returned to you. If the request is approved, copies will also go to the unit/module tutor.

Late submission penalties, in cases where approved deadlines are not met

- h) Refer to the *assignment submission procedures* on Is Learning