

# ARE YOU ELIGIBLE FOR A COURSEWORK EXTENSION?

## *Get Support*

You are strongly encouraged to arrange a meeting with Student Support if you are experiencing any difficulties meeting coursework submission dates. A Student Advisor will be able to advise you on options relating to the management of deadlines and extensions.

It is important that you make an appointment with a Student Advisor as early as possible. Make an appointment through UCP Reception or by contacting them by email or telephone (their details are listed below).

## *Working to submission deadlines*

Failure to submit a piece of work may result in the failure of the modules and this can have a significant impact on your academic progression. You are expected to manage your work load and meet deadlines set by the University. This includes you building in time for dealing with unexpected minor events.

## *Five day Late Submission Rule*

You are able to submit your coursework up to five working days after the stated deadline for submission. However, the element of assessment to which the assignment contributes is capped at 40%.

## *Impact of serious or unexpected major events*

If something serious or unexpected happens to make submission of coursework impossible, you are encouraged to speak to a Student Advisor in advance of the published summative submission deadline.

## *How to apply for an Extension*

You may request an extension to a submission deadline per element of a module's assessment (as defined in the MDF) when circumstances outside your control have arisen which prevents submission or are likely to result in significant underperformance if the original deadline is enforced.

In order for Student Support to consider whether a STE can be issued, you must first complete this form. **NOTE: A short term extension request must be submitted to Student Support no later than 2 working days prior to the assessment deadline.** If it is submitted later, we cannot guarantee that this request will be reviewed in time. It is your responsibility to arrange an appointment with Student Support if you are experiencing circumstances which will negatively affect your ability to meet the deadline.

**NOTE: You must also provide evidence of your circumstance. If a request is submitted without evidence, it cannot be considered.**

## Criteria for requesting an extension

A Student Advisor will consider issuing you an extension if:

- *you can provide evidence of satisfactory progress to date;*
- *circumstances beyond your control make it impossible to meet the original assessment submission date;*
- *keeping to the original deadline would: significantly disadvantage the student's academic performance and/or ability to complete scheduled (re)assessment tasks; exacerbate an existing health problem or result in additional stress related problems; fail to address the underlying problem or issue which is unpredictable in nature.*

## Eligibility for a coursework extension:

The following are acceptable reasons for such a request:

- *short-term illness;*
- *a short-term illness of any person for whom the student has a responsibility for care;*
- *authorised absence from UCP during teaching weeks;*
- *an enforced change in employment circumstances for which only short term notice was given;*
- *other reasons considered acceptable by the Student Advisor.*

The following **are not** acceptable reasons for such a request:

- *academic workload;*
- *misreading the instructions on submission deadlines in the MDF, or assignment brief;*
- *computer, USB memory stick, disk, printer or any other technical failure for which the student is responsible (students should ensure that they keep a back-up copy of their work);*
- *unauthorised absence from UCP (e.g. holiday taken during teaching weeks).*

## Extension Duration

All short extensions are for a default period of **10 working days**. You are permitted to submit the work earlier than the expiry date of the extension period. If a student's circumstances require additional time beyond the expiry date of the original extension, you can apply for mitigation (see separate guidance) as no further extensions can be granted.

**If you require this document in an alternative format please email [support@ucp.ac.uk](mailto:support@ucp.ac.uk)**

## Privacy Notice

We will use the data recorded on this form for the purpose of education and for statistical, administrative and communication relating to your course and enrolment. UCP has an agreement with PRC and ARU to deliver and administer your programme of study and we will therefore have legitimate interest to share your data with PRC and ARU for this purpose, as well as designated financial, government and statistical agencies seeking to assess your satisfaction and employment post-graduation. If you are being sponsored by your employer or a foundation/charity, they may request updates on your academic performance and attendance.

The data you have provided on this form is recorded on a management information system that complies with the principles of the Data Protection Act 1998, the EU's General Data Protection Regulation (GDPR) and PRC policy. Access to this data is limited to Admission, Management Information System and UCP Administrative staff. Data is retained and securely held for 7 years and then destroyed in line with the PRC policy





# COURSEWORK EXTENSION REQUEST

Academic year: 2019/20

If, through illness or other serious difficulty, you think you will be unable to meet the deadline for coursework summative submission, you should use this form to make a request for an extension. If approved, the Student Advisor will sign the form and provide you with a copy. **You must attach this to the assignment when you submit it for marking.** This provides the marking tutor with proof that the assignment result should not be capped.

Student ID:  Full Name:

Course Title:

## EXTENSION REQUEST DETAILS:

Reason for extension request:

- personal short-term illness
- short term illness of person for whom I have responsibility of care
- employment circumstances for which only short term notice was given
- bereavement - death of close relative/significant other (which in an employment context would have led to a period of compassionate leave)
- authorised absence during teaching weeks
- other reasons considered acceptable by Faculty Student Advisor

Please note that all requests will be treated in confidence. If your request is of a particularly private or sensitive nature and you do not wish to record it here, please speak in confidence to a Student Advisor or provide a covering letter marked "Strictly Confidential".

**ASSESSMENT DETAILS:** Specify the module(s) AND relevant assessment element(s) for which you are requesting an extension:

MODULE CODE						MODULE TITLE				ASSESSMENT ELEMENT (e.g. 010)	DUE DATE	
ORIGINAL		NEW (STAFF INPUT)										
M	O	D	0	0								
M	O	D	0	0								
M	O	D	0	0								
M	O	D	0	0								

*Please continue on an additional sheet if required.*

## IMPACT STATEMENT:

In your own words, write a statement explaining the impact your specific circumstances have had on your ability to meet the assessment deadline. Provide as much information as possible.

---

**REFLECTION STATEMENT:**

Now, please explain what you have done, or are doing currently to mitigate the circumstances impacting on your ability to meet a deadline(s). For example, have you attended study skills sessions, tutorials, spoken to a member of UCP staff, to your doctor?

---

**EVIDENCE TO SUPPORT REQUEST:**

Student Advisors require evidence from you to support extension requests, especially if you are regularly seeking multiple short-term extensions. Please list the evidence which you will be able to provide, for example, doctor's certificate, or letter from an employer, death certificate, etc.

**All evidence must be provided to Student Support at the point of application and before the original submission deadline, otherwise we cannot process the request.**

List of evidence:

---

**Disclaimer:** By signing this document, I can confirm that I agree to the recording, sharing and storage of personal information. This information is only used to support my studies and ongoing registration. I have read and understood the privacy notice made available by Student Support, which is also available at the website on: <https://www.ucp.ac.uk/privacy-and-cookies/>

**Signature of student:**

**Date:**

---

**EXTENSION AUTHORISATION:**

- Extension Granted  
 Extension Rejected for the following reason(s):

**Student Advisor Signature:**

**Name (in block letters):**

**Date:**