



## Extensions Policy

1. Students who are unable to submit assessed coursework by the deadline should complete an MC1 form, which can be found on the downloads page under Academic Admin, and send it to the Senior Registrar requesting an extension of the date of submission. They should also submit any supporting evidence as mentioned on the form. If the request is made because of known circumstances, it should be made **at least two weeks** before the required date. Requests which are submitted closer to the date or even after it can be considered if they pertain to new and unforeseen circumstances. The letter or email should state the reasons (mitigating circumstances) why the work will not be completed on time. In the case of illness, a medical certificate should accompany the written application. Requests which do not state valid reasons will be rejected.
2. Grounds for an extension are *unforeseeable* or *unpreventable* circumstances that could have a *significant adverse effect* on the performance of a student, including:
  - Significant illness or injury;
  - The death or critical illness of a close family member;
  - Family crises or major financial problems leading to acute stress;
  - Absence for jury service or maternity, paternity or adoption leave, or unavoidable commitments with the armed forces
3. Circumstances that will *not* normally be regarded as grounds for an extension include:
  - Holidays and events that were planned or could reasonably have been expected;
  - Assessments that are scheduled close together;
  - Misreading the timetable or misunderstanding the requirements for assessments;
  - Inadequate planning and time management;
  - Failure, loss or theft of a computer or printer that prevents submission of work on time: students should back up work regularly and not leave completion so late that they cannot find another computer or printer;
  - Consequences of paid employment;
  - Exam stress or panic attacks not diagnosed as illness.
4. The Senior Registrar will present the requests to the Special Cases Committee; if a request is approved, a new deadline for submission of the work will be set, normally **two weeks** after the first deadline.
5. If an extension is refused, the student has the right to appeal to the College Principal within 10 working days. Launching an appeal does not remove the requirement to submit the work as soon as possible.
6. Students are generally discouraged from asking for extensions for coursework. They should make every possible effort to avoid running out of time. **Being busy in church or at work will not be accepted as a valid excuse because all staff and students are busy.** Students who have more work than they can cope with could consider attempting fewer modules per semester.

7. Exiting students and those changing courses should be aware that late submission in the second semester (whether for good reasons or not) will inevitably prevent them from graduating in that year, whilst changing course could become impossible.
8. Tutors can set informal deadlines prior to the formal deadline. Such deadlines are advisory rather than strictly binding but they serve the good practice of staff and students. They help students and staff to spread their workloads.
9. Students are urged to submit essays as and when they have been written, and not to pile them up in order to hand them all in at the last moment. In this way they will profit from the feedback given on early essays to improve the later ones.
10. Requests will be monitored in order to identify students who make repeated requests.
11. The Director of Studies will grant extra time at the end of semester 1 to students whose are - as a consequence of the timetable - attempting more credits in their first semester than in their second semester. In case of students attempting more credits in the second semester than in the first, those who are not in their final year will be granted extra time at the end of the second semester. Every year the Senior Registrar will present a list of such students to the Committee.

<b>Document control box</b>			
Title	<b>Extensions Policy</b>		
Date approved	June 2016	Implementation date	April 2014
Next review date			
Version	4	Supersedes version	3 (April 2014)
Approving body	Leadership Team		
Quality Code consulted	TBC		
Member of staff responsible	Director of Studies		