Extension to Coursework Application

1. This form should be used by students requesting up to 14 days extension to a deadline for an assessment component. Follow steps A to C below — extensions beyond this date will only be granted in exceptional circumstances. For extensions in excess of 15 days, the student is advised to apply for deferral by submitting an Extenuating Circumstances Form.

2. Extensions will only be granted in extreme circumstances. For guidance, see the Handbook and Regulations for Undergraduate Awards for undergraduate students, and the Taught Postgraduate Programmes University Regulations for postgraduate students.

3. This form should be presented prior to deadline date.

4. Relevant evidence should be presented to the Module Tutor with this application.

A   Complete parts 1-10 of the form prior to seeing the module tutor.

Student Information

1	**Surname**	
2	**First Name**	
3	**ID Number**	

Programme Information

4	**Programme Name**	
5	**Year/Level**	
6	**Campus/Associate College**	

Module Information

7	**Module Code**	
8	**Module Name**	
9	**Assessment Component**	
10	**Original Deadline Date**	

B   Take the form to the Module Tutor* to determine the length of the extension and sign (11-12).

11	**New Deadline Date**					
12	**Staff Name**		**Signature**		**Date Agreed**	

C   Submit the coursework together with the top copy of this form, plus the usual coursework cover in the normal manner for the submission of coursework.

* Prior to signing, the Module Tutor should ensure the Module Leader would agree in principle to such extensions.

Where an extension is granted, failure to meet the new deadline date will result in penalties as outlined in the Handbook and Regulations for Undergraduate Awards for undergraduate students, and the Taught Postgraduate Programmes University Regulations for postgraduate students.

Student retains top copy — to be attached to work (without this, work may not be accepted)
Student retains pink copy — for their own records
Module Tutor retains green copy — for their own records
Faculty Office retains yellow copy — for the SAB file