

**Date received by Programme Leader**

**CONFIDENTIAL**

Extension Request Form-this form **must** be used.

**This form should be used if you are requesting an extension on the submission date for assignment(s). If you need an extension beyond the date of the next Exam Board you must complete a Serious Adverse Circumstances form. You must discuss this with your Programme Leader.**

**Your Programme Leader (or designate) will process this form and make a decision about your request.**

The form must be submitted to your programme leader (or designate) at any time up until 2 days before the assignment is due to be submitted. You can only request an extension if there are acceptable reasons for this and you are expected to provide a written explanation of the reason. Normally a coursework extension will be for up to a maximum of 10 working days, but there may be circumstances where the maximum of 10 working days is not possible.

Please note that if you submit work late, for each day (or part of a day) up to 5 days after the published deadline the numeric grade awarded will be reduced by 10 grade points. For levels 0,4,5, and 6 this will be until the grade reaches 40 (50 for level 7). Late submissions for referred coursework will be awarded a mark of 0. Coursework (including deferred coursework) submitted later than five days (five working days in the case of hard copy submission) after the published deadline will be awarded a grade of zero (0).

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| Student Name: |  | | |
| Student ID number:  (7 digits, on your ID card) |  | Contact email: |  |
| Programme of Study: |  | | |
| Mode of Study: | Full time  Part time  Distance | | |

**Modules which you are requesting an extension for:**

| **Module Title** | **Module leader** | **Module Code** | **Type of Assessment** | **Date assignment due to be submitted** | **Time requested for extension** |
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| **Please give reason for this request:** (if you are submitting this in hard copy you may attach pages as necessary)  **Reason (cont.)** |

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| --- | --- |
| Student Signature: |  |
| Date: |  |

|  |  |
| --- | --- |
| Extension approved: |  |
| Date of extension submission: |  |
| Programme Leader Signature: |  |
| Date: |  |
| Module Leader informed: | Yes |
| Date received by Student Administrator: |  |