

Policy on applications for extensions for taught programmes of study



1. Introduction

All students are expected to manage their time appropriately and submit their coursework assessments by the deadlines which they have been given. However it is recognised that on occasion, short-term unforeseeable or unpreventable circumstances may arise which mean that it is impossible to meet these deadlines. If these circumstances occur, students should submit an application for an extension to the coursework assessment deadline.

2. Scope

- 2.1. This policy is for students registered on taught degree programmes which are delivered by Royal Holloway, University of London and Bedford New College (henceforth 'the College') or by partner institutions as well as students who have been admitted to the College as a Visiting Student. However this policy does not apply to Pre-sessional English Language Programmes. If students registered on these programmes require an extension they should contact the Centre for the Development of Academic Skills. Students registered on a Postgraduate Research degree programme who require an extension should contact their Director of Graduate Studies.
- 2.2. The policy outlines the principles and arrangements the College applies to applications for extensions to deadlines for coursework.
- 2.3. Owing to the variety of assessment types and timings of these assessments it may not be possible to grant extensions for every assessment which may be given for example, but not limited to, small weekly lab reports, worksheets which are marked and returned in a short time period to provide formative feedback for subsequent pieces of work and group presentations / performances. Schools will clearly state the assessments for which it is not possible to grant an extension in School/ Department student handbooks / on the relevant Moodle pages when the assessments are set. Unless specified at School level, this policy applies to any assessment set.
- 2.4. Extensions to deadlines for coursework are intended to mitigate the effects of a particular short-term unforeseen or unpreventable situation which impacts on a student's ability to complete or submit a specific assessment. Circumstances which are likely to affect performance for a longer period of time should be discussed with a Personal Tutor, members of the administrative staff in the School, Disability and Dyslexia Services who will be able to provide more specific advice.

3. Definitions

School	Use of the word 'School' refers also to, Centres, Departments, Institutes and all other Academic Units as referenced in the College Statutes.
Extension	An agreed change to the submission deadline for an assessment. The student will always undertake the same assessment task that was originally set. In exceptional circumstances an alternative assessment may be set in consultation with the Disability and Dyslexia Services or if the assessment is being set during the Summer Vacation Assessment Period.
Self-certified extension	Five day extension supported by self-certification (note: rules apply—see Appendix)
Evidence-based extension	Ten day extension supported by appropriate evidence (see Appendix)
Summative Assessment	These are pieces of assessment which are awarded a mark that contributes to the overall final mark for a course unit.
Formative Assessment	These are pieces of assessment for which a mark may be provided. Marks for formative assessments do not count towards the overall final mark for a course unit. If an extension for formative work is required, this should be agreed with the course tutor.
Working day	A day on which the College is normally open; working days exclude weekends, bank holidays, College closures and discretionary days.

4. Applications for Extensions

- 4.1. Applications should be made via the extensions system, accessed through [Campus Connect](#). In the unlikely event that a student is unable to access the extensions system, students should apply directly to Student Administration for further guidance and will be expected to provide details as to why they were unable to make the application via Campus Connect.
- 4.2. Applications for an extension will only be considered if the short-term unforeseeable or unpreventable situation for the request occurred up to a maximum of 10 working days before the submission deadline.
- 4.3. All extension applications and associated documents are logged and stored securely within the extensions system.
- 4.4. Access to the extensions system is restricted and only designated members of College staff are permitted access to the system.
- 4.5. Students may apply for extensions of either five working days or ten working days based on what the student deems necessary for their circumstances.

4.5.1. Five-day self-certified extensions

- (a) are intended for circumstances of a short-term nature for which it may not be possible to obtain evidence, particularly for illnesses that last five working days or less and for which the student would not normally seek medical advice;
- (b) will be granted for five working days;
- (c) will be limited to two per student per academic year. Where the same circumstances have affected a student's ability to meet clustered deadlines for example, submission deadlines for two assessments on the same day, more than two five-day self-certified extensions may be granted by Student Administration, at Student Administration's discretion. In these circumstances this will count as one period of self-certification, Student Administration will inform the student's School and the School may invite the student in for a meeting to discuss any wellbeing matters or extra support that may be required.
- (d) **Please note:** Self certification does not guarantee that your extension application will be approved and not all circumstances can be self-certified. Please see appendices for an indicative but not exhaustive list of circumstances which would not normally be deemed sufficient to warrant an extension.

4.5.2. Ten-day evidence-based extensions

- (a) are intended for short-term circumstances;
 - (b) will normally be granted for ten working days;
 - (c) must be accompanied by appropriate supporting evidence. Photographs or scans of original evidence documents should be attached to all evidence-based extensions applications. Evidence in a language other than English should be professionally translated. Student Administration have the right to ask to see original copies of any evidence attached to an extension application.
 - (d) Will normally be granted as long as the student meets the requirements as outlined in Section 4.5.2 (c)
- 4.6. Applications for extensions will be accepted until the assessment deadline. However the College is unable to guarantee that an application made less than two working days in advance of the assessment deadline will be processed before the deadline, although it may still be approved. Students should continue to work towards their original submission deadline until a decision has been made on their extension application. If a student is unable to submit by the deadline and has not received a decision on their extension application they should submit their assessment as soon as possible after the original deadline (Please see paragraph 5.6).

- 4.7. If a student applies for more than two five day extensions, more than two ten day extensions, or more than two of a combination of five day or ten day extensions in the same academic year, Student Administration will inform the student's School. The School may invite them in for a meeting to discuss any wellbeing matters or extra support that may be required.
- 4.8. The appendices provides an indicative but not exhaustive list of circumstances which will normally be deemed sufficient to warrant an extension to a deadline and the evidence required.
- 4.9. The appendices also provides an indicative but not exhaustive list of circumstances which would not normally be deemed sufficient to warrant an extension to a deadline or considered to be an emergency.
- 4.10. Registration with Disability & Dyslexia Service does not entitle students to a five or a ten-day extension, as the DDS puts reasonable adjustments and support in place for students registered with the service. Extensions will only be granted for short-term unforeseeable or unpreventable situations for which a student self-certifies or provides appropriate evidence when making an application. Registration with the Disability & Dyslexia Services does not count as self-certification.
- 4.11. Applications for an extension made after the deadline will not be considered and the standard penalties for late submission will be applied. Please see point 5.10 regarding the submission of Extenuating Circumstances in such cases.
- 4.12. If you provide fraudulent information on an extension request, you will be subject to the College's student disciplinary procedures as detailed in the Student Conduct Regulations. Further information about the conduct regulations can be found on our [webpage about your responsibilities as a student](#).

5. Extension approval, notification of outcome and return of marked work and feedback

- 5.1. All extension applications will be considered by designated members of Student Administration in consultation with the student's School where appropriate.
- 5.2. Each extension application will be considered on the basis of the information submitted. Providing students have met the requirements laid out in this policy the extension will be approved. Students will normally be granted the extension length they have requested.
- 5.3. Ten day extension requests submitted with insufficient supporting evidence, will be considered as a five day self-certified extension request and subject to the conditions outlined in section 4.5.1 (a) – (d).
- 5.4. Typically, only one extension will be granted per assessment. A student must provide appropriate evidence to extend a five day self-certified extension to a ten day evidence-based extension. This will equate to five additional working days. Evidence should be

provided in advance of the student's first extended deadline. In these cases, the School will invite the student in for a meeting to discuss any wellbeing matters or extra support that may be required.

- 5.5. The maximum extension given for any assessment will be ten working days.
 - 5.6. If an extension is granted after the deadline but the student has already submitted the assessment, the student will be allowed to resubmit the assessment by the revised deadline.
 - 5.7. Students will be notified of the outcome of their extension application within two working days of the application being received by Student Administration
 - 5.8. Students will be notified of their extension application decision via an e-mail to their College e-mail address. The decision and reasons for the decision can be viewed by logging into the extensions system located in [Campus Connect](#)
 - 5.9. Once an extension request is granted this cannot subsequently be removed even if the student is able to submit the work by the original deadline and chooses not to resubmit the work by the revised deadline. The approved extension will count towards the total number of extensions a student is permitted per academic year.
 - 5.10. If a student is granted an extension but is unable to submit their assessment by the extended deadline, the student should complete the [Extenuating Circumstances Application form](#).
 - 5.11. If a student is both unable to submit an extension application prior to the deadline and is unable to submit their assessment by the deadline, the student should complete the [Extenuating Circumstances Application form](#).
 - 5.12. Where an extension has been granted, it may not be possible to return marked work with feedback to students within the 20 working days as set out in the College policy on [Return of marked student work and feedback](#). The anticipated return date will be communicated to students.
- 6. Extension Exemptions for Undergraduates during the Summer Vacation Assessment Period**
- 6.1. Undergraduate students may not apply for extensions to assessments offered during the Summer Vacation Assessment Period.
 - 6.2. Undergraduate students who are unable to submit their assessment by the deadline set by their School, should complete the [Extenuating Circumstances Application form](#).
 - 6.3. Undergraduate students who are unable to submit their assessment by the deadline set by their School, may submit the piece of work late however, the piece of work must be

submitted by the end of the Summer Vacation Assessment Period. In the absence of acceptable extenuating circumstances (see paragraph 6.2), the assessment will be subject to the standard penalties on late submission of work as outlined in the [Undergraduate Regulations](#).

7. Appeal

The College's decision regarding an application for an extension is final and there is no right of appeal against that decision.

Further information on what constitutes grounds for appeal against course or programme outcomes and/or complaints processes can be found on the [Academic Appeals webpage](#):

Policy Schedule	
Policy Title	Policy on Applications for Extensions for taught programmes of study
Policy Owner	AQPO
Policy Lead Contact	Marina Beck
Approving Body	Academic Board
Date of Approval	20.03.2019
Date of Implementation	01.09.2017
Version Number	3.0
Review Internal	TBC

Appendix

For examples of circumstances likely to be deemed acceptable or unacceptable causes for extension requests, please see [Appendix B – Extensions and Extenuating Circumstances](#) located in the Extenuating Circumstances Guidance for Students.