**HPSM AND HMS COURSEWORK EXTENSION REQUESTS**

If you wish to request an extension to the submission dates for your coursework, you must complete this form. Please obtain comments and the signature of your college tutor and attach any medical certificates or other documentation that demonstrates extenuating circumstances.

Completed forms should then be submitted to the relevant MPhil or Part III Course Manager who will consult with the Senior Examiner. Decisions on extensions are at the discretion of the Examiners’ Committee and will be communicated to the student through Course Managers.

Extenuating circumstances are 'genuine circumstances beyond a student's control, or ability to foresee, and which seriously impair their assessed work'. These include, but are not limited to, acute illness, bereavement, or being a victim of a serious crime. They do not include circumstances that arise from a failure to manage your time effectively, or your own negligence, carelessness or bad planning.

In assessing the significance of extenuating circumstances, the following will be taken into account:

* The severity of the problem
* The length of time it has lasted
* The supporting evidence
* The closeness in time of the circumstances to the deadline which is claimed to have been affected
* Whether all coursework might have been equally affected

All information will be treated in the strictest of confidence and used only to assess this application.

**Remember that:**

* Submission deadlines will be strictly enforced
* Extensions cannot be granted retrospectively
* There is no provision to adjust marks; you can only apply to have the deadline extended
* **Extensions are not cost free**; they reduce the amount of time you can devote to subsequent pieces of work, limit opportunities for you to receive feedback and participate in other aspects of the course, and may delay the approval of your degree

# HOW TO REQUEST AN EXTENSION

1. Describe the circumstances that are preventing you from handing in on time and how they have or would impair your performance. Include all relevant information and complete the form as close as possible to the timing of the circumstances you describe. Applications made within 12 hours of the deadline will not normally be considered unless there is a clear reason the extension request could not have been submitted earlier.
2. Include supporting evidence with your request. If it is impossible to include this when submitting your request, include a note to say that supporting evidence will follow and supply details of the person who will be providing this evidence.
3. Get written support from your College Tutor.
4. Submit the completed form to the Course Manager, who will forward the request to the Senior Examiner.

# SUPPORTING EVIDENCE

It is your responsibility to provide all the required documentary evidence supporting your request. The department will not make enquiries on your behalf in anything other than the most exceptional circumstances.

It is normally in your own interests for your extenuating circumstances to be discussed at departmental level. However, if your supporting evidence is of a sensitive or personal nature it is acceptable to share it only with your College Tutor, and ask them to write to the department confirming its nature and commenting on its seriousness and relevance. You are advised to keep a copy of any evidence you submit.

Examples of supporting evidence include:

* A letter from a doctor confirming the consultation date(s), date(s) of illness, nature of illness, treatment, duration of illness and effects and whether or not the illness and/or medication prescribed would have had a “significant impact” on the student’s performance.
* A police report and crime reference number.
* A letter from a counsellor or other professional third party.
* A statement from your College Tutor confirming that they have received evidence of a confidential nature and commenting on its seriousness and relevance.

**Section A – To be completed by student**

Student’s name………………………………………………………………………………………….

Student’s college………………………………………………………………………..………………

Course title………………………………………………………………………..……………………..

Name of course manager ……………………………….………………………….………………..

Piece of work affected:

🞎 First Essay 🞎 Second Essay 🞎 Third Essay 🞎 Dissertation 🞎 Single Part III Set Essay

Due date………………………… Amount of additional time required……………………………

I am requesting an extension based on

🞎 Medical grounds

🞎 Compassionate grounds

🞎 Other

Please state your reasons clearly:

Signature of Student………………………………………….. Date…………………..

Once complete this form should be passed to your College Tutor

**Section B – To be completed by the College Tutor**

Recommend that the extension be approved/declined (*delete as appropriate*)

Statement of support

Signed………………………………………………………Date…………..……………

Name of Tutor and College…………………………………………………….…………

Once complete this form should be returned to the student, to pass to the Course Manager

**Section C – To be completed by the MPhil Manager (Part III Manager for Set Essays)**

Recommend that the extension be approved/declined (*delete as appropriate)*

New submission date…………………………………………………………………..….

Signed………………………………………………………Date………………………….

Comments

Name of Supervisor ……………………………………………………………………..………

Once authorised a copy of this form should be returned to the Departmental Administrator

**Section D – To be completed by the Senior Examiner**

Recommend that the extension be approved/declined (delete as appropriate)

New submission date:

Comments:

Name:

Signature:

Date:

*Once authorised, the student should be notified by email and informed of any new due date for the work. A copy of this request will be retained by the Postgraduate Secretary as a formal record.*