



Extension Policy

1. Introduction and Definitions

- 1.1. The Extension Policy should be read in conjunction with Part 6 of the Manual of General Regulations (Extenuating Circumstances).
- 1.2. During a student's study they may encounter circumstances that could impact their ability to engage with their studies and/or assessments. Students are expected to make reasonable plans to take into account commonly occurring circumstances, even those which, on occasion, may have been unforeseeable and unpreventable.
- 1.3. An extension is where a student needs some extra support or extra time to submit an assessment.
- 1.4. A student can only apply for an extension once per term. This applies to all modes of study.
- 1.5. Any student wishing to engage with an extension can only do so by submitting an application. No evidence is required to be submitted but students will be asked to provide a general reason for its use. More information can be found in the Extension guidelines (new document and link).
- 1.6. Any form of application that is incomplete or not correctly submitted will follow normal UEL processes and be eligible for 24-hour late submission as per Part 3 of the Manual of General Regulations.
- 1.7. Module leaders should provide clear guidance on what assessment is not eligible for an extension in the module handbook.
- 1.8. Courses run at collaborative partner institutions will be subject to equivalent procedures, with the process being administered by the partner institution

2. Procedures for the Submission of Claims for Extension

- 2.1. Student's wishing to engage with an extension have to submit an application before 23 hours 59 minutes (UK time) on the day of the advertised deadline. Any submissions thereafter will follow normal UEL process as per 1.6.
- 2.2. Once submitted the student will need to submit up to 7 continuous days after the original advertised submission date with no penalty.

- 2.3. Work submitted after the 7 continuous day deadline will receive a zero grade and fail.
- 2.4. It is expected that most applications for an extension will be discussed as part of normal student engagement with their studies, i.e. it is primarily used as a tool to support a student in their studies.

3. Additional key information

- 3.1. An extension should not be used as a last-minute attempt to engage with an assessment. A student should engage with their academics and discuss any issues or challenges they may be facing as part of a discussion around support, where extension may be one option available to them.
- 3.2. A student should not submit an extension to alleviate conflicting assessment deadlines, especially if it has been created due to another assessment having an extension granted. Students are expected to manage their own workloads and time management.
- 3.3. A student can apply for an extension or extenuation. There cannot be a dual application for both.
- 3.4. If a student uses an extension, but thereafter feels they are unable to engage with an assessment(s), they are eligible to apply for extenuation and the extension is rescinded upon confirmation of extenuation being granted. If extenuation is not granted the extension remains.
- 3.5. Where a student has submitted an extension and the School feel that there may be a need for more support or the student to engage with extenuation, a recommendation will be made to the extenuation panel and/or relevant support services.
- 3.6. Where a student has submitted an extension and submits on-time (or within the 24-hour late submission window), the extension is deemed used and cannot be rescinded.