**Guidance on Coursework Extensions for UG and PGT Students 2024-25**

Coursework submission deadlines are set some time in advance. You should always plan your work so that your submissions are not delayed by short-term, “normal life” circumstances.

We understand that there will be occasions when you are prevented from submitting coursework by the last date of the assessment submission window or deadline, and where you might need a short extension to that deadline.

**It is important to note that extenuating circumstances and extensions are two different processes with separate procedures:**

The coursework extension process is for use in situations where exceptional and unforeseeable circumstances beyond your control prevent you from submitting coursework by the last date of the assessment submission period or deadline.

You should apply for coursework extensions more than 24 hours in advance. For exceptional and unforeseeable circumstances beyond your control that occur within the last 24 hours of the assessment submission period or deadline, you should normally use the separate [Extenuating Circumstances](https://intranet.birmingham.ac.uk/as/registry/policy/extcircs/index.aspx) process. You may wish to seek advice from your Wellbeing Officer on the appropriate option to choose. Note, you cannot request a Late Penalty Waiver until the work has been submitted.

Arrangements for Examinations

You cannot request an extension for an examination, class test, timed assessment, practical assessment or presentation. In this instance, you should use the separate [Extenuating Circumstances](https://intranet.birmingham.ac.uk/as/registry/policy/extcircs/index.aspx) process.

Extension Request Principles

You may apply for a coursework extension of 5, 10 or 15 working days. In doing so, you should be able to cite a valid reason and **provide appropriate accompanying evidence** (see further evidence guidance below with specific examples).

For dissertations and extended essays, extensions of up to 20 working days may be available in exceptional circumstances (similarly supported by a valid reason and evidence).

Students are expected to request an extension length from the choices above, which is proportionate to the circumstances impacting them. When reviewing your extension request, your Wellbeing Officer will need to be able to identify from your explanation and evidence that this is the case.

Please note that it may not always be possible to provide the length of extension requested for pedological reasons. In such cases you may be offered the opportunity to defer the assessment to the supplementary period.

Once awarded an extension, you cannot apply for a second extension on the same assessment if you feel that you require further time to complete the assessment.

Grounds for Extension Requests

The following are valid reasons, but not an exhaustive list, for making an Extension request:

* Significant illness or injury that is serious enough to stop you from studying as normal including researching and writing your assessment.
* Unexpected worsening of a long-term physical or mental health condition.
* Death of someone close to you or the significant, ongoing effects of grief following the recent death of someone close to you.
* Being a recent victim of crime.
* Being subjected to domestic abuse or sexual violence.
* Family difficulties (including crises, serious illness, unexpected childcare or caring responsibilities) meaning you need to provide significant unforeseen support.
* Financial hardship that you could not have foreseen or controlled.

Please note, the following are not permitted reasons for extension requests:

* Unforeseen issues such as IT or laptop malfunctions meaning work is lost. It is advised backups should be kept of all work in case of this.
* Assessment submission dates being close together.
* Normal levels of nervousness related to assessment (you are strongly encouraged to contact your College Wellbeing Team for support if you are experiencing assessment anxiety).
* Minor illnesses (such as colds).
* Moving house or attending pre-planned events (such as weddings).
* Extracurricular activities, such as evening classes.

The following reasons for making an extension request **will only be accepted from**

**part-time students** and students on Apprenticeship programmes:

* Moving / Purchasing or unexpected renovations to a home – if the moving date clashes with teaching, submission of or preparation for assignments.
* Increased workload at your main employment.
* Change of employer / role.

Evidence Required for Extension Requests

When requesting an Extension, in all cases you will be asked to provide appropriate evidence.

Students **must not** submit photos or videos of injuries, physical illness or bereavement as a form of evidence.

Examples of appropriate evidence are listed below for guidance.

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| **Extension request reason** | **Example evidence to include:** | **Purpose** |
| Significant short-term illness or an accident | Letter from healthcare professional such as pharmacist, nurse, community mental health team, GP or another medical professional, which should be on an official letterhead and dated at the time of the illness.  Evidence of appropriate prescriptions including student’s name may be accepted as medical evidence, provided that a detailed explanation of the impact of the condition upon the student and the purpose of the prescription is also included with the student’s claim. | To confirm the dates when the illness affected you and how. |
| Long-term condition (including deterioration of a long-term physical or mental illness) | Letter from healthcare professional such as pharmacist, nurse, community mental health team, GP or another medical professional, which should be on an official letterhead and dated at the time of the illness.  Evidence of appropriate prescriptions including student’s name may be accepted as medical evidence, provided that a detailed explanation of the impact of the condition upon the student and the purpose of the prescription is also included with the student’s claim.  Those with a Reasonable Adjustment Plan (RAP) that permit extensions as part of their condition do not need to provide further evidence. All other RAP holding students will need to submit additional evidence. Please refer to further guidance below for Students with a Reasonable Adjustment Plan (RAP)' | To confirm the dates when the illness affected you and/or to confirm the exacerbation of the circumstances (not solely the  circumstances themselves). |
| Immediate family member is seriously ill | Letter from healthcare professional such as pharmacist, nurse, community mental health team, GP or another medical professional, which should be on an official letterhead and dated at the time of the illness. | To confirm the dates and nature of the illness. |
| Immediate family member or close friend dies. | Death certificate or Order of Service.  *Note: for 5 day extensions, please see the self-certification section below which requires no evidence.* | To confirm the death. Should include the name of the deceased, and either the date of the death or the ceremony/service |
| Victim of a crime | Police report giving the date of the crime.  Supporting evidence from the University’s Report and Support service.  A crime reference number may be provided with a detailed explanation of the impact of the incident. | To confirm the events reported. |
|  |
| Being subjected to domestic abuse, harassment or sexual violence | Police report giving the date of the crime.  A crime reference number may be provided with a detailed explanation of the impact of the incident  Supporting evidence from the University’s Report and Support service. | To confirm the events reported. |
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| There is a significant change to a student’s financial circumstances | Bank statements showing student’s current financial circumstances.  Letter of support from services set up to assist with students suffering financial hardship.  Must be on official, headed paper.  Supporting letter from the Guild of Students’ money adviser. | To confirm the events reported. |
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Students with a Reasonable Adjustment Plan (RAP)

Where a student has a RAP, they should request an extension via their School/College. In these circumstances the student’s RAP should normally be classed as the evidence where you are permitted extensions as detailed in your RAP. If you are not permitted extensions in your RAP, evidence will be required.

If you are facing unforeseen difficulties related to your condition, we strongly encourage you to provide additional information for your request to ensure the University can appropriately support your needs. We also recommend that you contact the Student Disability Service (disability@contacts.bham.ac.uk) for a review of your plan should it not contain a recommendation for extensions.

If you do not have a RAP but have a long-term health condition, evidence will be required, and you are encouraged to register with [Student Disability Services](https://intranet.birmingham.ac.uk/student/your-wellbeing/disability/index.aspx) if your condition makes it harder to undertake daily activities.

Five Working Day Self-Certification Extension

In a very limited number of unforeseen circumstances, a student may use self-certification as a form of evidence for a **5-working day extension only**. When completing the extension request, you must include specific detail of the issue, impact and reasons why other evidence could not be obtained.

Self-Certification extensions can only be applied for within 10 working days of your assessment due date.

Self-certification does not cover minor illnesses (such as colds, coughs, headaches, or food poisoning), generalised wellbeing issues or any academic related matters (such as poor planning or several assessments due concurrently).

Students who submit a self-certification are not guaranteed to receive an extension should there not be a reasonable justification why other forms of evidence could not be provided such as those outlined in the evidence examples.

Examples of where self-certification would be accepted or rejected are shown below:

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| **Self-certification would be Accepted** | **Self-certification would be Rejected** |
| Student contracts a significant illness such as tonsilitis, flu, gastroenteritis. The student sought consultation with [NHS 111](https://111.nhs.uk/) and WAS advised to remain at home | Student cites academic demands of the programme/modules or ‘bottlenecks’ in assessments |
| Student has experienced recent, or ongoing, domestic abuse, harassment and / or sexual violence | Student cites anxiety or panic attacks due to assessments. In these incidences the process for [Extenuating Circumstances](https://intranet.birmingham.ac.uk/as/registry/policy/extcircs/index.aspx) requests should be followed, supported by medical evidence |
| Immediate family member is recently seriously ill | Student states an illness with no detail of impact or timeframes |
| Immediate family member or close friend has died | Student cites foreseen activities such as job interviews and sporting activities (other than EDCAP scholars) |
|  | Student cites unforeseen issues such as IT or laptop malfunctions meaning work is lost. It is advised backups should be kept of all work in case of this |

The University has a duty to ensure the process of self-certification operates fairly and that it minimises the risk of misuse. It is a disciplinary offence to submit fraudulent information and / or evidence when requesting any form of extension or extenuating circumstance.

Procedure for requesting an extension

1. In the first instance, you should refer to any guidance provided by your School or College, and submit your extension request accordingly. If you are unsure about the options and implications of applying for an extension, please contact an appropriate member of staff (e.g. Wellbeing Officer) in your School.

1. Once an extension has been approved, coursework submitted before the extension submission date will not incur late penalties. If the coursework is submitted after the extended submission date, your School Taught Programme Teams (or equivalent) will apply late penalties as usual.

1. If you submit your work after the original deadline, your work may not be marked and returned within the timeframe of the standard marking turn-around and you may wait longer for feedback.