

Guidance on Coursework Extensions for UG and PGT Students 2023-24

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.

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](#) process.

You should also use the separate [Extenuating Circumstances](#) process for exceptional circumstances pertaining to exams, timed assignments, practicals and presentations.

You may apply for a coursework extension of 5, 10 or 15 working days. You should be able to cite a valid reason and, where possible, provide appropriate accompanying evidence.

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).

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

Grounds for Extension Requests

The following are valid reasons for making an Extension request:

- Significant illness or injury that is serious enough to stop you from studying as normal and researching and writing your assessment.
- Disability-related reasons where you are permitted extensions as detailed in your Reasonable Adjustments Plan
- 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 death of someone close to you.
- Being the victim of crime.
- Being subjected to domestic abuse or sexual harassment and violence
- Family difficulties (including crises, serious illness, unexpected childcare or caring responsibilities) meaning you need to provide significant support.
- Financial hardship that you could not have foreseen or controlled.

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

- 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.

Evidence for Extension Requests

When requesting an Extension, you will be asked to provide appropriate evidence. Examples of appropriate evidence are listed below for guidance. The University recognises that, in some circumstances, you might not have evidence to support your extension request. If you are in this situation, then you should complete the Extension Request form and complete the 'self-certification' section. Your College Wellbeing Team will consider your request but may contact you to request further information, or to offer additional support where appropriate.

Extension request reason	Example evidence to include:
Significant short-term illness or an accident	<ul style="list-style-type: none"> • Letter from healthcare professional such as pharmacist, nurse, community mental health team, GP or another medical professional, which should be on official letterhead and dated at the time of the illness. • Evidence of appropriate engagement with the University's Mental Health and Wellbeing or Report and Support services may be accepted as medical evidence (<u>not</u> including Wellbeing Officers). • 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. • In the event that evidence cannot be provided, students should include an explanation of the impact of the condition and the reason why evidence is not available.
Long-term condition (including deterioration of a long-term physical or mental illness)	<ul style="list-style-type: none"> • Reasonable Adjustment Plan where you are permitted extensions as detailed in your Reasonable Adjustments Plan. • If you do not have a Reasonable Adjust Plan or it does not include the adjustment of extensions, then medical evidence for your condition/request will be required.
Immediate family member is seriously ill	<ul style="list-style-type: none"> • No evidence required in addition to Extension Request form and self-certification. Students are advised to contact their College Wellbeing Team for support.
Immediate family member or close friend dies	<ul style="list-style-type: none"> • No evidence required in addition to the Extension Request form and self-certification. Students are advised to contact their College Wellbeing Team for support.

Victim of a crime	<ul style="list-style-type: none"> • 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
Being subjected to domestic abuse, harassment or sexual harassment and violence	<ul style="list-style-type: none"> • 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 • Self-certification will be considered. Students are advised to contact their College Wellbeing Team for support.
There is a significant change to a student's financial circumstances	<ul style="list-style-type: none"> • 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

It is requested that students **do not** submit photos of injuries or physical illness issues as a form of evidence.

Students with a Reasonable Adjustment Plan (RAP)

Where a student has a RAP, they should request an extension via their School. 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](#) if your condition makes it harder to undertake daily activities.

Self-certification

In a very limited number of unforeseen circumstances, a student may self-certify a short-term significant illness or incident for a **5-working day extension only** by completing a self-certification form. This should include specific detail of the issue, impact and reasons why other evidence could not be obtained. Self-certification does not cover minor illnesses (such as colds, coughs, or food poisoning), generalised wellbeing issues or any academic related

matters (such as poor planning or several assessments due in 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:

Self-certification would be Accepted	Self-certification would be Rejected
Student contracts a significant illness such as tonsillitis, flu, gastroenteritis. The student sought consultation with NHS 111 and advised to remain at home	Student cites academic demands of the programme/modules or 'bottlenecks' in assessments
Student has experienced domestic incident such as abuse, harassment violence and / or sexual violence	Student cites anxiety or panic attacks due to assessments. In these incidences the process for Extenuating Circumstances requests should be followed, supported by medical evidence
Immediate family member is seriously ill	Student states an illness with no detail of impact or timeframes
	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.
2. Once an extension has been approved, coursework submitted before the extension submission date will not incur late penalties. Coursework submitted after the extended submission date, your School Taught Programme Teams (or equivalent) will apply the usual penalties.
3. You may only apply for one extension per coursework submission, i.e. it is not possible to extend an extension.

4. If you submit your work after the published 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.

Arrangements for Examinations

You cannot request an extension for an examination or a class test. You may be able to request a deferral using your School's local process, or apply for [Extenuating Circumstances](#).