

Form: EBExt

## **Request for Consideration of Evidence-based Extension to a coursework submission deadline**

You are only required to complete this form if you have already been granted extensions for 4 submissions which were non evidenced based / automatic extensions via MS Forms in an academic year. If you have not reached the maximum of 4 extensions allowed, please complete the “*Request Extension to Coursework Submission Deadline*” form accessible on the website [Sheffield Hallam Policies | UCEN Manchester](#) under the heading Mitigating Circumstances.

- 1 Before completing this form, it is important that you read the University's Extension and Exceptional Circumstances Policy and Procedure. This is on UCEN Manchester's website and can be located under Mitigating Circumstances section. [UCEN Manchester- Sheffield Hallam University policies](#)  
**It is also strongly recommended you seek advice from your course tutor or Future U team on your campus.**
- 2 Please ensure that you understand the different options that are available within the Policy particularly the differences between requesting an extension to a coursework submission deadline and requesting to repeat an attempt at an assessment task. (to defer or request further attempt due to poor performance)
- 3 This form should be completed and submitted to [mc@ucenmanchester.ac.uk](mailto:mc@ucenmanchester.ac.uk), if due to exceptional authenticated reasons you are unable to submit your completed coursework by the deadline date and you wish to request an extension to complete the work. This will normally be for 5 working days. If you have a Learning Contract and the request is in relation to the condition it covers, exceptionally you may be given 10 working days.
- 4 For an extension to be granted you need to demonstrate that you have a valid reason which is acceptable to the University why you cannot complete your coursework by the deadline date. Please see the Extension and Exceptional Circumstances Policy for examples of situations which would normally be accepted as a valid reason and situations which would not normally be accepted as a valid reason for approving or rejecting your request.
- 5 Normally you need independent evidence to support your claim. Medical notes will normally only be considered if they are issued at the time of illness or indisposition and if they contain a clear medical opinion.
- 6 This Form must be submitted to [mc@ucenmanchester.ac.uk](mailto:mc@ucenmanchester.ac.uk) **at least 48 hours before the coursework deadline**. Please continue to work on your assignment in case your request for an extension is not accepted and you therefore need to submit your work by the original deadline date.
- 7 You will normally be informed of the outcome of your request within 48 hours. If your extension request is not accepted, you will need to submit your coursework by the original deadline date.
- 8 If you have a **Learning Contract** which recommends that you may require additional time for course work **and the reason for your application relates to this, please indicate this when completing the form and provide a copy with your application.**  
If an extension is required for a reason **not related** to your learning contract, please do not tick the Learning Plan box.
- 9 **Who can give advice on whether to submit an Exceptional Circumstances Extension Request**  
You are strongly advised to read the Exceptional Circumstances Policy before deciding whether it is appropriate to submit an extension request. If you wish to seek further advice, you may contact your course tutor or the Future U team on your site.

# UCEN MANCHESTER/ SHEFFIELD HALLAM UNIVERSITY COLLABORATIVE PROVISION

## REQUESTING AN EVIDENCED BASED EXTENSION TO COURSEWORK SUBMISSION DEADLINE

### FORM EBExt

**Evidence Based Extension Requests will normally only be considered if:**

- they are submitted to [mc@ucenmanchester.ac.uk](mailto:mc@ucenmanchester.ac.uk) on the correct form (Form EBExt)
- they are submitted at least 48 hours before the deadline.
- Evidence of circumstances are provided.

#### PART 1 - Student Details

|   |  |                            |  |
|---|--|----------------------------|--|
| Student Name  |  |                            |  |
| Student ID  |  |                            |  |
| Programme Title   |  | Year/Level                 |  |
| Do you have a Learning Plan? <i>if the reason for your claim is covered by your Learning Plan. Please tick YES and remember to provide a copy when submitting your application.</i> |  |                            |  |
| Y <input type="checkbox"/>  |  | N <input type="checkbox"/> |  |

#### PART 2 - Extension Request Details

|                         |  |                         |  |
|-------------------------|--|-------------------------|--|
| Module Title            |  |                         |  |
| Module Tutor            |  |                         |  |
| Assessment Type         |  | Weighting of Assessment |  |
| Date Assessment was set |  | Original Deadline Date  |  |

#### PART 3 - Reason for Extension Request

Please continue a separate sheet if required.

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#### PART 4- List of documentary evidence attached.

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#### PART 5 Student Declaration

|   |  |      |  |
|---|--|------|--|
| Student's Signature<br>(please print your name) |  | Date |  |
|---|--|------|--|

Please check all elements of the form have been fully completed before submitting the form to [mc@ucenmanchester.ac.uk](mailto:mc@ucenmanchester.ac.uk) The form should be submitted using your student account email.