**Queen’s University, Belfast**

**School of History, Anthropology, Philosophy & Politics**

Coursework received after the published submission deadline will be penalised at the rate of five percentage points for each day late, up to a maximum of 5 working days, after which a mark of zero will be awarded.

**REQUEST FOR AN EXTENSION TO AN ASSIGNMENT DEADLINE**

This form should be used by students who wish to apply for an **exemption from penalty** for late submission of assignments. The form must be submitted to the School Office **IN ADVANCE** of the deadline. In exceptional circumstances, the form may be submitted within three days after the stated deadline has passed.

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| **Student Name:** | |  | |
| **Student ID Number:** | |  | |
| **Module Code** | **Module Title** | **Original Submission Date** | **No of working day extension sought** |
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**You must attach supporting documentation (e.g., medical certificate) to this form and send it to the School Office at** [**happ@qub.ac.uk**](mailto:happ@qub.ac.uk)**. Requests without supporting documentation will be rejected.**

**Reason for seeking extension:**

*For Completion by module convenor*

No of extension days granted: (working days)

Signature of Convenor:

Student’s signature:

Date:

More details on extensions are available on page 12 of the

Student Handbook. See link below:

[https://vle.qol.qub.ac.uk/sites/SPOL/Shared%20Documents/Un  
dergraduate%20Students/Student%20Handbook%20UG%202015-16.pdf](https://vle.qol.qub.ac.uk/sites/SPOL/Shared%20Documents/Undergraduate%20Students/Student%20Handbook%20UG%202015-16.pdf)

**EXTENSION REQUEST PROCEDURE:**

The following procedure **must** be followed when making a request for an extension on an assignment deadline:[[1]](#footnote-1)

**1.)** Students who believe they will miss an assignment deadline because of illness, etc., must inform their Module Convenor **in advance** by email. If this is not possible, a third party should contact the School/Module Convenor.

**2.)** A “Request for an Extension to an Assignment Deadline” form must be filled out and submitted, either electronically ([happ@qub.ac.uk](mailto:happ@qub.ac.uk)) or in hard copy, to the Main Office, 25 University Square, for the attention of the Module Convenor. The form should be submitted **in advance of the deadline**, or, in exceptional circumstances, within three days after the stated deadline has passed.

**3.)** Requests for deadline extensions must be accompanied with **supporting evidence**. Requests submitted without supporting evidence (see table below) will be **rejected**.

**4.)** On receipt of a request, the Module Convenor will subsequently (within a maximum of five working days) **advise both the student and administrative colleagues** ([happ@qub.ac.uk](mailto:happ@qub.ac.uk)) as to **a)** whether they have granted an extension and **b)** the length of the extension granted. A record of each extension granted will be kept and reported to the next meetings of the School Exceptional Circumstances Committee and Board of Examiners.

**5.)** The length of extensions granted should normally be no longer than five working days, though sometimes longer extensions will be justified.

**6.)** In the those cases where very lengthy extensions are sought, or where the Module Convenor is unsure as to how to proceed on the basis of the evidence presented, requests should be forwarded to the Chair of Student Progress (Keith Breen, [k.breen@qub.ac.uk](mailto:k.breen@qub.ac.uk)), who will arrive at a judgement in conjunction with the relevant Advisor of Study.

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| ***Acceptable* Grounds for Making an Extension Request**  **1 Death of a close relative or friend**. Where there is a demonstrably close relationship between the student and the deceased, a letter/notice confirming the death from an independent person should be submitted.  **2 Serious illness of the student**. Illness here means an incapacitating illness or an on-going illness or medical condition. This includes breaks and serious sprains to the normal writing hand/arm. Medical certification must be obtained, self-certification is not acceptable.  **3 Serious illness of a close relative**. By ‘close relative’ is meant parent/guardian; partner/spouse; child or sibling.  **4 Hospitalisation of the student**. A medical letter/certificate from the relevant hospital confirming the nature/severity of the student’s circumstances and the likely impact it has on the student’s ability to undertake formal assessment will be required.  **5 Acute Personal/Emotional Circumstances**. The following is required: a medical certificate/letter from the appropriate medical professional; or a letter from the University Counselling Service, or equivalent, confirming the circumstances.  **6 Victim of Crime**. A written statement of events which is supported by written evidence from the police and/or appropriate medical professional will be required.  **7 Financial Problems**. Evidence of the impact of stress brought on by *unforeseen* financial difficulties. Students are responsible for maintaining a proper balance between work and study.  **8 Serious personal disruption**. Divorce; fire; burglary; assault; jury service, serious childcare difficulties. Corroborating evidence must be produced.  **9 Pregnancy**. A medical report from the student’s doctor/midwife must be provided. This also includes the stages following childbirth. Pregnancy of a wife/partner is acceptable in appropriate circumstances. Corroborating evidence must be produced. | ***Unacceptable* Grounds for Making an Extension Request**  **1 Social activities**. “Hectic” social life; parties; visits to/from friends; sporting activities. It is the student’s responsibility to maintain a proper balance between social activities and study (but see Elite Athletes: Guidelines for Academic Flexibility <http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/Procedures/EliteAthletesGuidelinesforAcademicFlexibility/>). .  **2 Temporary self-induced medical conditions**. Hangover; drug taking (excluding prescribed medication).  **3 Minor ailments**. Coughs; colds; sprains (other than in the writing hand/arm).  **4 Non serious personal and domestic disruptions which could have been anticipated or planned and are within the student’s control**. Moving house; weddings; holidays; failed transport arrangements.  **5 Work Commitments**. Paid work regardless of whether the work is during the week or weekends. Students are expected to plan their work/study balance before embarking on a course and  seek support at the earliest opportunity if unforeseen difficulties arise. |

1. Students with **Individual Student Support Agreements** (ISSAs) stating “flexibility with deadlines” as a reasonable adjustment **must also comply** with this extension request procedure. However, in their case, the ISSAs will count as supporting evidence. [↑](#footnote-ref-1)