





## GUIDANCE NOTES

### 1. When Can a Claim for Authorized Extension Be Made?

This form can be used to make a claim that circumstances outside of your control may have adversely affected your performance in an assessment or assessments, or which compromise your ability to meet a deadline or complete a project.

You are responsible for submitting assessments on time and for submitting an application for authorized extension within the appropriate timeframes, should you wish to apply. If you wish to make an application, it must be submitted as soon as possible and should be received at least 24 hours before the submission deadline. If an application is not received within the specified time periods, the application may not be approved.

### 2. Which Reasons Qualify for an Authorized Extension?

An application for authorized extension may be considered in the circumstances listed in the table below. Evidence must be provided.

Student's circumstances	Evidence Requirements
	*The following are typical examples of what may be acceptable.
An immobilising illness or period of hospitalisation	A signed and dated letter from a medical practitioner which clearly indicates the duration and impact of the illness/circumstances.  A copy of a birth certificate in the case of the birth of a child.
Bereavement shortly before assessment resulting from the loss of a relative or close friend.	A copy of a death certificate or an order of service from a funeral.
Significant adverse personal circumstances	Appropriate supporting independent evidence (where these relate to a third party, you must provide independent evidence of the impact on you).
Other problems that are beyond your control.	Appropriate supporting independent evidence e.g. a signed and dated letter from a coroner, legal practitioner, police officer, court official, minister of religion or other professional.
Pressures from employers	A signed and dated letter from an employer confirming that you are unavailable for study and the dates covered.

### 3. Which Reasons DO NOT Qualify for an Authorized Extension?

The following will NOT normally be considered as grounds for application:

- » minor, non-immobilising health problems with a duration of less than one week;
- » loss of work as the result of the breakdown of a computer or other electronic equipment;
- » loss of work as a result of theft or mislaying an electronic storage device or hard copy;
- » difficulties in accessing course content or submitting assignments due to technical problems (not caused by a failure of the University's systems);
- » difficulty in gaining access to available materials such as books or videos;
- » non serious domestic or personal disruptions;
- » the normal financial difficulties which may be experienced by students, unless there has been a sudden and unforeseen change in financial circumstances.