



SCHOOL OF GEOSCIENCES
1 – 7 DAY EXTENSION FORM

For extensions longer than 7 days the full Special Circumstances form must be completed.

Matriculation No.	
Programme	MSc
Course Organiser	
Course Name:	
Assignment	
<u>Original</u> submission date:	
<u>New</u> Submission date required:	
Brief reason for extension: <i>Supporting paperwork/evidence where available should be attached to this paperwork.</i>	
Student Consent: <i>I give my consent that the following information can be presented to the relevant Boards of Examiners if and when required and that the information contained in this paperwork can be discussed with other members of staff.</i>	
STUDENT SIGNATURE: Date:	
This form should be handed into the Programme Secretary to be authorised by the relevant Course Organiser. If the extension is authorised you will be asked to collect a copy of the extension form from the Programme Secretary to attach to your assignment before submission.	
Course Organiser Signature:..... Date:	
Agreed Not agreed	
NOTES:	



WHAT WOULD BE ACCEPTED AS 'EXTENUATING CIRCUMSTANCES'?

Extenuating circumstances are defined as:

"circumstances beyond the student's control which either prevent the student from submitting a piece of course work or sitting an examination, or cause the student to perform less well in his or her course work or examinations than he or she might otherwise have been expected to do".

The term is used to describe circumstances that cause interference with academic performance, and which are over and above the normal difficulties experienced in life.

In general, though not exclusively, extenuating circumstances will be of a medical or personal nature affecting the student for a short period of time and/or during the assessment period. These are normally circumstances that have prevented the student from demonstrating, or acquiring, the skills, knowledge or competencies associated with a particular module(s). This would include circumstances preventing attendance at an examination, or adversely affecting performance at an examination, or preventing work from being submitted by the deadline set. Examples would include, but would not be limited to, illness, accident, or bereavement.

The University normally disregards circumstances which students are expected to cope with as part of a properly managed workload, or as part of the normal issues and difficulties that arise as part of life. Circumstances which would not be acceptable are those where a student could reasonably have avoided the situation, or acted to limit the impact of the circumstances.

The following are examples of circumstances which would NOT fall within the University's definition of "extenuating circumstances":

- completing coursework too late and missing deadlines because of computer; difficulties, or transport difficulties;
- general pressure of work;
- normal work commitments on behalf of an employer;
- having more than one examination on the same day or on consecutive days (unless the student was already suffering from illness or injury)
- missing an examination due to misreading the timetable or oversleeping;
- losing work not backed up on computer disk, or failure of a floppy disk/CD Rom;
- theft of home computer – students are expected to make a back up copy of all work on, which should be stored separately from the computer.
- failure to make alternative travel plans when disruptions were advised in advance;
- a short-term problem or illness which has occurred during the year and which is deemed not to have had an overall effect on the student's performance;
- Insufficient computers/printers to do the work [a claim submitted upon this basis would not be supported on the grounds that it indicated lack of advance planning];

Failure of IT would be accepted only in limited circumstances. There may be occasions when, due to unforeseen circumstances, the University's own computer/IT equipment is unavailable for use. If this happens students may request confirmation from Information Services of this, including the time period and the date(s) of its unavailability. However, it would be reasonable to expect a student to submit the latest draft of their work from a few days prior to the deadline to support their claim.