

POLICY AND PROCEDURE ON EXTENSIONS TO COURSEWORK SUBMISSION

Version No.	Description	Author	Approval	Effective Date
1.0	Policy and Procedure on Extensions to Coursework Submission – applicable to both undergraduate and postgraduate taught courses	Assessment and Feedback Working Group	Senate	From academic year 2019-20

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the place of useful learning

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1. RATIONALE

This policy aims to provide an institutional-wide approach to the consideration of requests for extensions to coursework submission deadlines. The policy is underpinned by a commitment to the fundamental objective of supporting students in their studies and recognition of the respective responsibilities of students and staff. The policy is designed to be as clear as possible and to support students in planning their work sensibly. This policy must be implemented in line with the following other related policies: Personal Circumstances and Academic Appeals Procedure, Assessment and Feedback Policy, the Policy and Procedure for Late Submission of Coursework, the Disability Policy, and local course regulations.

2. SCOPE

This policy applies to all taught elements of undergraduate and postgraduate programmes offered by the University.

3. GROUNDS FOR EXTENDING THE DEADLINE FOR COURSEWORK SUBMISSION

3.1 Indicative circumstances

The following list of circumstances could constitute grounds for granting an extension. The list should be considered indicative and is not exhaustive.

- a. Unforeseen circumstances such as a short-term illness, caring commitments etc.
- b. Medical conditions or illness, including physical and/or mental health problems that negatively impact a student's preparation for an assessment would constitute grounds for the granting of an extension.
- c. Serious illness or death of a person close to the student; family break-up; being a victim of crime; being in a serious car accident; jury service; significant relationship breakdown; unexpected caring commitments; homelessness; Home Office requirements; fire; flood; adverse weather conditions; exceptional travel circumstances outwith a student's control which prevented them from meeting the published submission date; and other exceptional circumstances that can be reasonably considered to negatively impact a student's ability to submit coursework on time.

3.2 Coursework extension of less than seven calendar days

There will be times where the negative impact of circumstances on students is short-term, and they may therefore require an extension of less than seven calendar days (normally seven calendar days equates to five working days plus the weekend, except where the period covers University closure days) to the deadline for the submission of a piece of coursework. While there is no requirement for students to submit formal evidence (e.g. a doctor's letter) as part of an extension request, students are encouraged to communicate to staff any circumstances that are negatively impacting their studies as early as possible, and where there are other aspects of their studies are also impacted, students should submit a Self-Certificate form on Pegasus. Extension requests will normally be made in advance of a

coursework submission deadline. In exceptional cases, students may apply for an extension retrospectively. Extensions will be approved on the basis of an assessment of the circumstances provided by the student, and where the negative impact of the circumstances are short-term, the deadline will be extended by no longer than seven calendar days.

3.3 Coursework extension of longer than seven calendar days

Where students' circumstances have a significant negative impact on their studies, students may require an extension to the deadline for the submission of a piece of coursework that is longer than seven calendar days. In such cases students should also submit a record of personal circumstances as outlined in the Personal Circumstances and Academic Appeals Procedure. Students are encouraged to communicate to staff those circumstances as early as possible, and must meet specific criteria, based on medical or personal circumstances, before an extension to a deadline for the submission of coursework that is longer than seven calendar days will be agreed. Extension requests will normally be made in advance of a coursework submission deadline. In exceptional cases, students may apply for an extension retrospectively.

3.4 Grounds that are not acceptable for granting an extension

The following circumstances would not be acceptable grounds for granting an extension: poor planning and time management; error made in understanding the published dates of assessment submissions; having another assessment due on or around the same date; minor IT issues such as computer failure; failure of third parties to deliver the assessment; holidays, social events, moving house, or any event planned in advance of the submission deadline, and failure to make alternative travel plans when disruptions were advised in advance.

4. SUBMISSION OF PERSONAL CIRCUMSTANCES TO SUPPORT EXTENSION REQUESTS LONGER THAN SEVEN CALENDAR DAYS

Following section 3.3 above, for extensions that are longer than seven calendar days, in addition to submitting an extension request, students are expected to submit a Personal Circumstances Form to Student Business, along with any relevant supporting evidence for the medical or personal circumstances described in the Personal Circumstances Form. This evidence should normally be submitted to Student Business within five working days (this normally equates to seven calendar days, except where the period includes University closure days) of the agreed extension date. Where there are sensitivities or difficulties in obtaining evidence (for example, a death certificate), a compassionate approach will be taken.

4.1 Students who request an extension of more than seven calendar days on the grounds of medical or personal circumstances should: complete and submit a [Personal Circumstances Form](#), and submit it directly to Student Business, along with any supporting evidence to Student Business (see Appendix 1 for Student Business email addresses for each Faculty).

4.2 For absences lasting more than seven calendar days, or absences from any formal examination, a doctor's certificate, or testimony from another qualified person (e.g. Student Counsellor, member of University staff), must be submitted to Student Business (see Appendix 1 for Student Business email addresses for each Faculty).

4.3 Failure to submit relevant evidence of medical or personal circumstances could result in the extension approval being revoked and/or any subsequent academic appeal being regarded as inadmissible. Confidential Pre-Board meetings of Boards of Examiners will also receive and consider relevant medical and personal circumstances information.

Substantiated cases of medical and/or personal circumstances will be considered sympathetically and the policy will be applied in a caring manner.

5. MYPLACE EXTENSION REQUEST PROCESS

Myplace provides an online extension request facility that is designed to: support students to request extensions to coursework deadlines support staff to manage requests; automatically apply extensions to individual students; signpost students to relevant support services (for example, Personal Circumstances Form); and record and monitor of the use of extensions with a view to identifying students who may require support. The Myplace facility provides instructions on the submission and approval of extension requests and should be included in inductions and Programme Handbooks, and in appropriate Myplace pages.

6. CONSIDERATION OF EXTENSION REQUESTS

6.1 On receipt of an extension request, staff should consult Pegasus to check if the student has a recommended adjustment related to a disability. Staff are to consider such requests sympathetically.

6.2 Following submission of an extension request, nominated staff will consider the grounds of the extension request in line with Sections 3 and 4, and will communicate one of two outcomes back to the student via Myplace:

- a. The outcome may be to decline the request based on insufficient grounds.
- b. The outcome may be to agree to the request based on sufficient grounds.

6.3 Prior to making a decision regarding an extension request, nominated staff should check the student's extension request record in Myplace with a view to assessing the student's previous use of extensions and identify any additional support requirements.

6.4 In deciding on the length of an extension, staff will consider the details of the extension request and the time lost by the student in preparing for an assessment as outlined in Sections 3 and 4.

6.5 There will be a limit on the length of time for which an extension to the deadline for the submission of coursework can be granted. Extensions cannot be granted beyond the date at which students receive feedback on the coursework for which the extended deadline is requested.

7. RESPONSIBILITIES FOR IMPLEMENTATION

7.1 **Faculties** are responsible for: ensuring consistency in the implementation of this and other related policies including the Personal Circumstances and Academic Appeals Procedure,

Policy on Assessment and Feedback, and Policy on the Late Submission of Coursework; and sharing effective practice within and between Faculties.

7.2 Heads of Department/School are responsible for: instructing colleagues within their Department/School to note and adhere to this policy, and other related policies such as those noted in 7.1.

7.3 Programme Leaders/Directors or Year Tutors/Co-ordinators are responsible for:

- Ensuring this policy is applied consistently within and across programme(s);
- Monitoring students' use of the extension request system with a view to identifying and communicating with students who may require support;
- Providing the programme Personal Circumstances Board with the relevant Myplace extension requests records; and
- Making students aware of the range of support services available within the University.

7.4 Module Coordinators are responsible for:

- Ensuring that the work of students who have been granted an extension is marked and feedback returned within 15 working days (normally this equates to 21 calendar days, except where the period includes University closure days) of the extended deadline for submission of the coursework.

7.5 Nominated Approver of Extension Requests are responsible for:

- Taking a consistent approach to responding to extension requests in a timely manner;
- Communicating with relevant staff, such as Programme Leaders/Directors or Year Tutors/Co-ordinators, any concerns they may have regarding student wellbeing following communication with a student in relation to an extension request.

7.6 Students are expected to be responsible for:

- Understanding the requirements of individual assessments, and actively engaging with assessment tasks by devoting appropriate time and effort;
- Finding out where, how and when work is submitted;
- Communicating to staff any circumstances that are negatively impacting their studies as early as possible;
- Understanding this policy and providing sufficient detail regarding the circumstances;
- Understanding and following related policies and procedures such as the Personal Circumstances and Academic Appeals Procedure, and the Policy on the Late Submission of Coursework; and
- Seeking academic and/or pastoral support when needed.

APPENDIX 1. STUDENT SUPPORT SERVICES

Disability and Wellbeing Service (including Student Counselling Service and Student Health)

Phone: 0141 548 3402

Email: disability-wellbeing@strath.ac.uk

Disability & Wellbeing Service
Room 4.36, Level 4,
Graham Hills Building
50 George Street
Glasgow
G1 1QE

Student Financial Support (opening hours Monday to Friday 2-4pm)

Email: financial-support@strath.ac.uk

Advice Centre,
Level 1,
McCance Building,
16 Richmond Street

International Student Support

Phone: 0141 548 4273

Email: infoandadvice@strath.ac.uk

Study Skills Service

Phone: 0141 548 4064/4062

Email: studyskills@strath.ac.uk

Level 6,
Livingstone Tower,
26 Richmond Street,
G1 1XH

Strathclyde Students' Union's The Advice Hub

Phone: 0141 567 5040

Email: strathunion.advice@strath.ac.uk or

For location see: <https://www.strathunion.com/advice/>