



# Extensions Policy

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# 1 Purpose and Scope of the Policy

## 1.1 Purpose

- 1.1.1 The Extension Policy should be read in conjunction with Part 6 of the Manual of General Regulations (Extenuating Circumstances).
- 1.1.2 During a student's study they may encounter circumstances that could impact their ability to engage with their studies and/or assessments. Students are expected to make reasonable plans to take into account commonly occurring circumstances, even those which, on occasion, may have been unforeseeable and unpreventable.

## 1.2 Scope

- 1.2.1 An extension is where a student needs some extra support or extra time to submit an assessment.
- 1.2.2 A student can only apply for an extension once per term. This applies to all modes of study.

# 2 Policy Statement

## 2.1 Extensions

- 2.1.1 Any student wishing to engage with an extension can only do so by submitting an application. No evidence is required to be submitted but students will be asked to provide a general reason for its use. More information can be found in the [Extension guidelines](#).
- 2.1.2 Any form of application that is incomplete or not correctly submitted will follow normal UEL processes and be eligible for 24-hour late submission as per [Manual of General Regulations: Part 3 Academic Regulations](#).
- 2.1.3 Module leaders should provide clear guidance on what assessment is not eligible for an extension in the module handbook.
- 2.1.4 Courses run at collaborative partner institutions will be subject to equivalent procedures, with the process being administered by the partner institution.



## 2.2 Key Information

- 2.2.1 An extension should not be used as a last-minute attempt to engage with an assessment. A student should engage with their academics and discuss any issues or challenges they may be facing as part of a discussion around support, where extension may be one option available to them.
- 2.2.2 A student should not submit an extension to alleviate conflicting assessment deadlines, especially if it has been created due to another assessment having an extension granted. Students are expected to manage their own workloads and time management.
- 2.2.3 A student can apply for an extension or extenuation. There cannot be a dual application for both.
- 2.2.4 If a student uses an extension, but thereafter feels they are unable to engage with an assessment(s), they are eligible to apply for extenuation and the extension is rescinded upon confirmation of extenuation being granted. If extenuation is not granted the extension remains.
- 2.2.5 Where a student has submitted an extension and the School feel that there may be a need for more support or the student to engage with extenuation, a recommendation will be made to the extenuation panel and/or relevant support services.

## 3 Procedure

### 3.1 Applying for an Extension

- 3.1.1 Student's wishing to engage with an extension have to submit an application before the advertised deadline. Any submissions thereafter will follow normal UEL process as per [paragraph 2.1.2](#).
- 3.1.2 Once submitted the student will need to submit up to 7 continuous days after the original advertised submission date with no penalty.
- 3.1.3 Work submitted after the 7 continuous day deadline will receive a zero grade and fail.



- 3.1.4 If a student applies for an extension but does not engage within the 7 days (i.e. non-submission), they are permitted to submit a new application for extension on a different assessment. This is as long as a student does not exceed the amount of submissions allowed as per [paragraph 1.2.2](#).
- 3.1.5 It is expected that most applications for an extension will be discussed as part of normal student engagement with their studies, i.e. it is primarily used as a tool to support a student in their studies.

## **4 Links to other Institutional Policies and Procedures**

### **4.1 Internal Policies**

Manual of General Regulations

- [Part 3 Academic Regulations](#)
- [Part 5 Assessment of Students](#)
- [Part 6 Extenuating Circumstances](#)

### **4.2 Exemptions and Professional Bodies**

[Exemptions to the Academic Framework and Academic Regulations](#)

[Professional Statutory and Regulatory Bodies](#)

**Policy Owner:** Academic Registrar

**Department:** Academic Registry

| Version | Effective From | Amendments  | Equality Analysis                             | Stakeholders Consulted<br>(e.g. Disability & Dyslexia Team, Policy Review Group)   | Approval Date                                 | Author     | Date for Review                               |
|---------|----------------|---|---|--|---|------------|---|
| V1.0    | 01/09/2022     | <ul style="list-style-type: none"> <li>* Change the amount of submission from 2 per year (one every term) to one per term, so that postgraduate students are not disadvantaged</li> <li>* Removal of the word “automatic” due to confusion around its meaning.</li> <li>* Assessments eligible for extensions should be made clear with in the module handbook and Moodle web pages</li> <li>* Confirmation that if a student submits, but does not engage with extension, that they can submit extension on another assessment (i.e., previous submission is made void)</li> <li>* Minor changes to wording</li> </ul> | <a href="#">Click or tap to enter a date.</a> | <ul style="list-style-type: none"> <li>* Policy Review Group</li> <li>* Schools</li> <li>* Academic Registry</li> <li>* Student Services</li> <li>* UEL Students' Union</li> <li>* Education &amp; Experience Committee</li> </ul> | <a href="#">Click or tap to enter a date.</a> | Ian Porton | <a href="#">Click or tap to enter a date.</a> |

Add a row each time the regulation/policy is updated (includes both minor and major updates)

This Policy is reviewed by **Education & Experience Committee** and approved by **Academic Board**