



Request for Assignment Deadline Extension

DELETE AS APPROPRIATE

Programme of Study (if applicable) CTSM / CertHE / DipHE / GDAS / BHSc

Candidate name

University of Leeds
Student ID Number

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Module

Assignment number

Reason for deadline extension request:
(please attach a letter from your GP if appropriate)

Original assignment submission date: __ / __ / __

Requested extended deadline date: __ / __ / __

I confirm that I would like to apply for a deadline extension and I have read the details overleaf

signature

For internal use only:

Recommendation of Module Manager approve/reject
recommended new deadline __ / __ / __

signed.....

Decision of Programme Manager approve/reject
recommended new deadline __ / __ / __

signed.....

IMPORTANT

INFORMATION ABOUT ASSIGNMENT DEADLINE EXTENSIONS

It is important that you submit your work on time; the penalties for not doing so can be severe. Extensions to assignment deadlines are only made in exceptional circumstances, and are granted by the module tutor and programme manager. If you experience difficulties in meeting the deadline you must seek advice from your tutor in advance.

Genuine cases of difficulty will be treated sympathetically. It is easier to treat cases of illness or personal difficulty with sympathy if we know about them in good time and well before work is due to be submitted. You may, for example, be given an extension to the submission date. Medical evidence must be provided, if required. Extensions are rarely granted for more than two weeks.

Extensions can only be granted before the due date. Requests for extensions are made by completing the *Extension Request Form* overleaf. Extension Request Forms should be posted or faxed to Christine Weatherill, Training Department Manager, **to arrive before 4pm on the Tuesday prior to the assignment due date**. Let us know as soon as you can that you may need an extension, so that we can discuss the appropriate action.

Extensions apply to one assignment only. That is, if you are granted a deadline extension it applies only to one assignment, and does not mean that you have an extension for all subsequent work.

If you require an extension for a subsequent assignment please get in touch with your tutor in good time so that we can discuss it.

Assignment deadline extensions are likely to be marked outside of the normal marking schedule, consequently you may experience some delay in receiving a grade and feedback on such assignments.

If an extension is given to the last assignment of a module, the late marking of the assignment may result in the student not being able to proceed to a subsequent module at the next student intake.

Note that if your extension takes you beyond the end of the course (ie. after the normal due date for the last assignment of the Module) the advertised tutorial times no longer apply. However, you are encouraged to seek tutorial support by contacting your tutor at a mutually convenient time. To arrange this, please phone the Training Office on 0113 295 1330.

Please retain a copy of these guidance notes for future reference.