

**Leeds Beckett University**

**Request for an Extension Form**

When you submit coursework for assessment you are declaring yourself “fit to sit”. However, The University recognises that there are some circumstances which may prevent you from completing the work by the date set. Such circumstances are known as extenuating circumstances.

When you recognise that you will have difficulty meeting the deadline for submission of your coursework, because of extenuating circumstances, you should submit a request for an extension, using this form, as soon as you can. If the extenuating circumstances are accepted, the additional time allowed would, normally, be for a maximum of five working days. Extensions are not normally considered after the deadline for submission. If the circumstances are such that additional time will not enable you to meet the deadline, then you should submit a request for mitigation which will be considered by your Mitigation Panel.

**The request must be supported by original, relevant documentary evidence.**

On completion, the form should either be handed to your Student Administration Team or you may submit it electronically. Whichever form of submission you choose, the supporting documentary evidence should be submitted to your Student Administration Team **as soon as possible**. All documents should be include your name and be marked ‘confidential**.** The documents must be submitted within 5 days of making your request since the request cannot be considered until all the documentation is received. While awaiting the decision of the Mitigation Co-ordinator you should **continue to work on your assignment** so it can be submitted as soon as you receive notification of the outcome. If the extension is not granted, late penalties will apply.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Full Name: | 2 | Student ID Number: |
| 3 | Course:Level/Year: | 4 | School: |
| 5 | Dates for which there is supporting evidence : | From: | To: |
| 6  | The nature of the evidenceto be submitted A list of typical evidence can be found here [www.leedsbeckett.ac.uk/studenthub/mitigation](https://www.leedsbeckett.ac.uk/studenthub/mitigation.htm) |  |
| 7 | Modules and Assessment affected. Please note it is your responsibility to ensure you have listed ALL the modules and components that are affected. |
|  | Assessments Affected  | Module tutor | Module Title  | Scheduled date of submission |
| a) |  |  |  |  |
| b) |  |  |  |  |
| c) |  |  |  |  |
| d) |  |  |  |  |
| 8 | Please describe the circumstances and **how they affected your work**. Ensure you include with your submission relevant supporting evidence which is dated so that it clearly applies to the circumstances under review. Such evidence must be handed to your Student Administration Team within 5 working days of your submitting your request. No request can be considered without supporting, original documentary evidence |
|  |
| 9 | Name/Signature  | 10 | Date of Submission: |

Useful Guidance on completion of this form can be found at [www.leedsbeckettsu.co.uk/advice](file:///C%3A%5CUsers%5CHartle07.000%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CS81GELE6%5Cwww.leedsbeckettsu.co.uk%5Cadvice)

or [www.leedsbeckett.ac.uk/studenthub/mitigation.](file:///C%3A%5CUsers%5CHartle07.000%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CS81GELE6%5Cwww.leedsbeckett.ac.uk%5Cstudenthub%5Cmitigation)

In addition the regulations which relate to Extenuating Circumstances and Mitigation are available at www.leedsbeckett.ac.uk/public-information/academic-regulations.

All requests for extensions are treated confidentially.

For courses subject to professional suitability regulations within the School of Health and Community Studies, the School of Clinical and Applied Sciences and the Leeds School of Social Sciences your Course Director will be advised of your request.

 **For office use**

|  |  |
| --- | --- |
| Evidence submitted  | Date: |
| Evidence returned  | Date: |
| To Mitigation Co-ordinator  | Date: |
| Outcome | Decision: |
| Student Informed of outcome  | Date: |
| Correspondence for student file  | Date: |
| Date of Progression and Award Board | Date: |
| Professional Suitability Courses – Course Leader  | Date: |