Extensions Procedure

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Effective from September 2025

Read this if you are a student needing extra time on summative assessment submissions due to unexpected circumstances—or if you are an academic or professional services staff member responsible for processing these requests.

This procedure sits under the [Policy on Mitigating Circumstances and Extension Requests](#), which should be read first. This procedure builds on the policy by outlining the steps and criteria for requesting extensions on summative coursework, final year projects, or dissertations, including details on deadlines, eligibility, and the review process to ensure fair and timely support.

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Definitions

Key terms

Coursework: any summative assessment which is not a formal timetabled examination.

Extension: extra time granted to complete summative coursework, final year project or dissertation. This is in response to a one-off/isolated incident relating to health or other personal circumstances or an exacerbation of an existing medical or health condition.

Mitigating Circumstances: unforeseeable or unpreventable circumstances that could have, or did have, a significant negative effect on the academic performance of a student. Accepting and applying mitigation aims at reducing the negative effects on a student's academic outcome.

Acronyms

DASS: Disability Advisory Support Service

ESFA: Education and Skills Funding Agency

PSRBs: Professional, Statutory and Regulatory Bodies

PS: Professional Services

SSW: Student Support and Wellbeing Team

Detailed Procedures

1.0   Introduction

1.1   Purpose

1.1.1   This document sets out the procedures for considering students' requests for extensions to their summative coursework, final year project or dissertation that have a defined submission deadline.

1.2   Scope

1.2.1   The document should be read in conjunction with the *Policy on Mitigating Circumstances and Extension Requests* and, where appropriate, the *Guidance for Dealing with Disability-Related requests for Mitigation (produced by the Disability Advisory and Support Service (DASS)*. DASS also produce *Guidance for Disability Advisory and Support Service (DASS) Related Automatic Extensions*, and *Student guidance on DASS-related Automatic Extensions*.

1.2.2   Requirements of Professional, Statutory and Regulatory Bodies (PSRBs) or the Education and Skills Funding Agency (ESFA) which affect the consideration of requests for extensions will take precedence over the details within this document. In this case, Schools must publish the specific arrangements within programme handbooks and any other relevant locations/formats.

1.2.3   This document covers the procedure for students requesting extensions to pieces of summative coursework/written assessment which are set with a specific deadline. It does not apply to examinations which students sit at a specific time.

1.3   Applicability

1.3.1   These Procedures apply to Undergraduate and Postgraduate Taught students. They will only apply to Postgraduate Research students when they are studying the taught elements of a doctoral programme of study. The policy which deals with mitigating circumstances affecting Postgraduate Research students is the Policy on the Circumstances Leading to Changes to Postgraduate Research Study. Students on Degree Apprenticeships, including higher apprenticeships, should refer to the Procedure on Break in Learning for Degree Apprentices.

2.0   General Principles

2.0.1   If personal circumstances affect a student's ability to submit a specific piece of coursework, they are eligible to request an extension to their submission date.

2.0.2   Extension requests may be submitted in the case where a student is experiencing a one-off/isolated incident relating to health or other personal circumstances (please see paragraph 2.0.6 for examples) or an exacerbation of an existing medical or health condition.

2.0.3   If a student is experiencing any issues which are likely to have an ongoing impact on their assessments and progression, they should be encouraged to notify their School at the earliest opportunity and seek support from their Student Support & Wellbeing (SSW) Team or appropriate equivalent. Extension requests are made using the Extension application form which must be submitted on or before the coursework deadline date and no supporting evidence is required. Extension requests made beyond the coursework deadline date must be submitted via a Mitigating Circumstances application form where evidence is required.

2.0.4   Extension requests will only apply to summative coursework, final year projects and dissertations, and do not apply to the following:
- Group/teamwork
- Presentations
- Formative coursework
- Open-book examinations
- Assessments limited by logistical constraints, for example assessments to be completed whilst on a field trip; those with short recurring deadlines where assessments are to be submitted weekly for a particular unit; continuous ongoing coursework, for example, portfolios; or where feedback needs to be provided to students before the extension end date
- Practice elements of professional practice modules
- Work which is required to be completed within a set timescale because to do so is a professional competency standard
- Practical/skills-based work
- Timed written examinations to be taken at home
- In-class tests, online tests or quizzes
Please note this is not an exhaustive list.

2.0.5   As students are not required to provide supporting evidence, when reviewing an extension request, staff should consider whether a student has fully demonstrated the impact of the incident/issue on their ability to submit the coursework within the original deadline.

2.0.6   Reasons for requesting and granting an extension may include (but are not limited to):
- Technology/IT Issues – broken laptop, Wi-Fi issues etc. (please see Guidance for Schools on mitigating circumstances related to IT Issues and information for students on help with assessment issues (including IT matters)
- Physical Ill Health – Covid, sickness, injury etc
- Mental Ill Health – anxiety, stress etc

- Disability (whether the student is registered with DASS or not)
- Domestic/Family Crisis - bereavement, illness, relationship breakdown, caring responsibilities, Maternity/Paternity/Adoption leave
- Personal Crisis – accommodation issues, theft, assault, financial difficulties
- Jury Service

2.0.7   Extension requests that fall within the following categories would **not** normally be granted:
- Planned/anticipated events - moving house, holidays etc. (anything that could be reasonably expected)
- Assessments that are scheduled close together – unless impacting on health/wellbeing
- Misreading assessment timetable
- Inadequate planning or time management
- [Act of religious observance](#)
- Consequences of paid employment (except in some special cases for part-time and/or Online and Blended Learning students)

2.0.8   Requests for extensions should be considered initially by Professional Services (PS) under the School's agreed parameters. In the event of any specific requests that require academic input/decisions, PS staff should refer the requests to the relevant academic staff. Schools are responsible for confirming both the agreed parameters and the academic colleagues who would be involved in the decision-making process.

2.0.9   The length of an extension will be dependent on the structure of the course or unit, will not extend beyond the feedback deadline for the assessment, and will be proportionate to the student's individual circumstances. Coursework extensions are typically granted for seven calendar days, up to a maximum of fourteen days. If an extension beyond this period is required (excluding those granted by DASS or similar services), students should speak with a member of their SSW team who will be able to advise on the best course of action.

2.0.10 SSW staff should, where possible, ensure extension deadlines do not fall on a University closure day or bank holiday; however, if that is unavoidable, students should normally be expected to submit their assignments electronically where this facility is available.

3.0   Monitoring Compliance

3.0.1   Adherence to this document is expected and should be monitored by Heads of Schools (or their delegates) as part of a wider quality assurance process which supports

the Annual Academic Assurance Process including, Schools, Faculties, Teaching and Learning Strategy Group, the Academic Quality Sub-Committee for Teaching, Learning and Students, and Senate.

4.0   Supporting Documents and Sources of Support

4.0.1   Staff and students should also refer to the [Policy on Mitigating Circumstances and Extension Requests](#) and the [Mitigating Circumstances Procedure.](#)

4.0.2   The following areas of the University can be contacted for support and advice relating to mitigation:
  i)   The University Counselling and Mental Health Service - http://www.counsellingservice.manchester.ac.uk/
  ii)   Student Support and Advice - http://www.studentsupport.manchester.ac.uk/ (Student Support Hubs are available on campus; for details of these, students should contact their specific School or Faculty).
  iii)   Disability Advisory and Support Service - http://www.dso.manchester.ac.uk/
  iv)   Occupational Health Service - http://www.occhealth.manchester.ac.uk/
  v)   Students' Union Advice Service - http://manchesterstudentsunion.com/advice
  vi)   Students' own programme or School Hub – please see the following for a list of School contacts - http://www.manchester.ac.uk/discover/structure/faculties-schools/ and https://www.studentsupport.manchester.ac.uk/uni-services-az/school-support/ for a list of School Support Hubs
  vii)   Report and Support - https://www.reportandsupport.manchester.ac.uk/

Version amendment history box and Document control box

Version amendment history: Procedure for Extensions		
Version	**Date**	**Reason for change**
1.0	June 2023	New document approved by Senate/ Academic Standards and Quality Committee (Teaching, Learning and Students)
1.1	June 2025	**Updates made to the procedures following a review of the Policy and related Procedures on Mitigating Circumstances** Including: Changes to wording and clarification of existing wording to promote consistency and support the design of the technical solution. Significant revisions to evidentiary requirements in light of the Bristol V Abrahart case.

Document control box	
Policy / Procedure title:	**Procedure for Extensions**
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Related information:	- Policy on Mitigating Circumstances - Procedures on Mitigating Circumstances - Mitigating circumstances and extension requests (Student Support webpage) - DASS Guidance for Dealing with Disability-Related requests for Mitigation - Guidance for Disability Advisory and Support Service (DASS) Related Automatic Extensions - Student guidance on DASS-related Automatic Extensions
Next review date:	June 2027
Policy owner:	Director of Student and Academic Services (SAS)
Lead contact:	Teaching and Learning Manager (Policies and Degree Apprenticeships), Teaching and Learning Delivery, Division of SAS *For any queries or questions relating to this document, please direct your email to teaching-policy@manchester.ac.uk*