



The University of Manchester

Procedure for Extensions

Table of Contents

1.0	Introduction and Purpose	2
2.0	Scope and Definitions	2
3.0	General Principles	3
4.0	Supporting Documents and Sources of Support	4

Procedure for Extensions

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Effective from the start of the 2023/24 academic year

1.0 Introduction and purpose

- 1.1 This document sets out the procedures for considering students' requests for extensions to their coursework or other written assessments.
- 1.2 The document should be read in conjunction with the [*Policy on Mitigating Circumstances*](#) 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*](#).
- 1.3 Requirements of Professional, Statutory and Regulatory Bodies (PSRBs) or the Education and Skills Funding Agency (ESFA) which affect the consideration of requests for mitigation 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.

2.0 Scope

- 2.1 This document covers the procedure for students requesting extensions to pieces of coursework/written assessment which are set with a specific deadline. It does not apply to examinations which students sit at a specific time.¹
- 2.2 The procedure applies to all Undergraduate and Postgraduate Taught students studying at the University of Manchester.

¹ Open-book examinations with a specific submission window are regarded as examinations and not course work and are not covered by this procedure.

3.0 General Principles

- 3.1 If personal circumstances affect a student's ability to submit a specific piece of written assessment, they are eligible to request a short extension to their submission date.
- 3.2 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 3.6 for examples) or an exacerbation of an existing medical or health condition. 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 to submit a request for mitigation in addition (See the [Policy on Mitigating Circumstances](#) and the [Procedures on Mitigating Circumstances](#)).
- 3.3 Extension requests should be submitted via a separate form² and no supporting evidence is required to be submitted (unless the student wishes to provide this).
- 3.4 Extension requests will only apply to assessed written work, for example, dissertations, and do not apply to the following:
- Group/teamwork
 - Presentations
 - Formative coursework
 - Assessments limited by logistical constraints e.g. assessments to be completed whilst on a field trip; short recurring deadlines e.g., where assessments are to be submitted weekly for a particular unit; continuous ongoing course work e.g., 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
 - First submission for PhD/MPhil submissions and any subsequent resubmissions
 - Take home timed, written examinations.
- Please note: this is not an exhaustive list.
- 3.5 As students are not required to provide supporting evidence, when reviewing an extension request staff may wish to consider whether a student has fully demonstrated the impact of the incident/issue on their ability to submit the written piece of work within the original deadline.

² A standard form for Requests for Extensions is being produced as part of the SEP Tech & Process stream, in consultation with School PS staff. This is likely to come on stream in September 2024. Until this is available, Schools should use their own version of a Request for Extensions form.

- 3.6 Reasons for requesting and granting an extension may include (but 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.
- 3.7 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 exceptional circumstances, i.e. if related to family/financial crises).
- 3.8 Requests for extensions should be considered initially by PS staff under the School's agreed parameters. In the event of any specific requests that require academic input/decisions, PS colleagues should refer the requests to the relevant academic colleagues. Schools are responsible for confirming both the agreed parameters and the academic colleagues who would be involved in the decision-making process.
- 3.9 Students will normally be granted a maximum of 5 additional working days (in addition to any DASS automatic extensions that a student may be entitled to). However, the agreed length of extension will be made by the relevant programme team and will be appropriate to the student's needs and mode of study (e.g. full-time or part-time), mode of assessments and programme requirements, etc.
- 3.10 Where these extensions may impact on marking deadlines, staff should refer this to the relevant School's Assessment and Progression team to confirm.
- 3.11 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.

4.0 Sources of support

4.1 Please see details listed in section 5.0 of the Policy on Mitigating Circumstances.

Document control box	
Policy / Procedure title:	Procedure for Extensions
Date approved:	June 2023
Approving body:	Senate / Academic Standards and Quality Committee (Teaching, Learning and Students)
Implementation date:	September 2023
Version:	1.0
Supersedes:	N/A New document
Previous review dates:	N/A New document
Related information:	<ul style="list-style-type: none"> • 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 <i>For any queries or questions relating to this document, please direct your email to teaching-policy@manchester.ac.uk</i>

Version amendment history: Procedure for Extensions		
Version	Date	Reason for change
1.0	June 2023	Creation of Procedures by Teaching and Learning Delivery (TLD) and Senate Academic Standards and Quality Committee (Teaching, Learning and Students)