



Extension Terms and Conditions

PLEASE READ BEFORE APPLYING FOR AN EXTENSION

What is an extension?

This is an approved opportunity to submit your work after the official deadline. If your application is successful, a short-term extension allows you to submit your work up to **ten working days** after the original submission deadline.

What reasons are acceptable for an extension request?

As per the Academic Regulations, you may request an extension for the following reasons:

- A short-term illness.
- A short-term illness of any person for whom the student has a responsibility of care.
- Authorised absence during teaching weeks.
- An enforced change in employment circumstances for which only short-term notice was given.
- Other reasons considered acceptable by the Director of Studies or relevant nominee.

What reasons are **not acceptable** for an extension request?

- Academic workload.
- Misreading the instructions on submission deadlines.
- Computer or other technological failure.
- Unauthorised absence.

How do I request for an extension?

Extension requests can be made online via *My Forms* on the VLE and then selecting 'Assessments Extension'.

We strongly recommend that your form be submitted **48 hours** before the original submission deadline, so that allows time for us to communicate the decision to you. **It is very important that you submit evidence to support your reason for requesting an extension.**

If you submit your request just before the deadline and it is then rejected, it may affect your ability to take full advantage of the late submission period. The outcome of your extension request will be e-mailed to your student e-mail account within **3-5 working days**.

What can I do if I cannot provide evidence with my request?

Your request may be provisionally accepted with the reason you have provided. **You will be given five (5) working days** to provide the evidence to support your claim. If the evidence provided is not sufficient, the extension request can be rejected even after it was provisionally accepted.

We understand that evidence may currently be difficult to obtain. Therefore, if the reason for the extended deadline is linked to COVID-19, we may accept self-certification. For further details, please contact DOS@london.aru.ac.uk.

My extension was rejected. What should I do?

You would have five working days after the original deadline to submit your work using the late submission process. **Late submissions are capped at 40%.**

I have already submitted my assignment before finding out my extension was approved. Can I submit a new version?

Yes, however only the new assignment that you submit through the extension email would be assessed by the marker. The assignment that you submitted before your extension was approved **would not** be marked.

Disclosure

If you disclose an issue which puts you or another person at risk of harm, we have a safeguarding duty to breach confidentiality in these instances.

By agreeing to the Extension Terms and Conditions, you provide full consent to share your data with Anglia Ruskin Staff and external agencies on a need to know basis.

If you need any further information, please contact the Director of Studies Office on DOS@london.aru.ac.uk