



EXTENSIONS POLICY

POLICY COVER SHEET

Purpose of Policy:	This policy defines extensions and provides a framework for applying, responding and approving extensions.
Applicable to:	All University of Lincoln staff and students.
Owner:	
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Approval Body:	Academic Affairs Committee;
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Extensions Policy

1. Introduction

1.1 The University of Lincoln is committed to supporting students to achieve their full potential. At university students are expected to submit their assessed work on time and in the correct format and style

1.2 It is recognised that there may be occasions whereby students realise they are unable to meet course deadlines and students need to apply for an extension or mitigating circumstances.

2. Definition

2.1 Extensions are available to ensure that when unexpected short-term circumstances arise students are afforded an opportunity to submit their best work by requesting an additional short period of time to complete their coursework.

2.2 These circumstances should be genuine, exceptional and beyond a student's control. The following are examples of circumstances which may be treated as adversely affecting a student's performance in assessment. This list is not exhaustive.

- a) Illness affecting attendance at teaching or assessment.
- b) Illness affecting preparation for or of an assessment.
- c) Being the victim of a crime involving injury.
- d) Circumstances of a serious personal or emotional nature.
- e) Force majeure or other unpreventable event.

2.3 University of Lincoln Undergraduate Regulations state:

A.4.1.E Where students experience unexpected and exceptional difficulties in preparing for, or completing assignments, and have evidence for this, they may request an extension. In order to ensure consistency in application, a programme may identify one person to approve extensions, either for the programme overall or for each Level of the programme. Extensions to deadlines for the submission of assignments may be approved by academic staff under the authority of the relevant Board of Examiners. An extension of assignments submission deadline may not be given after the original submission date. In all cases, extensions should not be given where the revised date for submission does not permit the completion of due academic process to present the mark at the meeting of the Board of Examiners where the module would normally be considered.

2.4 If a student considers, or is advised, that an extension is not an appropriate solution, they should apply for Mitigating Circumstances in advance of the submission date or within the ten working days after the submission deadline (i.e., prior to the release of marks).

2.5 If a student submits a fraudulent extension claim this would constitute an academic offence as outlined under Part L of University General Regulations.

3. Maximum Extension Period

3.1 A maximum extension period, which will **normally be 7 calendar days**.

3.2 Students will ordinarily be entitled to 7 calendar days unless granting the full allowance of days would result in exceeding a reasonable time for the completion of marking and academic process to present marks at the Board of Examiners or the revised submission deadline would be during a University closure*.

3.2.1. In such circumstances academic discretion is required when determining the maximum length of extension. School Guidance has been provided below (See section 9) for advice on what factors to consider when deciding what is an appropriate extension period.

3.3 An extension of coursework submission deadline may not be given after the original submission date. If a student cannot complete their work within the extension given, and have evidence of exceptional circumstances, they should apply for Mitigating Circumstances.

3.4 Students can apply for multiple assessment items using the same evidence on the proviso it is time relevant for all claims.

3.5 Students can submit their coursework before their extended deadline if they wish. The deadline provided is the maximum extension time awarded.

4. Extension Exclusions

4.1 No extensions can be approved for coursework due during the resit examination period. This is to ensure that decisions regarding student progression and awards at the Board of Examiners are not delayed by an extension that has been granted beyond the resit exam board marks deadline.

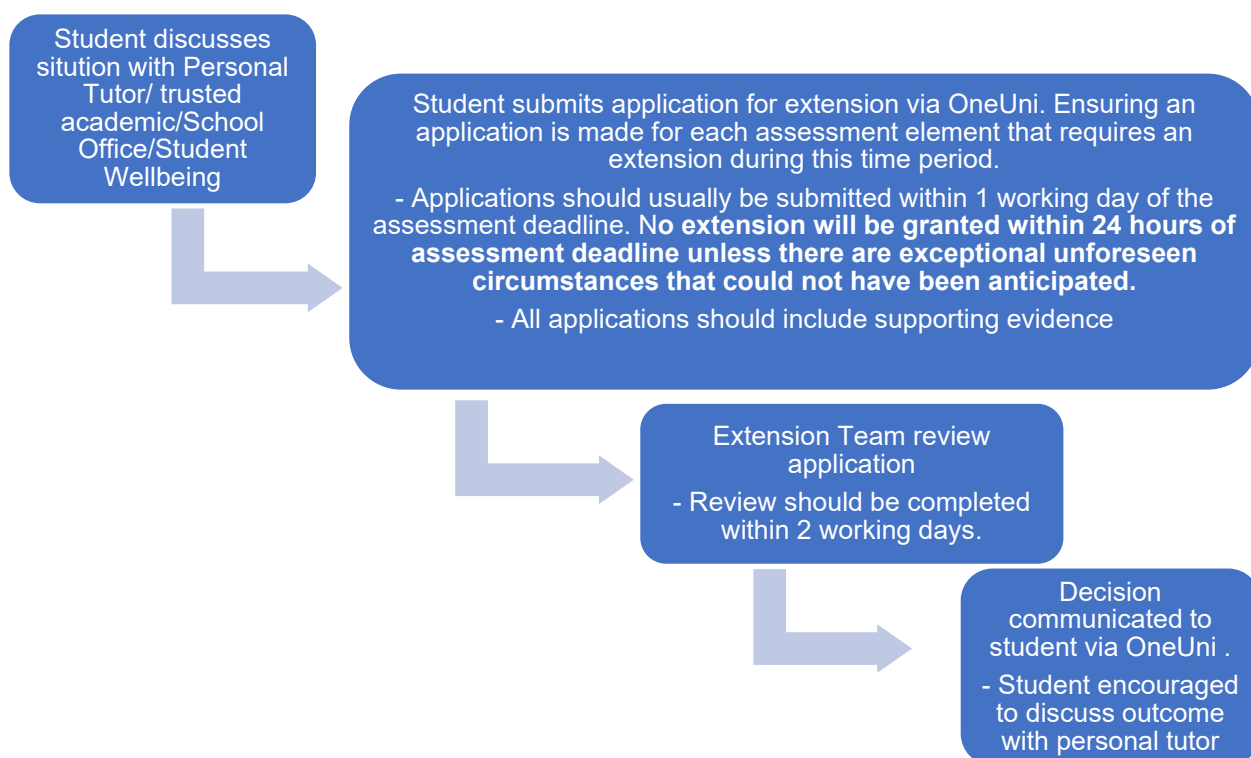
4.2 Students who have had an approved extension but continue to encounter significant difficulties in submitting assessments are eligible to apply for Mitigating Circumstances in accordance with The University of Lincoln Mitigating Circumstances policy where they have evidence to support their application.

4.3 Further information and guidance on resits can be found in the *Resit Options at University of Lincoln* document

4.4 Schools may choose not to permit any extensions on some elements of assessment. Where this is the case students can still apply for Mitigating Circumstances for these components.

4.5 Examinations including Online Examinations (TCAs) and In Class Tests are exempt from extension applications. In this instance students should apply for Mitigating Circumstances.

5. Extensions Application Process



5.1 Each School will communicate to students how applications for coursework extensions are made through the University Online system. This will be via the route highlighted in the programme handbook for 2022/23.

5.2 All students are strongly encouraged to discuss their situation with their Personal Tutor or a trusted academic. Personal Tutors will be able to advise students on the range of support that is available as well as guide students through the process of submitting their application.

5.3 Students are reminded that School Offices and Student Support and Wellbeing are also valuable sources of advice and support.

5.4 Students should submit their applications within 1 working day of the assessment deadline unless the request relates to an emergency that arises on the submission date (where an exceptionally late request can be considered).

5.5 Reviews of extension applications should take no more than 2 working days to minimise any late penalty that would be applied, should the extension application be unsuccessful.

6. Submission of Evidence to Support Extensions Applications

6.1 Students are required to submit the following information:

- I. Outline of what has happened and how their studies have been impacted. This will enable the extensions team to confirm the appropriateness of an extension.
- II. Provide independent, date relevant supporting evidence. This may include for example, a medical certificate/note, a supporting statement from Student Wellbeing/Student Support, Student Union Advice Centre, Personal Tutor.

6.2 Evidence may be provided at a later date, if not available at the time of application, but students should be made aware that if their application is disingenuous, and evidence not later provided, their extension will be rescinded, and a late submission penalty applied in accordance with University General Regulations. All evidence must relate to the time period of, or immediately prior, to the assessment deadline.

7. Extension Approvals

7.1 Extensions to deadlines for the submission of coursework may be approved by academic staff under the authority of the relevant Board of Examiners.

7.2 It is expected that a team of academics, which includes School Senior Tutor oversight, should work together to ensure consistency in the application of the extensions policy (See guidance for Schools below).

7.3 The extensions team should aim to respond to coursework extension requests within 2 working days. It is expected that when the outcome of the extensions request is communicated to students this is a collective response (i.e. not a single named academic contact). This is to reinforce the collective responsibility of the decision-making process and ensure consistency in policy application.

8. Students with Personalised Academic Support (PASS) Plans

8.1 Students with a PASS plan will be required to provide evidence to support an extension request which is over and above any extra time for submission already allowed for in their PASS Plan.

8.2 Extra time to complete coursework may be one element of a support plan and consequently students with PASS plans are eligible for additional time to complete their coursework *and* apply for an extension but the maximum period of extension (normally 7 calendar days) remains.

8.3 As a result of 8.2, academic extensions teams should ensure that any extension awarded will not result in missing exam board marks inputting deadlines.

8.4 Additionally, students with PASS plans that have additional time for completion of coursework will still be afforded that time during the resit period (but no additional extension time as outlined above).

9. Guidance for School Extension Teams

9.1 Schools are reminded that if a common situation arises, which affects students on a module or cohort (For example, University IT failure; inability to book appropriate room space; or some other significant event) then an individual extension request is not required in these circumstances. It is within the remit of the module leader, after discussion with the appropriate programme leads and Director of Teaching and Learning, to set a revised deadline for students impacted by the issue.

9.2 Normally extensions should be approved for the full 7 calendar days. However, as outlined in 3.1-3.3 above, there may be occasions whereby Schools are required to exercise professional judgement regarding the length of time awarded for an extension. For example, if the new submission date would fall during a University closure* or prevent academics meeting marks deadlines. Some practice-based subjects or project-based assessments may require additional time in extraordinary circumstances. If this situation arises Schools should consider the following when deciding on the appropriate length of extension.

9.2.1 If the extended deadline would be scheduled for a University closure* then Schools should consider extending the deadline to the next first working day.

9.2.2. If the 7 days extension would not allow for due academic process to be met (meeting marks deadlines) then Schools should reduce the number of days to ensure due academic processes can be completed.

9.2.3 Schools should give consideration of the weighting and size of assessment component.

9.2.4. Schools should consider their assessment strategy and any future deadlines that may be impacted by the extension request.

9.2.5. Personal circumstances disclosed by the student. It may be more appropriate for the student to apply for Mitigating Circumstances to ensure their best chances of success.

9.2.6. How much work has already been completed by the student. Further clarification may be requested by the extensions team if necessary.

9.3 In all cases, extensions should not be given where the revised date for submission does not permit the completion of due academic process to present the mark at the meeting of the Board of Examiners where the module would normally be considered.

9.4 It is good practice for School Extension Teams to review their decision making and ensure consistency in the application of their extension policy. Transparency in decision making is important.

*University Closure days are days when the University is closed for business. This does not include days when students are not receiving teaching/on campus. Full details of University Closure days can be found on the University website.