



Advice guide 9: Applying for an extension

Support and adjustments are designed to assist students to stay on track and meet academic commitments and deadlines. However, there may be occasions for any student where consideration of flexibility with a deadline and/or an extension may be needed due to unforeseen and unpreventable circumstances.

All students have the right to apply for an extension. The student must follow their School's protocol, which can vary depending on the School they are in, and a decision will be made by the appropriate member of staff on their course whether or not to grant the extension.

There are two types of extensions:

- 1. Short extension:** A Short Extension is an extension of the assessment deadline(s) of up to and including 7 days. It is usually for one module only. It is normally only available for first submission, not reassessment, because of the need for timely progression to the next stage of the programme. A Short Extension should be agreed by a Module Leader or Programme Director/Leader.
- 2. Long extension:** A Long Extension is an extension of assessment deadlines for longer than 7 days and may be for more than one module. The length of a Long Extension will be a matter of academic judgement, based on the circumstances of the student. However, the amended deadline should enable timely progression to the next stage of the programme, and for this reason a Long Extension will not normally be offered for reassessments. A Long Extension should be agreed by a Deputy/Associate Dean, or nominee (usually the Head of Department).

Deferred Submission: A Deferred Submission is normally only available to part-time students, and not normally available for reassessment. It is a longer extension that allows a student to submit up to one calendar year from the original submission date. It should be agreed by a Deputy/Associate Dean, or nominee (usually the Head of Department).

Approval for extensions is as follows:

- Short Extensions: Module Leader or Programme Leader.
- Long Extensions: Deputy/Associate Dean, or nominee (usually the Head of Department).
- Deferred Submissions: Deputy/Associate Dean, or nominee (usually the Head of Department).





The decision on whether to accept a request for an extension or deferred submission is at the discretion of the School/College and is not subject to review.

Evidence:

For extension requests and deferred submissions, a student is required to supply evidence to support the fact that they cannot meet the original deadline. If this is for a disability-related reason, the student can seek support from their Disability Adviser. Students are strongly advised to meet with a member of academic staff (ideally the relevant tutor) prior to the submission date to discuss whether an extension/deferred submission would be appropriate. For further information, up to date guidance and extension forms, please visit your School's website.

For more information

W: <https://www.tees.ac.uk/sections/stud/disability>

E: studentlife@tees.ac.uk

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