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| Project/Dissertation Extension Request Form(Postgraduate Students Only)Academic RegistryStudent Office | | | | | | [Loughborough University](http://www.lboro.ac.uk/) | | | | | | | | |
| This form is to be used to request an extension to a project or dissertation module in accordance with Regulation VII paragraphs 4 and 5(iii).  **Before completing this form please read the guidance notes at the bottom of the page and at [www.lboro.ac.uk/students/handbook/exams/extensions/](http://www.lboro.ac.uk/students/handbook/exams/extensions/). ALL FIELDS ARE MANDATORY.** Once completed and signed by the relevant individuals, this form should be returned to your School/Department. | | | | | | | | | | | | | | |
| **1. Student Name** |  | | | **2. ID Number** |  | |  |  | |  |  |  |  | |
| **3. School/Department** | |  | | | | | | | | | | | | |
| **4. Current Programme** | |  | | | | | | | | | | | | |
| **5. Current Deadline** | | **/    /        :** | **6. Current Module Code** | |  | | | | | | | | | |
| **7. New Deadline Requested** | | **/    /        :** | **8. New Module Code**  (School use - including version) | |  | | | | **9. New Instance**  (Dept use) | | | | |  |
| 10. Brief explanation of the situation/reason for the requested extension (Please detail why you are unable to submit the work by the original deadline). | | | | | | | | | | | | | | |
| **11. Supporting Evidence**  Submitted with form  To be submitted later | | | | | | | | | | | | | | |
| 12. This is my first / second request for an extension (Please delete as appropriate)  If you have already been given an extension, this form may be used to apply for just one further extension up to the maximum period referred to in the Guidance Notes below. **Please note that a request for an extension may delay your graduation.** | | | | | | | | | | | | | | |
| 13. Student Confirmation I believe that the circumstances described above justify an extension to my project/dissertation submission deadline.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Print Name:** |  | **Signature:** |  | **Date:** | **/    /** | | | | | | | | | | | | | | | |
| 14. Associate Dean (Teaching) (or nominee) Decision (must be from the School owning the module), in consultation with the Module Leader:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | I hereby permit / do not permit an extension. | | **New Deadline (where an extension is permitted):    /    /        :** | | | | | | | **Print Name:** |  | | **Signature:** |  | **Date:** | **/    /** | | | | | | | | | | | | | | | |

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| **Guidance Notes:**  If you think you may need an extension, you should consult with your School/Department at the earliest opportunity.  This form must be submitted before the original submission deadline for your project/dissertation, Forms submitted after this cannot be considered.  Extensions shall be granted only where exceptional circumstances beyond your control prevent submission of your project/dissertation on time, and all requests must be supported by relevant documentary evidence.  The Associate Dean (Teaching) responsible for the module (or nominee) shall, in consultation with the relevant Module Leader, determine whether an extension should be permitted and if so what period the extension should cover – normally, no more than two extensions to the original submission deadline, for an overall period not exceeding 4 months for full-time students and 12 months for part-time students, will be permitted.  You will normally be informed of the outcome of your extension request no more than ten working days after the submission of the full request (including supporting evidence). If you submit an extension request fewer than 10 working days before the original deadline, and you are not informed of the outcome by the deadline, you should submit as much of your project/dissertation as you can prior to the deadline, in order to avoid being awarded a mark of zero for non-submission (in the event of your extension request being rejected). If your extension request is subsequently accepted, any initial submission made prior to the original deadline date will be superseded for all purposes by your subsequent submission made prior to the extended deadline. | Fill in every relevant space on the form carefully. In particular:   * *Current Deadline* - Give the submission deadline. * *New Deadline Requested* - Give the submission deadline that you are requesting (being realistic about what you are able to achieve). * Describe the circumstances which have prevented you from meeting the normal deadline. * Please indicate whether your supporting evidence is being submitted with your form or whether it will follow later. * *First/Second request* - Please indicate whether this is your first or second extension request. * Sign and Date the form.   **Supporting Evidence**  All extension requests must be supported by relevant documentary evidence. Give your evidence directly to your School/Department (normally to your Administrator) with, or as soon as possible after submitting, your form. Do not delay submitting your form if you are waiting for your evidence from a third party, but remember it is your responsibility to ensure your evidence is given to your School/Department in good time.  **Mitigating Circumstances**  If you are affected by exceptional circumstances beyond your control which you feel cannot be addressed by a project/dissertation extension, or if you are given an extension but you feel that your work has still been affected by extenuating circumstances notwithstanding the additional time you have had, you should speak to your School/Department about the possibility of submitting a Mitigating Circumstances claim ([www.lboro.ac.uk/students/welcome/handbook/exams/mitigating-circumstances/](http://www.lboro.ac.uk/students/welcome/handbook/exams/mitigating-circumstances/)). |