**Personal Details**

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Student’s Name |  | Student’s Exam No. |  | Student’s Matric No. |  | | Course affected |  | School that owns the course |  | Student’s year of study |  |   The Degree Regulations and Programmes of Study website lists programmes, courses and owning Schools: [www.drps.ed.ac.uk](http://www.drps.ed.ac.uk)  **The University aims to provide support and consideration to students whose studies have been disrupted by circumstances beyond their control.**  **Student’s Responsibilities**   * You must submit any requests for coursework extensions to your School before the deadline for the relevant coursework. * Please complete all sections of this form- incomplete forms may not be considered. * Please submit any relevant evidence to support your request; self-certification may be acceptable in some circumstances.   Requests should be based on unexpected short-term circumstances which are exceptional, beyond your control, and which could reasonably be expected to have adversely affected your ability to complete the coursework on time.  The Taught Assessment Regulations (“Late submission of coursework”) contain more information about circumstances in which an extension is likely to be considered appropriate.  <http://www.ed.ac.uk/files/atoms/files/taughtassessmentregulations.pdf>  **Sharing of information**  Schools will only share information regarding your coursework extension request with staff who have a legitimate need to access the information in order to consider your request or to provide you with support for any issues raised. Details of any extensions you receive for a course may also be taken into account in the event that you submit a Special Circumstances request for that course. |

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| Received by |  | Date |  |

1. **Reason(s) for extension request**

Please explain the circumstances and how they have affected your ability to submit your coursework on time (e.g. illness/injury; bereavement). Please make clear which item of coursework is affected, and explain how you will use the additional time requested.

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1. **Length of extension requested (up to 7 calendar days)**

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**days**

Where an extension of more than 7 days is required, please contact your Personal Tutor or Student Support Team to discuss submitting Special Circumstances.

**3 Evidence supplied**

If you have supplied evidence with your form, please list this below. Documentary evidence may not be required in all cases.

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**For School Use:**

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| **Schools keep a record of decisions taken in relation to coursework extension requests; these will be shared with Special Circumstances Committees where relevant.** |

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Extension Offered? (Yes/No)

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Length of extension (days)

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| Completed by |  | Date |  |