**This form must be submitted electronically.**

**Students taking Biological Sciences courses should send this form to BTOStudentSupport@ed.ac.uk.**

**Personal Details**

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Student’s Name |  | Student’s Exam No. |  | Student’s Matric No. |  | | Course affected  (code and name) |  | 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)  **Student’s Responsibilities**   * You must submit any requests for coursework extensions to the School that owns the course 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 for the individual student, beyond that student’s control, and which could reasonably be expected to have adversely affected the student’s 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.  **By submitting this form, you consent to the information contained within it, and any supporting documents being shared on this basis.** |

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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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| **Item of coursework:** (e.g. essay)  **Current deadline:**  **Reason for request:** |

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

(Any requests beyond 7 days should be submitted on a special circumstances form.)

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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**

Please state the evidence that you are supplying with this form. Scans of supporting evidence are acceptable but original documents may be requested. Please refer to Taught Assessment Regulation 28 for acceptable and non-acceptable reasons and forms of evidence (http://www.ed.ac.uk/files/atoms/files/taughtassessmentregulations.pdf).

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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 |  |