**School of Biological Sciences**

**Guidance for requesting an extension to a coursework deadline**

Where a student provides a good reason for late submission, the School of Biological Sciences will consider accepting late submission of up to seven calendar days without exacting a penalty. **Note though that ALL requests for Extensions (or Special Circumstances) MUST be supported by evidence and it is the responsibility of a student to ensure that their ‘case’ and ‘evidence’ is strong before deciding to submit a request.**

Good reasons for coursework extensions are unexpected short-term circumstances which are exceptional for the individual student, beyond that student’s control, and which could reasonably be expected to have had an adverse impact on the student’s ability to complete the assessment on time.

For examples of acceptable and unacceptable reasons for granting an extension, see Taught Assessment Regulation 28:

<http://www.ed.ac.uk/files/atoms/files/taughtassessmentregulations.pdf>

The following rules will apply:

1. The request must be made in advance of the normal deadline, to the Student Support Team ([BTOStudentSupport@ed.ac.uk](mailto:BTOStudentSupport@ed.ac.uk) ). Applications for extensions will be logged and a note added to the student’s EUCLID account.

2. Students are responsible for submitting their cases and supporting evidence in advance of the published deadline for the coursework, using the Coursework Extensions Request form via email. Scans of supporting evidence are acceptable but original documents may be requested.

3. It is the student’s responsibility to ensure that the request has been received and logged by the Student Support team, who will confirm this has occurred by e-mail.

4. The decision on whether the extension is granted and the period for which an extension is granted, will be made by the Course Organiser (UG years 1-3), HPO (for year 4) and PGT Senior Tutor (for PGT).

5. Extensions cannot be granted beyond the point that feedback is provided.

6. The requirement for evidence should be proportionate to the weighting of the component of assessment and the length of extension sought, and should also take into account the student’s ability to obtain documentary evidence. Self-certification will provide sufficient evidence in some circumstances (only).

7. The decision will be final and will be conveyed to the student subsequently.

The School of Biological Sciences will also consider requests for coursework extensions, using the Extension request form, in relation to:

• A student’s disability where the student’s Learning Profile includes relevant provisions;

• Representation in performance sport at an international or national championship level, in line with the University’s Performance Sport Policy:

www.ed.ac.uk/files/atoms/files/performance\_sport\_policy.pdf.