Request for an Extension to an Assessed Coursework Deadline (RE1)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Matriculation Number: |  |

|  |  |
| --- | --- |
| Programme of Study: |  |

|  |  |
| --- | --- |
| Modules Code and Title: |  |

|  |  |
| --- | --- |
| Number of working days requested: |  |

|  |  |  |
| --- | --- | --- |
| Dates you were affected: | From: / / | To: / / |

|  |
| --- |
| **Give a brief description of the circumstances which affected you:**  **Explain how the situation affected your ability to work:** |

The normal duration of an extension is up to **5 working days**. Exceptionally, a module leader may, at their discretion, grant up to 10 working days where the circumstances are severe or where the module has a value of more than 20 credits. You might be asked for supporting evidence in relation to a 10 working days extension ([Extenuating Circumstances, Extension and Deferrals Regulations](https://staff.napier.ac.uk/services/dlte/Regulations/Pages/Regulations.aspx)).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  | Date: |  |

Please submit this form to your **Module Leader** for consideration.

**MODULE LEADER/DESIGNATE APPROVAL**

**I AGREE to the above extension request for working days.**

**Evidence provided**

yes/no

**I DO NOT agree to the above extension**

**NEW DEADLINE:**

(dd/mm/yyyy)

**Signature: Date:**

dd/mm/yyyy