



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

Name:		Matriculation Number:	
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Programme of Study:	
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Modules Code and Title:	
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Number of working days requested:	
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Dates you were affected:	From: / /	To: / /
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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](#)).

Signature:	
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Date:	
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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

I DO NOT agree to the above extension

NEW DEADLINE:

Signature:

Date: