



## Short Extensions Policy

Ref: PL.058-v.003

<b>Brief Description &amp; Purpose:</b>	The Student Engagement Team is responsible in the first instance for the authorisation of short extension(s) for assessed work. This Policy applies to Undergraduate and Postgraduate Taught students at Newcastle, Amsterdam and London Campuses and includes Distance Learning programmes. The Policy is informed by the guidance provide by the Office of the Independent Adjudicator (OIA) in The Good Practice Framework: Requests for Additional Consideration		
<b>Applicable to (list cohorts):</b>	<b>Staff:</b> All staff	<b>Students:</b> All students	<b>Third Parties:</b> All who are in a formal relationship with the University
<b>Effective From:</b>	June 2022	<b>Last Review Date:</b>	04 <sup>th</sup> December 2023
<b>Approval Authority:</b>	Education Committee	<b>Approved:</b>	June 2022
<b>Executive Owner:</b>	Pro-Vice Chancellor (Education)	<b>Business Owner:</b>	Director of Student Life and Wellbeing
<b>Next Review Date:</b>	04 <sup>th</sup> December 2026	<b>Publication External Y/N</b>	Y



## 1 Scope of the policy

- 1.1 The Student Engagement Team is responsible in the first instance for the authorisation of short extension(s) for assessed work. This Policy applies to Undergraduate and Postgraduate Taught students at Newcastle, Amsterdam and London Campuses and includes Distance Learning programmes.
- 1.2 The Policy is informed by the guidance provide by the Office of the Independent Adjudicator (OIA) in [The Good Practice Framework: Requests for Additional Consideration](#)
- 1.3 Guidance is available to students via:
  - The Help and Support section on the [Student Portal](#)
  - Ask4Help team at Student Central locations: University Library & Coach Lane Campus

## 2 Consideration of Short Extension Requests

- 2.1 The University requires all students to submit assessed coursework by the deadline stated in the assessment brief. A student may apply for an extension of time to complete assessed coursework if there are personal circumstances, which are unforeseen and unpreventable and have an effect on the student's ability to submit the work by the published submission deadline. The duration of an approved short extension request should not normally extend beyond ten working days.
- 2.2 Our approach to requests for short extensions does not compromise academic standards; the aim is to give students a fair opportunity to show that they can reach those standards. The university also expects that our students can, generally, manage their workloads properly, cope with routine life events and to anticipate expected pressure around assessments.
- 2.3 The University Short Extension process will be:
  - Accessible, easy to understand and follow
  - Time sensitive and responsive, with requests considered quickly
  - Well promoted, including reminding students at key points in the academic year
  - Underpinned with clear advice, support and guidance, online and in person
  - Clearly communicated, ensuring that students understand the circumstances which are likely to be considered, and supporting evidence requirements
  - Completed with a written outcome being sent to the student
  - Consistent across the University
  - Informed by an internal reporting process, enabling the University to identify trends



- 2.4 The university will consider each request on its individual facts, and the process is flexible to allow for different evidence if the student is finding it difficult to provide the supporting evidence normally required.
- 2.5 The OIA recommends that it is good practice to allow students who have had a short illness which had a significant impact on their assessment but which did not require medical intervention (such as a stomach bug or migraine) to request a short extension without needing to obtain supporting evidence. Many GPs will not issue medical certificates for conditions that last fewer than seven days. The cost of obtaining a GPs medical certificate can also be a barrier for some students.
- 2.6 The University will allow students to self-certify requests for two short extensions for a period of 5 working days within an Academic year - this means that students do not need to provide supporting evidence. This could be utilised in any permutation e.g. Two components in the same timeframe, two within the same semester, or one in each semester.

### **3 Restricted modules**

- 3.1 The University will clearly identify to students 'restricted' module assessments where the normal short extension process cannot be applied. Examples are assessments which relate to, for example, exhibitions, performances or live projects with clients. This may mean that short extensions are not possible at all, can only be approved with the module leader's approval, or have a limit on the time permitted. Such 'restricted' module assessments should be signed off by the relevant Faculty Registrar and should be clearly identified in the Module Brief and Programme Handbook.

### **4 Short Extension requests submitted after the deadline**

- 4.1 Requests should be submitted before the published submission deadline for the relevant assessment. If a student makes a request beyond this date and time, it will not normally be considered, but students will be directed to other support mechanisms such as the Personal Extenuating Circumstances (PECs) process.

### **5 Right of appeal**

- 5.1 A student has a right of appeal against examination/assessment decisions, including decisions on short extension requests, in accordance with the University's appeals procedures, which are described in the 'Handbook of Student Regulations' available [here](#)

### **6 Equality Act 2010 duties**

- 6.1 Reasonable adjustments should ensure that disabled students are able to learn and be assessed on a level playing field with their peers. The University's Student Accessibility Plan (SAP) process often allows for additional time for students to complete their assessments, and where this applies, students will be given approved short extensions on request, without the need for evidence.

## 7 Confidentiality and Data Protection

- 7.1 Information about short extension requests will be kept confidential as far as is possible, and will be disclosed only to those responsible for involved in considering requests and any subsequent appeals.
- 7.2 In accordance with the General Data Protection Regulation (GDPR), the University cannot accept evidence for short extensions regarding third parties. Students applying for a short extension must provide evidence which references only themselves and the impact of the circumstances upon their study. Any evidence supplied which references third parties will not be considered in the request and will be returned to the student and/or destroyed.

## 8 Penalties for work submitted late without approval

- 8.1 For information about penalties which apply when coursework is submitted without approval after the assessment hand in deadline, please refer to the Late Submission of Work policy.

## 9 Statistical Monitoring and Reporting

- 9.1 The University will collect and review statistical data on the short extension process. This will enable us to identify trends, assess whether certain groups of students are over or under-represented in using the process, and to identify subject areas where there are disproportionately high or low numbers of requests. This will enable us to take appropriate action to address any concerns.

Version No.	Reviewer	Date	Changes
3.0	Governance and Enhancement Administrator	30/08/2024	Administrative changes to include updated cover sheet to be in line with Policy guidance and include a change log