

Allowable reasons for granting of extensions to deadlines

The principle for allowing an extension to a deadline such that a student can submit without a marks penalty is that the cause of the delay was *unforeseeable and uncontrollable*.

Below are some examples of such circumstances:

- Acute illness within 1 week of the deadline.
- Family emergency/bereavement within 2 weeks of the deadline.
- Independently verifiable travel disruption on day of submission.
- Absence of supervisor at short notice (or without advanced notification)
- The deadline for handing in each piece of summatively assessed work has already been set when the work commences and it is therefore the *student's responsibility* to check when they start the piece of work that their supervisor will be available in the 2 week period prior to the submission deadline. If the supervisor's planned availability changes whilst the work is being undertaken such that (s)he will be away for more than 3 working days in this 2 week period and has not or cannot notify the student of their intended absence, consideration will be given to granting an extension for this reason.

Reasons that are foreseeable and therefore a student should plan for include:

- Computer or printer failure
- Printer or binder queues
- Competing deadlines from other work/revision
- Time to relax to avoid stress.

Reasons that are foreseeable, controllable and that a student should manage include:

- Feelings of typical levels of stress due to pressure of deadlines.
- Time taken in polishing the presentation of the document is always substantial.
- The availability of your supervisor to read a draft at a given time.
- The time needed by your supervisor to comment upon a draft.
- Possible failure of experiments and need to take advice and 'find another way'.