

## **UCL IOE FOR ADDITIONAL TIME – GUIDANCE FOR STUDENTS (Initial Teacher Education programmes)**

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These guidelines should be read in conjunction with the policy and procedures on deferrals and extensions.

Once you have commenced your programme you will be expected to complete your studies. This will include attending lectures, seminars and completing the required minimum hours of practical teaching. You will also be expected to submit the required coursework assignments by the deadlines notified to you by your tutors and set out in your programme/module handbooks.

University College London Institute of Education (UCL IOE) recognises however that individual circumstances can change and that your pattern of study may need to vary to reflect this. In exceptional circumstances it may be possible to grant additional time for you to complete. If you are experiencing problems during your programme of study, it is important that you seek advice from your Programme/Pathway/Subject Leader or Personal Tutor as soon as possible.

**Please note that if you are an international student, you will also need to consider the effect an application for additional time to complete your studies will have on your visa. The granting of additional time to complete work for assessment does not guarantee that you will receive a visa extension. If you decide to seek a visa extension, you should contact International Student Support for advice as soon as possible.**

### **How to request additional time**

- Discuss your need for additional time with your Programme/Pathway/Subject Leader or Personal tutor before completing the request form;
- Complete the request form which is available from the PGCE Administrator;
- Provide all the appropriate evidence for your application, e.g. a medical certificate if your reason for applying for additional time is because of ill health (see below for further examples);
- Be realistic about the additional time you need to complete your assignment;
- Submit the completed form with the evidence as early as possible. This should normally be **no later than two weeks** before the original submission deadline.
- Return the completed form and evidence to the Programme Administrator who will forward it to the Programme/Pathway/Subject Leader for initial consideration;
- Note that there is no guarantee that your request for additional time will be granted. Each application will be judged on its individual merits. If your request is not approved you will be expected to meet the original deadline specified. Failure to do so will result in a fail in the module assessment;
- Note that applications submitted less than two weeks before the original deadline will be considered on a case by case basis.

### **The process for considering an application for additional time**

- Requests for up to two weeks' additional time can be authorised by the Programme/Pathway/Subject Leader;
- Requests for two to four weeks' additional time must be authorised by appropriate Head of Academic Department;
- Requests for more than four weeks' additional time must be authorised by the Pro-Director: Teaching, Quality and Learning Innovation;
- Notification of whether or not your application for additional time has been approved will be conveyed to you in writing by the Programme Administrator normally no later than one week before the original deadline.

### **Teaching Experience**

Deferral of teaching experience may be considered under certain circumstances, for example, where completion is affected by ill health. Any request for additional time to complete will be considered on a case by case basis. It is important that you discuss any concerns you have about completion of your teaching experience with your Programme/Pathway/Subject Leader as early as possible, and before making any request. Please note that for those following the PGCE Primary, Secondary or pre-service PGCE Post Compulsory, any request will also be subject to the availability of a suitable placement being available on return to the programme.

### **Evidence to be provided in support of requests for additional time**

In cases of ill health, medical certificates, letters from GPs and/or consultants should be provided. The information contained should support the circumstances of your request, e.g. a medical note should state your condition and where possible the likely duration of this condition.

In work-related cases, letters/evidence from employers should be provided. For example, if your request for additional time is due to unforeseen work issues, then you should ask your employer to provide a formal letter to support this.

In other situations, evidence may take the form of letters from legal advisers, death certificates and other correspondence.