

## **UCL IOE REQUESTS FOR ADDITIONAL TIME – GUIDANCE FOR STUDENTS**

### **(on all programmes except Initial Teacher Education)**

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

At the beginning of your period of study, you will be asked to indicate your module choices for the academic year. Once you have started on a module and/or on your dissertation/report in a given year, you will be expected to complete your studies for the module/dissertation/report within that year. This may include attending lectures and seminars and, for dissertations/reports will include tutorials with your supervisor. You will also be expected to submit the required coursework assignments and/or your dissertation/report by the deadlines notified to you by your tutors and set out in your programme handbook.

You are therefore encouraged to meet with your Programme Leader or Personal Tutor early in your period of study in order to agree a pattern of study which suits your personal working patterns/commitments or personal/home responsibilities. For example, if you are a part-time Masters student it may be more appropriate for you to undertake your studies over three years taking 60 credits in each of those years, rather than attempt 90 credits in each of two years.

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 a module. If you are experiencing problems during your programme of study, it is important that you seek advice from your Programme 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 coursework or your report/dissertation 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 the International Student Support for advice as soon as possible.**

You will be given the opportunity, before starting each subsequent module in your period of study, to decide not to take that specific module until a later date. In such cases it is important that you inform the relevant Programme Administrator of your decision not to start as early as possible. If you start on a module, however, it will be assumed that you will attend the module and submit work for assessment by the deadline published in the programme handbook.

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

- Where possible, discuss your need for additional time with your Programme Leader/Personal tutor before completing the request form;

- Complete the request form which is available from the Programme 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/report/dissertation;
- Submit the completed form with the evidence as early as possible but **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 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 submit your coursework for assessment by 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 submission deadline will only be considered in highly exceptional circumstances.

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

- Requests for up to two weeks' additional time can be authorised by the Programme Leader;
- Requests for two to four weeks' additional time must be authorised by the appropriate Head of Academic Department/Dean of Doctoral School;
- 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 submission deadline.

**Please note that you will be advised not to commence a new module if you are already having difficulty meeting assignment deadlines or have been granted additional time and appear unlikely to be able to meet new deadlines set. This is to ensure you complete your work and to avoid requests for additional time for more than one module.**

### **Dissertations and Reports**

It is recognised that, particularly if you are a full-time student, what constitutes the start point for dissertations/reports is less clear cut than that for a taught module. You may have indicated your intention to commence work on the dissertation/report at the start of the year but, for a number of reasons, you may be unable to do so. It has therefore been agreed that the start date for a dissertation/report will be triggered when a dissertation supervisor has been identified and your commitment to undertaking the dissertation/report that year has been confirmed, as follows:

- Full-time students must confirm by the end of the first term that they will be undertaking their dissertation/report in the same academic year.
- Part-time students must confirm by the end of the first term of their second year of study (or their third year of study if it is a three year programme) that they will be undertaking their dissertation/report in the same academic year.

**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.