

Extension Procedure

Section 1 - Introduction

Purpose

(1) This procedure outlines the steps by which a student may apply for an extension to a coursework due date in respect of an assessment in line with the [Extension Policy](#).

Responsibilities

Student Responsibilities

(2) The student is responsible for providing original and verifiable evidence of their grounds for an extension where requested to do so.

(3) The student is responsible for making reasonable use of the policies, procedures and support services of the College so that they may, insofar as possible, negate any impact of personal circumstances on their effort (for instance, applying for reasonable accommodation).

(4) The student is responsible for applying for an extension in a timely manner

Faculty Responsibilities

(5) The Programme Director, or nominee, is responsible for assessing an application for an extension and for granting any outcomes in line with the [Extension Policy](#).

Section 2 - Procedure for Applying for an Extension

Application

(6) Where a student feels that short term circumstances have delayed their completion of a piece of coursework, the student can make an application for consideration for an extension.

(7) Applications must be made in writing to the Programme Administrator using the [appropriate form](#)

(8) Information about the circumstances to be considered:

- a. When the circumstances arose
- b. The impact of the circumstances
- c. What length of extension, up to a maximum of 10 days, is the student seeking.

(9) Applications must be made in a timely fashion that would allow for the request to be considered.

(10) Where evidence is required, students are required to provide this as soon as possible.

Consideration

(11) The application is considered by the Programme Director, or nominee, in line with the [Extension Policy](#), to determine:

- a. If the circumstances referred to qualify for an extension
- b. If verifiable evidence is required to support the application
- c. What extension, if any, can be offered to the student

(12) The Programme Director, or their nominee, may refer the student to the Student Support Officer based on consideration of their circumstances or refer the student to the [extenuating circumstances policy](#) if appropriate.

Outcomes

(13) The student is advised of the outcome of their application in writing.

(14) This written notification will include specifics of the outcome, e.g. the revised submission due date.

(15) In all cases where an extension is granted, the relevant Assessor will be advised of any revised due date but will not be made aware of the circumstances.

(16) Where an extension is not granted; the normal regulations, including the [extenuating circumstances policy](#), apply to the student as well as the normal sanctions for non-compliance.

Right of Appeal

(17) The student may appeal the decision within 5 working days, as laid out in the [Appeals Policy](#).

Status and Details

Status	Current
Effective Date	9th February 2024
Review Date	9th February 2027
Approval Authority	Registrar
Approval Date	9th February 2024
Expiry Date	Not Applicable
Enquiries Contact	Eoin Crossen Quality Assurance Administrator <hr/> Quality Assurance

Glossary Terms and Definitions

"Policy" - Policies are principled statements adopted by the College at a high level to enable decisions about actions and desired outcomes to which the College is committed. They clearly articulate the formal position of the College on specific issues in order to guide internal decision-making. Policies set out 'what to do' on a given issue. They have a medium- to long-term review cycle.

"Procedure" - Procedures are the broad actions that must be carried out to implement a policy. They set out 'how to do' what the policy specifies must be done.

"Reasonable Accommodation" - 'A Reasonable Accommodation is any action that helps to alleviate a substantial disadvantage due to an impairment or medical condition.' (AHEAD). In the context of supporting higher education students, a reasonable accommodation is any provision made for a particular student to allow them to demonstrate their achievement of the learning outcomes of a piece of learning without any disadvantage which may arise on the basis of their having a disability or long-term illness.