Royal Holloway, University of London

Department of Media Arts

Extension Application Form

*Please be aware that to request an extension to a deadline is no guarantee that an extension will be granted. Extensions to deadlines for coursework or essays will under no circumstances be granted unless this form is completed fully and correctly, including the names of all Course Convenors to whom you are applying for an extension. Please note that only the Head of Department can authorise any extension.*

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s Name and Surname  |  |  Date |  |
| Student’s Candidate Number  |  | Year of Study (e.g. First year) |  |
| Personal Advisor’s Name |  |  |  |
| Educational Support Office Registration Number (if applicable) |  |  |  |

Extension/s requested

|  |  |  |  |
| --- | --- | --- | --- |
| Course Convenor | Course Code(e.g, MA2066) | Course Title | Original Deadline Date (dd/mm/yy) |
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Reason for request (Please provide full details *after reading the notes on the next page*):

Supporting documentation (Give details of documentation to be handed in to the Faculty Administrators in AG14)

**For completion by the Head of Department**

|  |  |  |
| --- | --- | --- |
| **Request agreed** / **denied** (delete as applicable) | Extension granted until (date) |  |

Head of Department Name: .......................................................... Date: .............................

*Before completing your application for an extension to the submission deadline for coursework or an essay, you should read carefully the media arts undergraduate Student Handbook:*

**Extensions to deadlines for submission of coursework and essays:**

If you have **very serious** extenuating circumstances – illness, for example, or a serious accident – that will affect your ability to submit coursework on time, an extension to deadlines may be granted. An extension must normally be applied for **in advance**, **in writing** An **Extension Application Form** is available on the Media Arts website. Once completed, the form should be submitted by e-mail **using ONLY your College e-mail account** to the Departmental Administrator Jackie Marty for the course(s) concerned. A record is kept of extensions granted, with reasons, to ensure parity of treatment.

Extensions will not normally be granted retrospectively and last-minute requests will only be granted in demonstrably exceptional circumstances. Examples of circumstances which may be accepted if you apply for an extension include: serious prolonged illness or that of a member of your immediate family (medical evidence will be required); death of an immediate family member (documentation may be required); other compelling compassionate or medical circumstances (documented).

Examples of **circumstances which will NOT be accepted** if you apply for an extension include: personal computer/printing problems; paid employment; job interview; misunderstanding of regulations; misreading of deadlines; transport problems; holidays; non-serious self-certified illness; failure to obtain the requisite texts.

Once you have submitted the Extension Application Form to the department administrator you will be notified of the decision made by e-mail to your College e-mail address. If your extension is granted you will be given a new submission date. You should then submit your work in the usual way by the new deadline.

Unless you are granted an extension, work submitted late will always be penalized. See student handbook for the mandatory College penalties for late submission that will be applied in such cases.

**IMPORTANT NOTE**: While the department tries always to be as sympathetic as possible when illness or other circumstances beyond their control affect students’ academic performance, you should nevertheless be aware that even where documented medical or other evidence is provided to explain repeated absences from class or failure to submit coursework, serious failure to satisfy normal course requirements (see below under ‘Assessment Scheme’) may nevertheless result in an examination mark of ‘incomplete’ being returned by the School’s Sub-Board of Examiners for the course/s affected. **Where this occurs, some students may therefore find that they have not passed sufficient units in order to progress to the next year of study, extenuating circumstances notwithstanding**.