THE MANAGEMENT OF REQUESTS FOR EXTENSION TO COURSEWORK

A coursework extension is permission to hand in an assessment after the published deadline without either incurring a penalty or waiting to re-take an alternative assessment as a referred or deferred student.

1. Conditions of requests for extension to coursework

1.1 The extension is not granted automatically a student must initiate formal written request for that. Students must provide in writing a verifiable genuine grounds/reasons for extension.

1.2 The coursework extension can be requested any time up until the coursework deadline. It is reasonable to expect that it may take up to two (2) working days after receipt of the request to confirm whether the request has been accepted or not accepted.

1.3 The required number of days should be clearly specified in the request and the maximum number of days an extension may be granted is 10 calendar days.

1.4 If the coursework extension has been granted, students should expect to receive their coursework with feedback return to them, no later than four (**4**) calendar weeks after the expiration of the maximum extension period available for the particular module. This is regardless of the period of extension granted or when the work was actually submitted.

2. The process of requests for extension to coursework

2.1 Step 1 – Student requests the coursework extension form from Student Support Office (SSO).

2.2 Step 2 – Student submits the completed duly filled-in form to module leader.

2.3 Step 3 – Module leader acknowledge(s) the receipt of the extension request.

2.4 Step 3 –Student is advised on the outcome of the request (acceptance/rejection) within two working days of the receipt of the request.

2.5 Step 5 – If the request is accepted, student submits the coursework within the granted extension time.

Date of Issue	
Signed on behalf of SPC	Dr Dipti Srivastava
Date	08/11/2024