Notes for the completion and submission of an Exceptional Extension Requests (Coursework): Form EER1

1. Before completing an Exceptional Extension Request Form, it is important that you read the University's Extenuation Policy. This is on shuspace and can be located in the sections - SHU Rules and Regulations http://shuspace.shu.ac.uk/webapps/portal/frameset.jsp?tab_id=150_1. It is also strongly recommended you seek advice from your Faculty Helpdesk/Reception point.

2. Please ensure that you understand the different options that are available within the Policy particularly the differences between procedures for Exceptional Extension Requests and the submission of Extenuating Circumstances in relation to the submission of coursework.

3. An EER1 Form should be completed and submitted to your Faculty Helpdesk/Reception, if due to exceptional authenticated reasons you are unable to submit your completed coursework by the deadline date and you wish to apply for an extension of up to 10 days to complete the work. A longer extension may be possible for project/dissertation modules – you should still complete and submit an EER1 form to apply for an extension for dissertations/projects.

4. For an extension to be granted you need to demonstrate that you have a valid reason which is acceptable to the University why you cannot complete your coursework by the deadline date. Please see the Extenuation Policy for the submission of Exceptional Extension Requests for examples of situations which would normally be accepted as a valid reason and situations which would not normally be accepted as a valid reason in approving or rejecting an exceptional extension request.

5. Normally you need independent evidence to support your claim. Please see the Procedures for the submission of Exceptional Extension Requests for examples of what documentary evidence is normally required. Medical notes will normally only be considered if they are issued at the time of illness or indisposition and if they contain a clear medical opinion.

6. An Exceptional Extension Request Form must be submitted to your Faculty Helpdesk/Reception at least 24 hours before the coursework deadline, and uncompleted work must normally be attached. Please continue to work on your assignment in case your request for an extension is not accepted and you therefore need to submit your work by the original deadline date.

7. You will normally be informed of the outcome of your request within 48 hours. If your extension request is not accepted you will need to submit your coursework by the original deadline date.

8. If you have a Learning Contract which recommends that you may require additional time for coursework you are not required to submit an EER1 if the reason why you cannot meet the deadline relates to your learning contract. Instead, you should negotiate a new deadline date with the Faculty representative nominated in your learning contract to enable you to plan your work. In this case the extension is not limited to 10 working days, but should be agreed taking into account your individual circumstances and the essential course requirements. If an extension is required for a reason not related to your learning contract, an EER1 form must be submitted.

9. Who can give advice on whether to submit an Exceptional Extension Request
The procedures for the submission of Exceptional Extension Requests are included in the Extenuation Policy on shuspace. You are strongly advised to read them before deciding whether it is appropriate to submit an extension request. If you wish to seek further advice, you may contact your Faculty Helpdesk/Reception, Student Advice and Information Service or the Students' Union.
Extension Requests will normally only be considered if:
- they are submitted to your Faculty Helpdesk/Reception on the correct form (Form EER1)
- they are submitted at least 24 hours before the deadline
- uncompleted work is attached

Unless there are exceptional circumstances where evidence can be provided (such as if a student is unexpectedly confined to hospital for medical treatment) which prevents these requirements being met.

PART 1 - Student Details

Student Name: .................................................................................................................................

Student Registration Number: ..................................................................................

Course: .......................................................... Year/Level: ..............................

Contact Telephone Number: .................................................................

PART 2 - Extension Request Details

Module:.............................................Module Leader:.............................................

Title of Coursework Assignment: ......................................................................................................

Date Assignment was set: ....................................................................................................................

Original Deadline Date: ......................................................................................................................

Reason for Extension:
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List of documentary evidence attached: .....................................................................................................
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PART 3 CHECK YOUR FORM AND EVIDENCE

Before you submit this form and your work in progress to your Faculty, have you:

- Correctly given the name of the module, title of your assignment, and its due deadline date? (see part 2)
  Tick here when you have checked ☐

- Explained clearly your reasons for requesting an extension? Do they show why you could not meet the deadline? (see part 2)
  Tick here when you have checked ☐

- Attached and listed documentary evidence to support your request? (see part 2)
  Tick here when you have checked ☐

- Attached the coursework which you have completed so far?
  Tick here when you have checked ☐

- If you have a learning contract (please read Point 8 above in the Notes for Completion)
  Tick here to confirm that your extension request does not relate to your learning contract. ☐

CERTIFICATION OF FORM

Student’s signature: ....................................................... Date: .................................

For Office use only Date form was submitted
PART 4 (Completed by Sheffield Hallam University authorised staff)

Decision on your Exceptional Extension Request

This form must be attached to your coursework when you submit it

☐ Extension Request ACCEPTED: New Deadline Date and Time: ...........................................

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You must hand in your work no later than the new deadline otherwise you will receive a mark of zero and may fail the module- see the Standard Assessment Regulations, published on shuspace: Rules and regulations: SHU regulations and codes

☐ Extension Request NOT ACCEPTED (see reasons below) – this means that you must submit your coursework by the deadline date even if it is not fully completed otherwise you will receive a mark of zero and you may fail the module – see the Standard Assessment Regulations, published on shuspace: Rules and regulations: SHU regulations and codes

Signature of authorised person:................................................................. Date: .......................  

Name of authorised person: .................................................................

REASONS WHY YOUR EXTENSION REQUEST HAS NOT BEEN ACCEPTED

☐ NOT ACCEPTED - 1  
The full information required by Form EER1 is incomplete

☐ NOT ACCEPTED - 2  
You have not provided independent documentary evidence to support your request

☐ NOT ACCEPTED - 3  
The timing of the circumstances cited would not have adversely affected the submission of your coursework

☐ NOT ACCEPTED - 4  
The nature of the circumstances you have cited are not over and above the normal difficulties experienced in life and do not meet the University’s definition of things which would have adversely affected the submission of your coursework

☐ NOT ACCEPTED - 5  
Your Extension Request Form was not submitted within the permitted timescale (at least 24 hours prior to the deadline for the submission of coursework)

☐ NOT ACCEPTED - 6  
An Extension Request has previously been taken into account or other concessionary treatment granted.

☐ NOT ACCEPTED - 0  
Other reasons - (reason as specified) .................................................................
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IMPORTANT INFORMATION

If your Extension Request has not been accepted this means that you must submit your coursework by the original deadline date even if it is not fully completed otherwise you will receive a mark of zero and you may fail the module – see the Standard Assessment Regulations which are located on shuspace.

If you believe that you have additional problems that have arisen during the extended deadline period which you consider are over and above the normal difficulties experienced in life and have prevented you from submitting your work by the extended deadline date you should consider whether you ought to submit Extenuating Circumstances. Please refer to the Extenuation Policy on shuspace.