

UNIVERSITY OF STIRLING

ESSAY EXTENSIONS PROCEDURE

GUIDANCE NOTES FOR STUDENTS

Extensions for essays are granted only in exceptional circumstances. Application forms are available from Departmental offices; one form is appended to this document.

Completed applications, together with supporting documentation (where available) should be submitted to the Departmental Office. Please note that your extension request form will be retained by the Departmental Office for administrative purposes and will not be forwarded with your essay for marking.

All requests will be considered by the module co-ordinator or other designated person.

Acceptable Grounds

Unavoidable detention elsewhere:

- in hospital on/before date of submission
- in court/detention on/before date of submission
- sports bursary in authorised competition.

Please give dates, nature of detention and provide independent certification.

Medical grounds:

- confined to bed or otherwise unable to attend University
- ability to work seriously impaired on or before the date of submission.

Students should note that the decision to grant extensions is an academic decision; medical evidence is taken into account but does not guarantee an automatic essay extension.

For illness of less than seven days, and for the first seven days of any period of illness, self-certification should be provided.

For illness of more than seven days a medical certificate should normally be provided (where possible) indicating the nature of the symptoms that prevented you from attending University on the dates in question.

It is the student's responsibility to provide certificated evidence of illness.

Compassionate Grounds:

- bereavement or onset of sudden serious illness in family member or other close person.

Other Exceptional Grounds (or Other Good Cause for Absence)

Exceptional circumstances will be considered on their own merits. Supporting documentation should be provided wherever possible.

Applications for essay extensions on exceptional grounds may require the student to present their case in person to the Head of Department/or nominee in the first instance.

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REQUEST FOR ESSAY EXTENSION

THIS FORM MUST BE SUBMITTED TO THE DEPARTMENTAL OFFICE FOR AUTHORISATION.

THE COMPLETED FORM MUST BE HANDED IN WITH YOUR ESSAY AND SHOULD BE STAPLED TO THE ASSIGNMENT

MODULE CODE/TITLE

STUDENT NAME

STUDENT REGISTRATION NUMBER

MODULE CO-ORDINATOR/TUTOR'S NAME

SUBMISSION DATE OF ASSIGNMENT

NEW SUBMISSION DATE REQUESTED

REASON FOR REQUEST

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.....

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DATE OF REQUEST

OFFICE USE:

MODULE CO-ORDINATOR/TUTOR'S SIGNATURE

COMMENTS: