

SCHOOL OF HISTORY – COURSEWORK EXTENSIONS FAQs (2021-22)

It is important that you balance your academic workload with other commitments. You should plan your coursework timetable to allow for the fact that you may experience a brief period of illness such as upset stomach, brief period of fever or a short-term migraine which may delay completion of your work. You should not plan to complete your work only hours before the deadline which does not allow for such eventualities.

Students who are experiencing difficulties with coursework completion owing to unexpected illness or other personal circumstances may apply for an extension of a coursework deadline that will be considered by the Year Tutor. Coursework extensions form one part of the School of History Extenuating Circumstances processes which are designed to support students to achieve their academic potential.

School of History coursework deadlines

- Monday 24 January 2022 - Last possible extension date for work due for Semester A modules
- Monday 23 May 2022 Last possible extension date for Semester B and Year-Long modules:

If you are unable to submit outstanding work by either of these dates you may still be able to get an extension, but the work will go to the Late Summer Examination Board, not the June Examination Board. Finalists should note that this will delay their graduation.

PLEASE NOTE: For the 2021-22 academic year the School of History will continue to grant coursework extensions via QMPLUS. The form can be accessed here

<https://qmplus.qmul.ac.uk/mod/glossary/showentry.php?courseid=7595&eid=5166&displayformat=dictionary>

The School of History is NOT using the MYSIS extension request form at this point but JOINT HONOURS students are likely to find that their other School require you to apply for extensions via MYSIS. History cannot grant extension requests for courses which do not have a HST module course code.

The full University Guide to Extenuating Circumstances can be found here:

<https://www.welfare.qmul.ac.uk/guides/extenuating-circumstances/>

Extract from University Regulations 2021-22 re Extenuating Circumstances

Regulation 3.55 The following are not considered extenuating circumstances, and a claim made solely on one or more of these grounds will be rejected. The list is not exhaustive.

- failure to submit or complete an assessment.

- arriving late for an examination or assessment.
- misreading or not checking for updates to a timetable.
- having multiple examinations or deadlines in close succession.
- computer failure and/or loss of work.
- employment commitments.
- academic workload issues.
- planned holidays or events, including activities with Queen Mary Students' Union.
- submission of an 'incorrect' version of an assessment.
- observance of a religious festival or holy day.

FAQs

In what circumstances can I ask for an extension?

The Coursework Extension process applies when unexpected personal circumstances arise which could not have been foreseen or planned for.

How do I get an extension?

Please use the online form which can be found on the History Landing Page on QMPLUS. The following provides a direct link to the form

<https://qmplus.qmul.ac.uk/mod/glossary/showentry.php?courseid=7595&eid=5166&displayformat=dictionary>

What documentation is required to apply for an extension?

You can apply for an extension WITH or WITHOUT documentation.

WITHOUT documentation

The ECs policy states that as an alternative to providing evidence relating to a claim, each student is entitled to submit up to three self-certified claims per academic year (NB – each individual claim can relate to multiple assessments/modules), which involves providing details of the extenuating circumstances without the provision of documentary evidence. Each self-certification can cover a period of up to seven calendar days. You MUST provide details of the extenuating circumstances – you cannot simply state 'This is a self-certification application' without providing details of the circumstances which must fall within the category of 'unexpected circumstances'.

If you are using this route, where you are requested to upload evidence, please upload a document which simply states "This is a self-certification claim"

WITH documentation

If you are able to obtain documentation, it is recommended that you do so. This means that you can reserve your three self-certification opportunities for those instances where it is difficult to obtain documentation, or where – for example – your GP requires payment for a medical certificate.

What sort of documentation is required?

This depends on the nature of the “unexpected circumstances”.

Some common examples:

- Visit to A&E – medical discharge letter
- Short period of illness – details of medication, e.g. photo of prescription.
- Longer period of illness – doctor’s note or other formal medical documentation.
- Urgent visit home/abroad due to illness of relative – travel details, e.g. copy of online booking.
- Death/funeral of relative – copy of death certificate or funeral notification
- Affected by a crime – Crime reference number

What happens if I am planning to obtain documentation but have not yet obtained it?

You can apply for an extension without documentation if you are awaiting the documentation but the extension will be conditional until the documentation is uploaded. Failure to upload the documentation within a reasonable time will mean that the late penalty deductions may be applied.

Can my seminar or module leader grant an extension?

No. All extensions are granted by the appropriate year tutor.

How long can I ask for an extension for?

There is no maximum number of days/weeks you can ask for. The requested extended deadline should be roughly proportionate to the level of disruption to your work caused by the extenuating circumstances, so for example if you are ill with a stomach bug for 3 days, it would be reasonable to ask for three or four days in your extension. The Year Tutor may alter the extended requested deadline, if it seems to be either too long or too short.

How long will it take to get a response to my extension request?

Extensions requests are normally dealt with within three working days of receipt. PLEASE NOTE that extension requests are not processed at the weekend. Extension requests made at the weekend will be treated as having been made on Monday morning.

Can I apply for a retrospective extension, after the deadline has passed?

Institutional regulations require students to apply for an extension to the submission deadline BEFORE the coursework deadline. You may apply AFTER the coursework

deadline if you can show a good reason why you did not apply earlier, for example if you have been unexpectedly hospitalised.

Can I apply to have a late work penalty removed?

A late work penalty may be removed where a student provides good reason for the late submission, with supporting evidence in line with the extenuating circumstances policy.

Can I have an extension if...

I lost my work due to a computer problem? [This includes computer failure, file corruption and theft or loss of the computer]

Students are expected to back up their work frequently, so that in case of an emergency they will be able to access their work on another machine, for example on the QM campus.

Cloud services, flash drives, emailing work to oneself are all ways in which you can back up your coursework text and/or notes. Cloud servers and email are more reliable than flash drives which can be lost or stolen.

I have an ongoing chronic health issue

Existing conditions will not be accepted as grounds for an extension of a deadline unless it is demonstrable that there has been an unexpected worsening or exacerbation of the condition. In these circumstances you should inform your Academic Advisor, so that we can ensure you are being properly supported. You may be referred to the Disability and Dyslexic Service for support.

I have two essays due on the same date. Can I ask for an extension for one of them?

No. The deadlines for the year are published at the beginning of the year and students are expected to plan their work schedules carefully in order to ensure that they manage their time in a manner which allows them to meet the deadlines.

I have been called to a full-day career-related assessment date or graduate job interview for which I have to undertake significant preparation.

Extensions in such cases may be granted if the invitation to the assessment day or interview is received at relatively short notice, e.g. less than three weeks before the date.

I have a DDS SPLD cover note.

Students with DDS cover notes are not entitled to automatic extensions, but depending on the reason for requesting the extension, they may be taken into consideration and you may not be required to provide additional evidence.

My employer has asked me to work extra shifts in my part-time job?

No.

My deadline falls on a religious holiday?

No. The deadline is the final date on which you can submit. In these circumstances you should plan to submit the coursework before the final date.

I was abroad on the deadline date and did not have access to the internet/the internet connection was poor so I could not submit my coursework.

No

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