



**UNIVERSITY
OF HULL**

University Code of Practice: REQUESTS FOR EXTENSIONS AND ADDITIONAL CONSIDERATION

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REQUESTS FOR EXTENSIONS AND ADDITIONAL CONSIDERATION

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REQUESTS FOR EXTENSIONS AND ADDITIONAL CONSIDERATION

1. Introduction

- 1.1 The University of Hull understands that students may be affected by illness and/or difficult and distressing events that are outside of a student's control which may affect their ability to complete assessments. This guidance explains short term extensions and additional consideration that can be given by the University in relation to assessments.
- 1.2 If a student has experienced circumstances outside of their control that are having a negative impact on their studies, they **must** speak to their Personal Supervisor and their Faculty Hub/Doctoral College initially to provide them with the details to why they think they need to request an extension (ten working days) or additional consideration towards their assessment.
- 1.3 Circumstances which have a short-term impact on a student's ability to complete coursework assessments **should** be covered by an application for an extension to a coursework deadline of ten working days. It is an expectation that a student will be able to resume their usual pattern of study after this relatively short period.
- 1.4 If a student's difficulties have led to or may lead to non-submission, late submission, absence, or unrepresentative performance in an assessment for a period of longer than ten working days (for all assessment types), an application for additional consideration may be appropriate to enable a student a further attempt at the next available assessment opportunity.
- 1.5 Informing both the Personal Supervisor and Faculty Hub/Doctoral College of the circumstances will enable a student to establish whether an extension or additional consideration is the best route to enable successful completion of assessments. These discussions **should** help determine whether a request for an extension or additional consideration is appropriate, and will allow a student to then officially inform the University what happened and the impact that it had on their studies.
- 1.6 All requests, whether for an extension or for additional consideration, will be viewed fairly and sympathetically, however, the student will need to explain in detail why it was not possible or will not be possible to complete the assessment to their full potential, this is so the University can fully understand how the student has been affected. In most cases, the University will expect supporting evidence related to these circumstances (if this is not already available), but also recognises this might not always be possible.
- 1.7 Extending a submission deadline either through an extension or additional consideration may help a student ease the current impact of the assessment workload. However, it is important that a student submitting a request beyond the original deadline is aware this could impact on other submission deadlines which could affect overall performance, and that delayed assessment may fall into another key assessment period.
- 1.8 It is also important that a student is aware that requesting additional consideration may delay progression and final completion of programme date.

2. Scope

- 2.1 The University of Hull aims to provide all students with the support and guidance they need to successfully complete their programme of study. This University Code of Practice: Extensions and Additional Consideration outlines the support available **should** a student experience sudden, severe or unexpected circumstances that affect their ability to complete an assessment by the original deadline.
- 2.2 This Code of Practice does not apply to students studying for jointly awarded degrees at Hull York Medical School (HYMS), for which a separate governance process applies as approved by the HYMS Joint Senate Committee.
- 2.3 Partner Institutions are required to have in place their own arrangements to support students who consider their studies are being affected by unexpected circumstances.
- 2.4 The Education Committee is the final arbiter of the interpretation and application of this Code of Practice.

3. Definitions and Examples

- 3.1 Previously, this code of practice would have used the term extenuating or mitigating circumstances. The Good Practice Framework produced by the Office of the Independent Adjudicator (OIA) in 2020 advises Higher Education Institutions to use the term requests for additional consideration. Additional consideration is a new set of regulations and procedures replacing mitigating circumstances (and generic mitigation and mitigating circumstances for unrepresentative performance). This new code of practice has been designed to follow sector best practice with the consideration of short-term extensions and longer-term extenuation for assessment deadlines through additional consideration.
- 3.2 An extension would provide a student with a maximum additional ten working days from the original deadline to complete the assessment, this is a short-term request that provides additional time to complete the assessment. An extension will mean that assessment completed up to ten working days late will not be penalised for lateness.
- 3.3 If an extension would still not enable a student to complete the assessment within the extended deadline timeframe due to their exceptional circumstances, a request can be made for additional consideration enabling a further attempt at the next available opportunity.
- 3.4 **Examples of requests for extensions or additional consideration the University is likely to accept include (this list is not exhaustive, and each application will be considered on its own merit):**
 - Significant short-term physical illness or injury;
 - Significant short-term mental ill-health;
 - A long-term or chronic physical health condition, which has recently worsened temporarily or permanently;
 - A long-term or chronic mental health condition, which has recently worsened temporarily or permanently;
 - Death or serious illness of a person with whom the student has a close relationship;
 - A long-term relationship breakdown, such as a marriage;
 - Exceptional (i.e. non-routine) caring responsibilities;
 - Experience of sexual harassment or assault;
 - Experience of other types of harassment;

- Victim of a crime which is likely to have significant emotional impact;
- Military conflict, natural disaster, or extreme weather conditions;
- Severe financial difficulties;
- Severe financial difficulties;
- Catastrophic technical failure preventing the submission of an online time-limited examination by the published deadline;
- Exposure to a difficult/challenging home environment;
- Psychological distress caused by a traumatic event that affects a particular group within society (collective trauma) and which has had a significant impact on a student's ability to meet an assessment deadline.

3.5 Examples of requests for additional consideration the University is unlikely to accept include:

- A long-term or chronic health condition (including mental ill-health) which has not worsened recently;
- A minor short-term illness or injury, which would not reasonably have had a significant adverse impact on assessment;
- Circumstances which were foreseeable or preventable;
- Holidays;
- Pressure of academic work (unless this contributes to ill-health);
- Poor time-management;
- Lack of awareness of dates or times of assessment submission or examination;
- Failures of equipment, including IT systems and computer viruses. These will only be accepted when they occur site-wide, nationally or internationally and can be verified by an independent source.
- Attending an interview for a job or placement (Where an interview for employment or a work placement clashes with a scheduled assessment, a student is expected to rearrange the interview for a more appropriate time, if the Employer has flexibility to do that);
- Requests relating to group assessment, particularly in relation to the planning and preparation (e.g. intra-group conflict or absence/non-cooperation of one or more group members). Instead, these **should** be reported directly to the Module Leader at the earliest opportunity;
- Routine commitments to paid or voluntary employment.

4. Extension Requests

- 4.1 It is the responsibility of the student to manage their time according to the assessment schedule and ensure that assessments are completed by the published deadline. Missing a deadline will generally mean that work is subject to a penalty and may not be marked at all (see University Code of Practice: Assessment Procedures).
- 4.2 If a student is unable to complete a piece of assessment by the date published, they may apply for an extension request, **this does not apply to assessments that are held on fixed dates such as on-campus examinations**. An application can only be approved if applied for no later than 48 hours after the original deadline and supported by appropriate documentary evidence and/or details of the circumstances. Examples of acceptable forms of evidence are listed in

Annex 1.

- 4.3 An extension request **should** be completed by the student and submitted to the Faculty Student Hub, via MyHull Portal, or equivalent in partner institutions/Doctoral College. The student will receive notification via the MyHull Portal or their University of Hull email if the request is approved or not. The completed form **should** be received no later than 48 hours after the original submission deadline for that assessment.
- 4.4 If the request is approved, an extension of **ten working days** will be applied from the original date of submission. If a student requires more than ten working days, they would be advised to make a request for additional consideration. It will be the responsibility of the student to meet the new deadline.
- 4.5 A student **should** seek support and guidance from their Personal Supervisor if they feel an extension will still not offer sufficient time to complete the assessment in the extended timeframe.
- 4.6 An application for an extension will be considered by the Faculty Hub/Doctoral College staff with the student notified of the outcome through the MyHull Portal or their University of Hull email. Generally, extension requests are dealt with at the time of application, the Faculty Hub/Doctoral College **should** be able to advise students about expected decision timeframes.
- 4.7 Although extending a submission deadline may help a student ease the current impact of the assessment workload, it is important the student is aware this could impact on other submission deadlines which could affect overall performance.
- 4.8 A Tier 4 student is not permitted to stay in the UK beyond the expiry date stated on their Visa. Although an extension to studies may be approved, it may not be appropriate or legally advisable for the student to remain at the University or in the UK to complete their programme of study. Advice regarding whether or not the University will be able to support a further Visa application needs to be sought by the relevant academic unit and from the International Engagement and Compliance Team, in advance of the case for approving the extension.

5. Requests for Additional Consideration

- 5.1 A student **should** only submit a request for a further attempt at assessment if they feel their performance or ability to complete the assessment has been affected by the kinds of specific circumstances described in section 3.3 above and that an extension would still not enable them to meet the deadline. In their application, they **should** describe the circumstances and state how the circumstances have affected them, providing evidence to support the request.
- 5.2 Making an application for additional consideration provides long-term mitigation for an assessment if a student will not be able to submit an assessment even with a revised extension deadline.
- 5.3 The possible outcome from an approved application for additional consideration would be one of the following:
- The student will be given the opportunity to complete the affected assessment with a revised deadline for submission (e.g. the next available opportunity, exam period or submission date);
 - If an attempt at the affected assessment or examination has been made, the student, after having received the mark, will be offered the opportunity of a further attempt*. Where a student is offered a further attempt, they shall be informed of the mark achieved in the module, notwithstanding the request for additional consideration, and shall be permitted to accept or decline the offer within a time limit. Where the

student accepts the offer of a further attempt, the mark for the original attempt shall become void. Where the student declines or does not reply to the offer, the mark for the original attempt shall stand and no further action shall be taken.

- **A further attempt shall be interpreted to mean, in the case of a first attempt, that the candidate is offered a new first attempt, and in the case of a reassessment, that the candidate is offered a reassessment with a capped mark. The original mark will be void.*

5.4 A student **should** submit a separate request for each assessment event in which their performance has been affected. The request **must** be submitted within ten working days of the assessment deadline for a further attempt at the next assessment opportunity.

5.5 A request for additional consideration **should** be submitted via MyHull Portal. The online form has been designed to ensure that submitting a request is simple and straightforward for the student. They will be taken through the process, step by step, to ensure that all relevant information is collected and all relevant sections of the form have been completed.

6. Deadlines, Additional Consideration Committees and Outcomes

6.1 All requests for additional consideration will be considered by the Additional Consideration Committee (ACC), which sits at Faculty level, normally within 15 working days of the request being made.

6.2 The student **should** always try to provide evidence to support their request as this will often provide additional information about the seriousness of the situation and its impact. However, the University recognises it may not always be possible to provide evidence, so a student **should** still submit the request and provide as much detail about how they have been or being affected, including the timing of the impact.

6.3 All supporting evidence **should** be submitted via MyHull Portal. This may require students to scan original documents, or provide screen shots and attach them to the request via the upload facility which forms part of the submission process (please note that in some cases, the Additional Consideration Committee may request sight of original copies of supporting evidence). If the evidence is not available at the time of the request (i.e. waiting for receipt of a medical certificate), then it is still possible to submit a request without supporting evidence in the first instance.

6.4 If the request for additional consideration is declined, it is likely to be for one of the following reasons:

- It has been submitted late (more than ten working days from the submission deadline);
- There is insufficient evidence to support the reported circumstances;
- It is not deemed to be a valid reason.

A student has the right to appeal a decision made by the ACC, such appeals **must** normally be submitted within 15 working days of the publication of the decision of the ACC, providing legitimate grounds for appeal. The University Code of Practice: Academic Appeals (UG/PGT) procedure is located [here](#).

6.5 The student will receive an email informing them of the outcome of their request after the ACC has convened, and to ensure that key staff are aware, the outcome will also be sent to the Personal Supervisor and Module Leader/s of the modules affected.

6.6 The Additional Consideration Committee **must** comprise no fewer members than a chair, a

secretary and one other member of Faculty/Research Institute/Doctoral College staff.

- 6.7 Where a Board of Examiners takes place in a Partner Institution, the associated Additional Consideration Committee or similarly named panel will take place in the Partner Institution.
- 6.8 If a student submits a request for additional consideration after the ten working day deadline, the ACC will review the request to consider the reasons for the lateness. Where there is evidence to support the reason for lateness, the ACC can consider the request as if submitted within time. Where a request falls outside of this exception, ACC can refer through to the Student Cases Committee for consideration via a special case. There may be limitations in terms of the actions the SCC can make, for example, it may be too late for a student's exams to be deferred to the next available opportunity in the same academic year, and this could delay progression to the next level of studies.
- 6.9 Requests for additional consideration submitted after meetings of the Programme Board have already taken place will NOT be accepted under any circumstances. A student **should** instead follow the University Code of Practice: Academic Appeals (UG/PGT) procedure located [here](#). Such appeals **must** normally be submitted within 15 working days of the publication of the decision of the Programme Board, and students will be required to demonstrate they had good reason for not submitting a request for additional consideration prior to the relevant deadline.

7. Confidentiality

- 7.1 The University will treat the information provided by the student as confidential in line with the University's Data Protection Policy, and will only share it with staff and External Examiners who have a legitimate need to access the information in order to consider the case or to provide the student with support.
- 7.2 Student requests for additional consideration may be shared with staff who are not directly involved in the process for the purpose of providing additional support.
- 7.3 Personal information about third parties **should** not be submitted to the University unless necessary. If a student's circumstances are connected with someone close to them, the University would need to know the impact on the student of their circumstances rather than their details. By disclosing data relating to a third party in order to evidence an extension or additional consideration application, the student is confirming, where possible and appropriate, they have the consent of the third party to do so.

8. Evidence to Support Requests for Additional Consideration

- 8.1 For the ACC to accept a student's request for additional consideration, the Committee **must** be satisfied that the student has provided sufficient rationale/evidence regarding the circumstances and the impact that it had on the student's performance in an assessment.
- 8.2 In all applications, a student is expected to provide their own account of the circumstances. Wherever possible, they **should** also provide corroborating evidence from a third party. A student will not be expected to provide evidence confirming the death of another person.
- 8.3 In weighing the evidence, the ACC **should** consider what evidence would be reasonable for the student to have obtained. So, for example, if the submitted circumstances affected a single component of assessment with a relatively low weighting for a 20 credit module, the ACC may be satisfied with relatively modest evidence, whereas if the submitted circumstances affected all components of a trimester, the ACC are likely to require evidence that spans the timeframe additional consideration is being requested for.
- 8.4 If a student in their request for additional consideration is suspected of submitting a fraudulent request, this will be dealt with through the Student Disciplinary Regulations. These Regulations

are made under Ordinance 11 of the University of Hull. Their purpose is to provide a mechanism through which student misconduct can be regulated. The Regulations can be located [here](#).

- 8.5 All written documentation **must** be submitted in English, if the evidence is not in English, a translation **must** be provided when the evidence is submitted. If the evidence is in another language, the student **must** provide both a copy of the original note and a certified translation into English. The University may seek to verify the accuracy of the translation provided.
- 9. Disability (including Specific Learning Difficulties (such as dyslexia and dyspraxia), mental health conditions and long-term medical conditions)**
- 9.1 If a student has a disability, or they have a long-term health condition (12 months or more) that impacts on their day to day activities, they **should** register with Disability Support who will advise further on support and reasonable adjustments to their study and assessment.
- 9.2 Disability includes specific learning difficulties (such as dyslexia and dyspraxia), as well as diagnosed mental health conditions. Students can find out more about Disability Support by raising an enquiry through MyHull Portal.
- 9.3 If a disabled student experiences difficult circumstances unrelated to their disability, they **should** apply through the procedures outlined above in Sections 4 and 5.
- 9.4 If a student has reasonable adjustments in place but they experience an acute episode or worsening of their condition which means that the reasonable adjustments in place are no longer sufficient, students **should** submit an application for an extension or additional consideration where their assessments have been affected.
- 9.5 If reasonable adjustments were not implemented in time for an assessment period, students **should** submit an application for an extension or additional consideration where their assessments have been affected.

Version Control

Version	Author	Date approved	Relevant sections

Annex 1: Examples of Acceptable Evidence

The following guidance provides examples of acceptable evidence to support requests for extension requests and additional consideration.

A student may also provide supporting evidence from a member of University of Hull staff. This may be their Personal Supervisor or another member of academic staff who has a good understanding of the situation, and can provide evidence for the additional consideration request.

Where a student is already engaging with support from Student Services, evidence of that engagement can be used as support for an application.

Staff are not permitted to provide letters of support where the issues are not known to them in advance.

A wide range of support services are available, students are encouraged to access support as soon as possible – details of how to access support can be found at <https://www.hull.ac.uk/choose-hull/student-life/student-support>. Students can also seek advice from the Hull University Students' Union Advice Centre. The Centre provides confidential, impartial and independent advice and guidance on a range of different issues that students may face during their studies [Advice Centre | Hull University Students' Union \(hulluniunion.com\)](https://www.hulluniunion.com).

The following can be acceptable forms of evidence, this list is not meant to be exhaustive:

Evidence that is likely to approve a request:

- An independent assessment of the student's illness by a medical practitioner, obtained at or immediately after the time of the circumstances;
- Records with the student name that provide a timeline of appointments or medical summaries that can be provided through the NHS App or from the student's surgery;
- Evidence from another professional service, e.g. Student Counselling, obtained at or immediately after the time of the circumstances;
- Written accounts from University staff who have directly witnessed the circumstances, or their impact on the student's wellbeing or ability to perform in assessment, e.g. Personal Supervisors, Faculty Student Hub Staff, Accommodation Wardens;
- Written account from an independent third party from outside the University who directly witnessed the circumstances, e.g. notary, emergency worker;
- Documentary evidence from other sources, e.g. police report, legal documents, news reports of traumatic events.

Evidence that is unlikely to approve a request:

- Self-certification form completed by the student only describing medical circumstances, and not their timing and impact;
- Medical certification, or evidence from other professional services, which merely restates the student's own account rather than providing an independent assessment of the student's illness;
- Written account from the student's family or friends who have directly witnessed the circumstances, or their impact on the student's wellbeing or ability to perform in assessment.
- Medical certification, or evidence from other professional services, obtained a **significant period of time before or after the circumstances took place;**

Annex 2: Self-Certification

What is Self-Certification?

A student may use the self-certification procedure to report short periods of illness (1 – 7 days), events that have caused trauma or the student has been affected by an event that is a short period of illness. This means the student completes a formal written and signed declaration to confirm they have suffered from a specific circumstance which was severe enough to prevent either attending a fixed assessment event (such as a presentation) or completing any other assessment by a deadline. Any request using self-certification **must** still contain a clear and detailed description of the reasons for non-attendance.

Limits on the use of Self-Certification

A student can use the self-certification process for a maximum of two requests in a trimester and a maximum of three requests in an academic year. If a student has already used the self-certification process for the maximum number of times as stated above, then they **should** seek further advice from their Personal Supervisor.

Implications of Self-Certification

The student does need to be aware that the exam or assessment would be deferred to a later date (which may impact on progression or course completion date), particularly if the assessment is deferred to another important and busy assessment period.

The request for an extension form can be found here:

<https://myjourney.hull.ac.uk/learner/course/viewcourse/cid,280>

Annex 3: Request for Extension or Additional Consideration Form

Undergraduate and Postgraduate Taught Students, **does not apply to PGR Research Degrees**

This form **should** be used to make either a request for an extension (ten working days) or for additional consideration for all assessments including examinations. For **extensions**, the request **must be submitted no later than 48 hours after the assessment deadline, extensions cannot be used for fixed date assessments such as on-campus examinations.** For **additional consideration**, the request **must be submitted within ten working days of the assessment deadline.** Requests submitted after these deadlines may not be considered. Please indicate your choice by ticking one of the following:

Extension Request

(Ten working day extension)

Additional Consideration

(further attempt at the next available opportunity)

Before completing this form, please ensure that you have read the University's [Code of Practice](#) and that you have discussed your situation with your Personal Supervisor and their Faculty Hub/Doctoral College before submitting any request.

1. Student's Details

Student Name

Student ID Number (e.g. 201912345)

Course Title

Year of Study

Personal Supervisor

2. Modules Affected

This section MUST be completed to consider your application. Which modules are affected and what action are you requesting as a result of these circumstances, (select only one requested action for each individual assessment)? If you are unsure of your Module details or assessment title please contact your Faculty Hub for guidance.

Module Title	Module Code	Assessment Code, Type and Title of Assessment (e.g. assignment, exam, test, lab, presentation)	Assessment deadline	Requested action
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.
				Choose an item.

3. Duration of Circumstances

From		To		Ongoing, please tick	<input type="checkbox"/>
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4. Details of Circumstances

There are a range of support services available to you across the University that will be helpful to support the completion of this request, this includes information and tutorials on MyJourney (<https://myjourney.hull.ac.uk/myhull>). Your Personal Supervisor/Faculty HUB/Doctoral College/Students' Union, are usually well-placed to advise you on completing this form and any support that might help with your current circumstances.

Have you sought advice and guidance before completing this form?

Yes/No (Please delete as applicable)

If yes, please provide the name of the member of staff

Staff Name:

Please provide a thorough explanation of how your circumstances have had an impact on you and how they have prevented you from completing the assessment/s:

5. Evidence

Please specify what evidence you are providing in support of your request:

- None, I am self-certifying my absence and have explained the details of the circumstances in Section 4***
- I have a reasonable adjustment already in place with evidence already submitted
- Doctor's note/letter
- Record of hospital admission
- Letter from consultant/specialist
- Police incident report
- Letter from court
- Collective Trauma, traumatic incident
- Other, please specify

Please describe the supporting documentation attached to your claim and how it relates to your situation, supporting documentation should cover the period of time stated in section 3 of this form:

If you are unable to provide supporting evidence, please state why below:

***You can use the self-certification process for a maximum of two requests in a particular trimester and a maximum of three requests in an academic year. If your period of illness is, or will be, longer than seven days, or if you have already used the self-certification process more than the maximum number of times, then you should speak to your Personal Supervisor and submit evidence as appropriate with a request for additional consideration.**

6. Declaration

I certify that the information I have given on this form is correct to the best of my knowledge. I understand that the University will regard providing false information as a disciplinary offence. I agree to allow the University to hold and use this data for the purposes it was submitted in accordance with the Data Protection Act (2018).

Name		Date	
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7. Checklist	
Please check that you have fully completed Sections 1 – 6 prior to submitting your request. You should ensure the following is included:	Completed Yes/No
✓ Your full details	
✓ Full details of your Module Code/s and Title/s	
✓ Details and dates of each impacted assessment included in your request	
✓ Details of difficult circumstances	
✓ Supporting documentation (where available)	
✓ Declaration section completed	

Annex 4:

Extension and Additional Consideration Process

Student identifies a difficulty in meeting an assessment deadline to the Programme Supervisor/Faculty Hub/Doctoral College

Question: Do the circumstances warrant a request to delay the assessment to a later submission date due to the difficulties the student is/has facing?

Answer: Yes
Two Options

Option 1:
Will the delay to the submission of the assessment be possible within the next ten working days?



Option 1:
Student completes an application through MyPortal for an extension request no later than 48 hours after the original deadline.



Option 1:
If the extension is approved, a new submission date will be communicated to the student dependant on the type of evidence submitted.

Option 2:
Will the delay to the submission of the assessment not be possible within the next ten working days?



Option 2:
Student completes an application through MyPortal for additional consideration no later than ten working days after the original deadline.



Option 2:
If the request for additional consideration is approved, a new submission date for the next available submission opportunity will be communicated to the student

All students must be aware there is no guarantee that an application for an extension or additional consideration will be approved.