



Coursework Extension/Exemption Form – School of Mathematics

Use this form to request coursework extensions and exemptions for **MATH modules only**. Please contact your teaching department for modules taught outside of the School of Mathematics.

Section 1: Student details

Name:	<input type="text"/>	Student number (SID)	<input type="text"/>
Degree programme:	<input type="text"/>	Year of study:	<input type="text"/>
Personal tutor:	<input type="text"/>	Parent school:	<input type="text"/>

Section 2: Modules and coursework affected

Use one row for each piece of coursework for which you are requesting an extension or exemption.

Module code	Module title	Type of coursework affected (e.g. homework/practical)	Original hand-in date	New hand-in date/exemption requested
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 3: Details of circumstances

You should use this section to provide a brief summary of your illness/problem and why you have requested an extension. If the submission of this form is after the original hand-in date, please explicitly state the reason for this:

If you wish your evidence to remain confidential please enclose it in a sealed envelope clearly marked with your name, SID number and to whom it is addressed and tick this box.

Precise dates between which you were affected by the problem described above

From: _____
To: _____

Is the problem ongoing? (please tick and indicate a "from" date in previous box)

Section 4: Evidence

Please provide medical or other documentary evidence in support of your claim. If you are unable to provide evidence, please explain why.

Evidence attached (please tick):

- Medical certificate
- Crime reference / police report number
- 3rd party confirmation (e.g. bereavement)
- Other, please give details -

Section 6: Declaration

I confirm that the information provided on this form is honest and accurate to the best of my knowledge. I understand that if I seek to gain advantage or benefit by providing false or misleading information I will be subject to disciplinary action under the General University Disciplinary Regulations as laid out in the Taught Student Guide and Section 2.7 on the website of the Office of Academic Appeals and Regulation (http://www.leeds.ac.uk/aaandr/disp_reg.htm).

Signed:		Date:	
---------	--	-------	--

Guidance Notes on Coursework Extensions/Exemptions in the School of Mathematics

For individual pieces of coursework counting for 15% or less of the module mark, the following applies:

- For coursework extensions of up to (and including) 2 working days, do NOT fill in this form. In this case students must contact the lecturer directly before the submission deadline (if at all possible). In cases of students' medical or personal circumstances, it is at the lecturer's discretion to grant such extensions without supporting evidence, unless the student requests such extensions on more than one occasion, in which case the student needs to submit a request as outlined in (b). If an extension to the submission deadline is not possible, for example if model solutions have already been distributed, lecturers are asked to make arrangements to exclude/exempt the particular piece of coursework from the overall assessment.
- For extensions of more than 2 working days, students must submit this form to the Maths Taught Student Office before the submission deadline. If the request is submitted after the deadline, the student must include an explanation of why it was not possible to submit the request on time. The request must normally be supported by written evidence (medical note, etc.).

For individual pieces of coursework counting for more than 15% of the module mark, (b) above applies.

FOR OFFICE USE ONLY

Section A: Receipt of form and evidence

Date received:

Signature:

Evidence attached to form:

Yes

No

Section B: Extension Approval

Extensions granted?	Date Lecturers consulted	Reason for non-approval if appropriate

Section C: Communication of Outcome

Date student informed of outcome:

Parent department informed if not MATH SH

Member of staff: