This form is to be used by MSc students in the Department of Computing students who are unable to submit items of assessed coursework through no fault of their own. This form must be submitted before the coursework deadline.

The form must be emailed to the student’s year coordinator and accompanied either by evidence or by completing the self-certification section of the form. If the year coordinator is away, the form must be emailed to the Senior Tutor (doc-seniortutor-pg@imperial.ac.uk). All forms must be completed in full; if they are not, they cannot be considered.

To qualify for an extension, the circumstances surrounding the request must be:

* unforeseeable: the student would not have been anticipated the event,
* unavoidable: it would not be possible for the student to have reasonably avoided or prevented the circumstances.

You should continue working on the coursework while awaiting the result of the extension request. Coursework should be submitted as soon as it is completed. There is no guarantee that an extension request will be upheld, or that the extension period will not have expired prior to the result being communicated. The length of the extension will usually match the amount of time lost due to the unforeseen circumstances, up to a maximum of two weeks.

**Please note that if the information provided in this form or the supporting evidence indicates a serious risk to yourself or others, action may be taken by the College as part of its public duty to safeguard the health, wellbeing and security of all members of the College community.**

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| **Personal Details** | | | |
| Forename: |  | Surname: |  |
| Programme of Study: |  | Year of study: |  |
| CID number: |  | | |
| **Coursework Details** | | | |
| Module |  | | |
| Item of Coursework |  | | |
| Deadline |  | | |
| **Coursework Details** | | | |
| Module |  | | |
| Item of Coursework |  | | |
| Deadline |  | | |

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| **Reason for Extension**  Please use the box below to describe the reason for your extension. You must clearly explain:   * the circumstances of the claim - “what” * the impact on your studies - “how” * the period that you have been affected - “when” | |
|  | |
| **Evidence/supporting documentation**  Please list all the documents that you are providing to support your claim. Where documents are to follow please indicate when they will be provided. Ideally evidence will be submitted electronically, but this may also be submitted to the SAO in a sealed envelope marked ‘Private and Confidential – for the attention of the relevant year coordinator and your CID number. | |
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| **Self-certification (please complete this section only if independent evidence cannot be provided)**  Self-certification should only be used in circumstances where independent evidence cannot be provided and should not be used to claim for a period longer than five working days.  Students should only self-certificate as a last resort if no other independent evidence to support the impact of the circumstances on their studies can be obtained. They should note that the use of self-certificates will be monitored.  The Department will review the claim and this form to come to their decision. Ensure you fill these documents in as clearly and fully as possible. Please note that in some cases you may need to supply for further information to support your self-certification. For example, if you are claiming for a migraine attack, you will need to supply medical evidence that supports that you suffer from migraines.  There is no guarantee that self-certified claims can be accepted. | |
| Reason for self-certification: |  |
| Date(s) you were affected: |  |
| Number of days you were affected: |  |

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| **Privacy statements**   1. The College will normally only share the information in this claim with those that are required to consider the claim\*. 2. The full information that is contained in the claim submission will only be held for the period as outlined in the College [retention schedule](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/records-and-archives/public/Retention-Schedule-version-2010.pdf). 3. Fully anonymised data may be retained after this date for the continuous improvement of processes and procedures, for example analysis of types of cases and outcomes, or for training purposes. No individual will be identifiable from this data.   **\*In certain circumstances the College may be required to share the information provided in this form where it is considered that the information relates to a concern for the safety and wellbeing of any member of the College community, for example where there is a direct risk to the student or another individual.**  **Student Declaration**  Please note that if this section is incomplete, the claim cannot be considered.  As the claimant, by submitting this form and supporting documentation: | | | | |
| * I declare that the information given is true and accurate to the best of my knowledge. | | | |  |
| * I understand that the information and documentation in this form will be shared in order for the College to fully consider the claim. I note for my safety and wellbeing or that of others further dissemination of the information may be required. | | | |  |
| Student signature:  *Typed is sufficient* |  | Date |  | |

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| **Request for Extension – outcomes (Office only)** | |
| Accept/ Not accepted |  |
| Signed |  |
| Date |  |
| Further action taken: |  |

**Advice and guidance**

Below are a series of frequently asked questions about the coursework extension process.

1. **Where can I get support?**

There are a number of places you can seek support or advice such as your tutor, the Disability Advisory Service or the Imperial College Union advice centre. Please ensure you access support as this may be your only opportunity, and you need to make sure you have given all the information needed.

1. **Can a claim be raised for me by someone else?**

No, not normally. As you are an adult, under UK law the College cannot discuss your case with anyone else including your parents, partner etc. unless we have your specific written permission to do so.

1. **What happens once I have submitted the claim?**

The claim will be reviewed by the members of the department responsible for making a decision on your claim. These will be the only ones to review the claim in full.

1. **How long will a claim take to be considered?**

Claims are processed regularly so you should not have to wait too long for a decision, but you should continue working on and submitting your coursework while you wait for the decision to be communicated to you.

1. **What happens if my claim is successful?**

If successful, the decision will be noted and you will notified of the revised date on which your coursework is due.

1. **What happens if my claim is not successful?**

If your claim is not successful, you will be required to submit the coursework before the original deadline. Late submissions will be processed according to the College Policy of Late Submission of Assessment. You are entitled to appeal to the Senior Tutor if you feel that the claim was not processed according to the Department of Computing policy for Submitting Assessed Work for Undergraduate and Taught Masters Programmes. If you have new information or evidence that could not be provided earlier, you may also consider putting in a claim for mitigating circumstances.