



# UCFB\*

## Extension Policy and Procedure

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| <b>Owner:</b>                | Head of Student Administration |
| <b>Author:</b>               | Head of Student Administration |
| <b>Version Number:</b>       | 2.1                            |
| <b>Approved By:</b>          | Academic Board                 |
| <b>Approval Date:</b>        | 22 October 2024                |
| <b>Date of Commencement:</b> | 28 October 2024                |
| <b>Date of Last Review:</b>  | 22 October 2024                |
| <b>Date for Next Review:</b> | September 2025                 |

\*UCFB is a trading name of University Campus of Football Business Limited.

## **1. Introduction and Definitions**

- 1.1 The Extension Policy should be read in conjunction with the UCFB Extenuating Circumstances Policy and Procedure.
- 1.2 During a student's study, they may encounter circumstances that could impact their ability to engage with their studies and/or assessments. Students are expected to make reasonable plans to take into account commonly occurring circumstances, even those which, on occasion, may have been unforeseeable and unpreventable.
- 1.3 An extension is where a student needs some extra support or extra time to submit an assessment.
- 1.4 A student can only apply for an extension once per Semester. This applies to all modes of study.
- 1.5 Students seeking an extension must submit an Extension Request Form, which is accessible on the Online Hub Page [here](#). Submission of evidence is not required; however, students will need to provide a general reason for their request. For further details, please refer to the [UCFB: A Student Guide to Extension Policy and Procedure](#).
- 1.6 List of assessments that are not eligible for extensions will be available on the Online Hub [here](#).
- 1.7 Any application that is incomplete, ineligible for assessment, or not correctly submitted will be rejected and/or subject to normal UCFB processes. Such cases may qualify for a 24-hour late submission in accordance with [Part 3 of the Manual of General Regulations](#).
- 1.8 Module Leaders should provide clear guidance on what assessment is not eligible for an extension in the Assessment Guides.

## **2. Procedures for the Submission of Claims for Extension**

- 2.1 Student's wishing to engage with an extension have to submit an application before 23 hours 59 minutes (UK time) on the day of the advertised (re-)assessment deadline. Any submissions thereafter will follow normal UCFB processes as per Section 1.7 above.
- 2.2 Once submitted, the student will need to submit up to seven continuous days after the original advertised (re-)submission date with no penalty.
- 2.3 Work submitted after the seven continuous day deadline will receive a zero grade and fail.
- 2.4 It is expected that most applications for an extension will be discussed as part of normal student engagement with their studies, i.e. it is primarily used as a tool to support a student in their studies.

## **3. Additional Key Information**

- 3.1 An extension should not be used as a last-minute attempt to engage with a (re-) assessment. A student should engage with their academics and discuss any issues or challenges they may be facing as part of a discussion around support, where extension may be one option available to them.

- 3.2 A student should not submit an extension to alleviate conflicting assessment deadlines, especially if it has been created due to another assessment having an extension granted. Students are expected to manage their own workloads and time management.
- 3.3 A student can apply for an extension or Extenuating Circumstances. There cannot be a dual application for both.
- 3.4 If a student uses an extension, but thereafter feels they are unable to engage with a (re-)assessment, they are eligible to apply for Extenuating Circumstances and the extension is rescinded upon confirmation of extenuation being granted. If Extenuating Circumstances are not granted, the extension remains.
- 3.5 Where a student has submitted an extension and the academic team feel that there may be a need for more support or for the student to engage with Extenuating Circumstances, a recommendation will be made to the Extenuating Circumstances Panel via [ExtenuatingCircumstances@ucfb.ac.uk](mailto:ExtenuatingCircumstances@ucfb.ac.uk) and/or relevant support services.
- 3.6 Where a student has submitted an extension and submits on-time (or within the 24-hour late submission window), the extension is deemed used and cannot be rescinded.

## 4. Links to other institutional policies and procedures

### 4.1 [UCFB Policies](#)

- UCFB Exceptional Student Absence and Travel in Term-Time Policy
- UCFB Extenuation Circumstance Policy and Procedure
- UCFB Undergraduate Course Specifications
- UCFB Postgraduate Course Specifications
- UCFB Appeals Policy
- UCFB Assessment and Feedback Policy

### 4.2 [UEL Policies](#)

- A Student Guide to Extenuating Circumstances Policy and Procedure
- UEL Manual of General Regulations
- UEL Fitness to Study Policy
- UEL Fitness to Practice Policy and Procedure
- UEL Student Maternity, Paternity and Adoption Policy
- UEL Tuition Fees Policy

## 5. Student Assistance Programme

UCFB students have access to a Student Assistance Programme (SAP) which offers 24/7/365 free and confidential counselling through telephone and/or video as well as chat-messaging support, with no appointment necessary. You can reach out anytime via the app, or by calling free on **0800 464 3426**.



Get the support you need with the **Student Support app**.

Connect with us 24/7 for free, confidential mental health and wellbeing support. Call. Chat. Anytime. Anywhere.



## 6. Office for the Independent Adjudicator for Higher Education (OIA)

- 6.1 In the event that the student is not satisfied with the final outcome after the internal procedures have been completed, they may lodge a request for external review directly with the Office of the Independent Adjudicator for Higher Education (OIA).
- 6.2 Any request for review to the OIA must be submitted within 12 months of the Completion of Procedures letter being received by the student. The OIA will not usually review complaints which have not been considered by UCFB.
- 6.3 The Office of the Independent Adjudicator for Higher Education may be contacted via:

Tel: 0118-959-9813

Email: [enquiries@oiahe.org](mailto:enquiries@oiahe.org)

Website: [www.oiahe.org.uk/students/](http://www.oiahe.org.uk/students/)

Postal address: Office of the Independent Adjudicator, Second Floor, Abbey Gate, 57-75 Kings Road, Reading, RG1 3AB