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|  | **University of Kent**  **Medway Campus** |

**CONCESSIONS FORM FOR APPLICATION FOR AN EXTENSION TO COURSEWORK DEADLINE / FAILURE TO SUBMIT COURSEWORK BY THE DEADLINE / FAILURE TO ATTEND CLASSES**

**Note: This form is to be submitted to the Student Administration office - please refer to end of form for details.**

**THIS FORM WILL NOT BE CONSIDERED BY THE BOARD OF EXAMINERS.**

**Deadline:** This form must be submitted no later than the deadline for the coursework for which you are applying for an extension.

For full details concerning concessions, please refer to: <http://www.kent.ac.uk/registry/quality/credit/creditinfoannex9.htm>

STUDENT NO: UKC EMAIL ADDRESS:

FIRST NAMES**:** SURNAME:

(in CAPITALS)

PROGRAMME OF STUDY**:** STAGE:

DO YOU HAVE AN INDEPENDENT LEARNING PLAN (ILP)? YES / NO

**MODULES(S) TO WHICH THIS STATEMENT APPLIES (for coursework extensions only):**

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| MODULE  CODE | MODULE TITLE  (abbreviate if necessary) | SEMINAR  LEADER(S) | ASSESSMENT DEADLINE | PROPOSED LENGTH OF EXTENSION | No. OF  ESSAYS  REQUIRED | No. OF ESSAYS SUBMITTED BY  FINAL DEADLINE | TOTAL No. OF  CLASSES HELD | TOTAL No. OF  CLASSES  MISSED |
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**STATEMENT OF REASONS FOR APPLYING FOR AN EXTENSION TO A COURSEWORK DEADLINE / FAILURE TO SUBMIT COURSEWORK BY THE DEADLINE / FAILURE TO ATTEND CLASSES** (please delete as appropriate)

Please outline below the circumstances you wish to be taken into account. You should also attach any supporting evidence, such as a medical note from a doctor, where possible. Please attach extra sheets if necessary.

/continued overleaf

Summary (continued)

**NEW AGREED DEADLINE DATE:**

**SIGNATURE OF TUTOR/CONVENOR:**

**DATE:**

Please tick if you have already applied for or received extension to coursework submission for the current academic year. For which module?

Please tick if you have asked your doctor to write a medical note and have asked your Senior Tutor to forward a copy to the Student Administration office.

Please tick if you have asked your tutor or another member of academic staff to write a supporting statement, and

to forward it to the Student Administration office. You are advised that your application will be strengthened by such a supporting statement, particularly in cases not involving medical certification.

**SIGNATURE**: **Date:**

**If you are applying for an extension to a coursework deadline, or a failure to submit coursework by the deadline**

**this completed form must be returned to the Student Administration Office, University of Kent, Room G001,**

**Gillingham Building, Chatham, Kent. ME4 4AG**

**If you are applying for a concession because of a failure to attend classes, this completed form must be returned to the Student Administration Office, University of Kent, Room G001,Gillingham Building, Chatham,**

**Kent. ME4 4AG**

Shared UGO/Forms/Concessions Form for Extension (Canterbury)

22/04/2010