|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** |  | | |
| **Name of Course:** |  | **Year of Study:** |  |
| **What Assessment does this relate to:** |  | | |
| **Project Supervisor:** (if relevant) |  | | |
| **Course Director or Module/Year/Project Leader:** |  | | |
| **Assessment Deadline:** |  | | |
| **Reason why an extension is requested:** | | | |

**Please Note:**

* Extensions are granted for reasons relating to **unforeseeable** and **uncontrollable** situations. Please refer to the associated guidance (link below).
* **Supporting evidence** (detailed medical note, etc.) must be submitted together with the request.
* Extension requests must be submitted in **advance** of the deadline unless evidence of incapacity / inability to do so can be provided.
* Extension requests should be submitted to the Exams Office by email ([exams@rvc.ac.uk](mailto:exams@rvc.ac.uk)) or in person / via recorded delivery.
* Applications may only be approved by:
  + **Course Directors** (for FD, BSc, MSci, GradDip and MSc courses)
  + **Module / Year leader** (for FD, BSc, MSci and GradDip)
  + **RP1 or RP2 Academic Lead** (for BVetMed projects)
  + **Student Performance & Development** **System** (for all courses)

|  |  |  |  |
| --- | --- | --- | --- |
| **Student / Staff Signature:** |  | **Date:** |  |

***Office Use Only***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Received By:** |  | | **Date Received:** | |  | |
| **Extension Request:** | Approved / Not Approved (please delete as appropriate) | | | | | |
| **Reason for Not Approving Request:**  (if applicable) | | | | | | |
| **Revised Submission Deadline:** (if approved) | |  | | | | **(Date & Time)** |
| **Approved / Not Approved by:** | |  | | **Date:** |  | |

**Please refer to the supporting information regarding extension requests that can be found on the College webpages at the following location:**

<https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures>