

Zhejiang University-University of Edinburgh Institute ICA Deadline Extension Request Form

Please read the guidance below prior to completing the form

The ZJU-UoE Institute Taught Assessment Regulation 28 states:

‘Students need to submit assessed coursework by the published deadline. Where the student provides a good reason for late submission, the ZJU-UoE Institute will consider accepting late submission of up to seven calendar days without exacting a penalty.’

Guidance to this regulation indicates that extensions of up to seven days may be permitted if a student can provide evidence of circumstances beyond their control which affected their ability to submit the work on time.

Where considered appropriate the student can submit a request (using this form), in advance of the published deadline, for an extension to the deadline of up to seven days. Where an extension of more than 7 days is required, please contact your Academic Advisor to discuss submitting Special Circumstances.

The request **must** be supported by appropriate evidence. See Page 4 for information on evidence that will/will not be accepted.

Students are strongly advised to seek advice from their Academic Advisor prior to requesting a deadline extension.

Decisions on extensions will be made by the Associate Dean and communicated to students by the Student Affairs Administrator within three working days of submission of the completed form. Decisions on requests received within 3 days of a deadline cannot be guaranteed before the deadline occurs.

Students should sign and date the below to indicate they have read and understood the above guidance. Forms with a typed signature will be accepted if they are emailed from the student’s official ZJU e-mail address.

Student Signature

Date

Zhejiang University-University of Edinburgh Institute
ICA Deadline Extension Request Form

Personal Details

| | | | |
|--------------------------|--|-------------------------|--|
| Student's Name | | Student No. | |
| Course affected | | Student's year of study | |
| Name of Academic Advisor | | | |

Student's Responsibilities

- You must submit this form to uoe@zju.edu.cn before the deadline for the relevant coursework.
- Please complete all sections of this form - incomplete forms may not be considered.
- Please ensure you submit sufficient evidence to support your request (see Page 4)
- You should inform you Academic Advisor of this request for late submission.

Please confirm if you have informed your Academic Advisor Yes/No

By submitting this form, you consent to the information contained within it, and any supporting documents being shared on this basis.

Zhejiang University-University of Edinburgh Institute
ICA Deadline Extension Request Form

1 Course Affected _____

Piece of Work affected _____

Date work should be submitted _____

2 Reason(s) for extension request

Please explain the circumstances and how they have affected your ability to submit your coursework on time (e.g. illness/injury; bereavement). Please make clear which item of coursework is affected, and explain how you will use the additional time requested.

3 Length of extension requested (up to 7 calendar days). Where an extension of more than 7 days is required, please contact your Academic Advisor to discuss submitting Special Circumstances.

days

3 Evidence supplied

Please list below what evidence you have provided (all requests must be supported by evidence as detailed on Page 4.)

Zhejiang University-University of Edinburgh Institute ICA Deadline Extension Request Form

Evidence that will be accepted

- An independent assessment of the student's illness by a medical practitioner, obtained at or immediately after the time of the circumstances;
- Evidence from another professional service, obtained at or immediately after the time of the circumstances;
- Death certificate, order of service, or newspaper death announcement;
- Written accounts from University staff who have directly witnessed the circumstances, e.g. Academic Advisors, Residential College Counsellors;
- Written account from an independent third party from outside the University who directly witnessed the circumstances, e.g. notary;
- Documentary evidence from other sources, e.g. police report, legal documents
- If documentary evidence in a language other than English is submitted, you may be required to provide a certified translation

Evidence NOT accepted:

- Written account from University staff in whom the student has confided but who have not directly witnessed the circumstances;
- Medical certification, or evidence from other professional services, which merely restates the student's own account rather than providing an independent assessment of the student's illness;
- Written account from the student's family or friends who have directly witnessed the circumstances;
- Student's own word, where the student provides no good reason for not providing corroborating evidence from a third party (only admissible for circumstances lasting up to seven days)

For official use

| | |
|---|--|
| Date received | |
| Received by | |
| Date of decision | |
| Approved | |
| Declined (give brief reason) | |
| Date outcome reported to student | |
| Date course administrator informed of outcome | |