

**University of York, Department of Computer Science  
Advanced MSc Courses  
Extension Request Form**

Student name:

MSc Course:

Supervisor:

Module name:

Lecturer (module owner):

Original submission date:

Requested new submission date:

Reasons (documented evidence should be attached where possible):

Student's signature:

Date:

Supervisor's Comments:

Recommendation: Yes/No

Supervisor's signature:

Date:

Lecturer's Comments:

Agreed: Yes/No

Lecturer's signature:

Date:

*Note to Student:* In exceptional circumstances students may request an extension to the hand-in date for the submission of an open assessment. This will only be granted if there is good reason on the part of the student and it is practical for the assessment markers. Confirmatory documentation should be supplied: in particular, if pressure of work is the problem, an employer's letter which confirms the problem and shows commitment to giving the student sufficient time to complete the assessment by the new date. Requests should be submitted on this form to the lecturer (module owner), who will consult the student's supervisor and respond. The student cannot assume that the extension has been granted until receiving a response. **Students should note that assessments must be handed in by 12pm of the date agreed.**

*Note to Lecturer:* The completed form should be given to the General Office, to be noted and placed in the student's file. A copy should be sent to the student. You should retain a copy, or a note of the revised date, yourself.

*Note to Supervisor:* If you believe that this request indicates a problem, other than temporary pressure of work imposed by an employer, you should also complete a Student Problem Report Form.

*Note to General Office:* After noting the revised date, please place the form in the student's file.