

## Introduction

### Who do these regulations apply to?

These regulations apply to the following students:

Undergraduate students who first registered with the university before September 2022 and are continuing on to levels 5, 6 and 7

Taught postgraduate students

Please visit the [academic regulations webpage](#) to access separate regulations which apply to undergraduate students in level 4 (first year) registered from September 2022, both on block delivery programmes and on programmes with other delivery patterns. This includes part-time students who initially enrolled in 2021/22 and those who are repeating level 4.

ease of reading. Markers have been added to help identify regulations that apply specifically to different types of provision. These are

## Contents

### Introduction

Who do these regulations apply to?	0
How the regulations are managed	0
What if changes have to be made?	0
What happens when programmes have different regulations?	0
How to use this document	0

### Section 1: Undergraduate and taught postgraduate study

Introduction to programmes	1
Students enrolled on individual modules	1
Introduction to modules	2

### Section 2: Assessment

Module assessment	3
Passing a module	4
Compensation	4
Unauthorised late submission of assessments	5
Reassessment of failure	5
Reassessment with mandatory attendance	6
Reassessment in postgraduate dissertation, major project or design work	7
Substitution of failed modules	7
Reassessment in modules which have changed or been withdrawn	7
Confirmation of module results	8
Use of proof-readers	8

### Section 3: Progression through the programme of study

#### Undergraduate progression

Progression between undergraduate levels of s(e TJ 0e)5.2 (v)-8.9 (el)-2.2 (s)5.5 ( o)-0.8 (f)2.5 ( s(e TJ y (	9
--	---



<b>Appendix 2: Example award classification calculations</b>	<b>42</b>
Minimum credits needed to gain a university award – overview	42
Classification of awards – overview	42
Consideration band – overview	42
<b>Postgraduate awards</b>	<b>43</b>
Master's degree student profile	43
Postgraduate diploma (PgDip)	44
Postgraduate certificate (PgCert)	44
<b>Undergraduate awards</b>	<b>45</b>
Integrated master's degree with 30 credit sandwich placement	45
Integrated master's degree	46
Honours degree with 30 credit sandwich placement	47
Honours degree	48
Honours degree – with compensation	49
Honours degree – direct entrant into level 6	50
Foundation degree (Fd)/Higher National Diploma (HND)	51
Higher National Certificate (HNC)	52
University Certificate of Professional Development (UCPD)	52
<b>Appendix 3: Extensions to coursework deadlines guidance</b>	<b>53</b>
Relevant circumstances and evidence to support the request	53
Circumstances in which an extension request will not be approved	54

## Section 1: Undergraduate and taught postgraduate study

### Undergraduate and taught postgraduate study: In brief

The majority of students at De Montfort University (DMU) enrol on a programme which leads to an academic award, for example BA (Hons) English; MSc Computing. Programmes are made up of modules which have set credit values and levels; an award is made when a student has passed sufficient modules to meet the credit requirements of the [awards](#).

Occasionally students may enrol for individual modules only, without intending to gain an award. These are known as continuing professional development (CPD) modules.

#### Where do I go for more information?

For further information about your DMU programme, please see the module and programme specifications contained in your student handbook. A [glossary](#) is available should you need an explanation of the terminology used within this document.

#### Need help?

For advice and guidance about studying at DMU, please contact your programme leader, module leaders or the Student Advice Centre.







## Passing a module

- 18. The pass mark for an undergraduate module is 40 per cent
- 19. The pass mark for a postgraduate module is 50 per cent
- 20. Some modules don't have a percentage mark but are marked as pass or fail.
- 21. Normally a student is required to achieve at least the pass mark to pass a module. In some modules each individual assessment task must also be passed.

## Compensation

- 22. Compensation is available for module failure in undergraduate programmes, provided a student meets the following criteria:

- An overall module mark of 30-39 per cent has been achieved

- The remaining number of credits at that level have been passed

26. Compensation is not permitted in 'must pass' modules or in some programmes which are governed by a Professional, Statutory or Regulatory Body – these requirements are defined in the programme-specific regulations

~~27.~~ Compensation is not available on postgraduate programmes.

#### Unauthorised late submission of assessments

28. If an assessment is submitted later than the deadline without an [approved extension or deferral](#) the mark received will be capped.


29. If an assessment is submitted 1 -10 university working days late the mark for the work will be capped at the pass mark of 40 per cent for undergraduate modules or 50 per cent for postgraduate modules.

~~30.~~ If an assessment is submitted beyond 10 university working days late the work will receive a mark of zero per cent.


31. The above applies to a student's first attempt at the assessment. If work submitted as a reassessment of a previously failed assessment task is submitted later than the deadline the work will immediately be given a mark of zero per cent.

32. If an assessment which is marked as pass/fail rather than given a percentage (l)2 (f wh)3.s8-1.9 Bb 6on0 Td

39. Where a student is studying a zero-credit academic module, whether as an individual module or as part of a programme, they may be reassessed once in each zero-credit module.

 Where a student has been reassessed in one or more assessment tasks within a module, the mark for the overall module will normally be capped at the pass mark. The mark for an assessment task which has been reassessed will not be capped and the full range of marks should be used when marking the component. In the case of extenuating circumstances please refer to [section 5](#) of these regulations.

41. Where a student has been assessed more than once in the same module but has still failed it, the highest mark achieved will be shown on the student's record.

 Students will be automatically registered to take reassessments at the first opportunity provided. If a student is unable to do this, a [deferral](#) must be requested.

43. If a student has been assessed more than once in the same module but has still failed it, the highest mark achieved will be shown on the student's record.







68. The university may exceptionally allow students with deferred (delayed) assessments, which they have not yet taken, to progress between levels.

Progression of part -time undergraduate students in year

69. Part-time students must have passed at least 30 credits within an academic year to





Minimum credits required for awards

Classification  
band

Postgraduate  
awards

Integrated master's  
Honours degree

Foundation

### Postgraduate diploma (PgDip)

[See example postgraduate diploma classification calculation](#)

87. Subject to gaining a minimum of 120 credits (with at least 90 level 7 credits and no more than 30 level 6 credits), a student will be awarded a:
- Postgraduate diploma with distinction** if **either** a minimum of 90 credits **or** the overall average mark of the passed modules (or average mark of the best 120 credits of passed modules if this is an exit award) is 70 per cent or above.
  - Postgraduate diploma with merit** if **either** a minimum of 90 credits **or** the overall average mark of the passed modules (or average mark of the best 120 credits of passed modules if this is an exit award) is 60-69 per cent.
  - Postgraduate diploma pass** if all modules have been passed (or at least 120 credits have been passed if this is an exit award) with a mark of at least 50 per cent but the requirements for distinction or merit are not met.

### Postgraduate certificate (PgCert)

[See example postgraduate certificate classification calculation](#)

88. Subject to gaining a minimum of 60 credits (with at least 45 level 7 credits and no more than 15 level 6 credits), a student will be awarded a:
- Postgraduate certificate with distinction** if **either** a minimum of 45 credits **or** the overall average mark of the passed modules (or average mark of the best 60 credits of passed modules if this is an exit award) is 70 per cent or above.
  - Postgraduate certificate with merit** if **either** a minimum of 45 credits **or** the overall average mark of the passed modules (or average mark of the best 60 credits of passed modules if this is an exit award) is 60-69 per cent.
  - Postgraduate certificate pass** if all modules have been passed (or at least 60 credits have been passed if this is an exit award) with a mark of at least 50 per cent but the requirements for distinction or merit are not met.

## Methods for calculating undergraduate award classifications

Please see the [example undergraduate award outcome calculations](#) for a full step- by -step breakdown of how the method for calculating undergraduate award classifications is applied in practice.

90. The methods for calculating the classification of undergraduate awards are based upon the [classification table](#). The outcome of this classification calculation is called the average for classification and will determine whla3- (i)-4.2 (ng u)-2.4 (n( )Tj8 rg 9.714e()2.2.2 (u)1.4 (l)-2.2

96. Classification of the integrated master's degree with 30 credit sandwich placement is based on the:

Best 240 credits of the 270 studied at levels 5 and 6, single -weighted, **and the:**

Best 105 credits of the 120 studied at level 7, triple -weighted.

Integrated master's degree (MDes, MPhys etc )

[See example integrated master's degree classification calculation](#)

97.

104. Classification of the honours degree is based on the:

Best 105 credits of the 120 studied at level 5, single-weighted, and the:

Best 105 credits of the 120 studied at level 6, triple-weighted.

105.

### Diploma of higher education (DipHE)

111. A student will be awarded a **diploma of higher education** if they have:

Gained 240 credits, passing a minimum of 90 credits with a maximum of 30 credits of compensation per level, **and:**

Achieved an average mark of at least 40 per cent across the 120 level 5 credits studied.

### Higher National Certificate (HNC)

[See example HNC classification calculation](#)

112. Subject to gaining 120 credits, passing a minimum of 90 credits with a maximum of 30 credits of compensation, a student will be awarded a:

- a. **HNC with distinction** if they have an average of 70 per cent or above across the 120 credits studied.
- b. **HNC with merit** if they have an average of 60-69 per cent across the 120 credits studied.
- c. **HNC pass** if they have an average mark of at least 40 per cent across the modules studied, but the requirements for distinction or merit are not met.

### Certificate of higher education (CertHE)

113. A student will be awarded a **certificate of higher education** if they have:

Gained 120 credits, passing a minimum of 90 credits with a maximum of 30 credits of compensation, **and:**

Achieved an average mark of at least 40 per cent across the 120 credits studied.

### University Certificate of Professional Development (UCPD)

[See example UCPD classification calculation](#)

114. Subject to gaining 60 credits, passing a minimum of 45 credits with a maximum of 15 credits of compensation, a student will be awarded a:

- a. **UCPD with distinction** if either a minimum of 45 credits or the overall average mark of the modules studied is 70 per cent or above.
- b. **UCPD with merit** if either a minimum of 45 credits or the overall average mark of the modules studied is 60-69 per cent.
- c. **UCPD pass** if they have an average mark of at least 40 per cent across the 60 credits



Award	Exit awards
Postgraduate certificate (PgCert)	None
Integrated master's degree with year placement	Integrated master's degree
Integrated master's degree	Honours degree Non-honours degree Diploma of higher education Certificate of higher education
Honours degree with year placement	Honours degree
Honours degree	Non-honours degree Diploma of higher education Certificate of higher education
Graduate diploma (GradDip)	Graduate certificate
Non-honours degree	Diploma of higher education Certificate of higher education
Graduate certificate (GradCert)	None
Foundation degree (Fd)	Certificate of higher education
Diploma of higher education (DipHE)	Certificate of higher education
Higher National Diploma (HND)	Certificate of higher education
Higher National Certificate (HNC)	None
Certificate of higher education (CertHE)	None
University Certificate of Professional Development (UCPD)	None

116. In making an exit award passed modules at higher levels of study may be traded down to offset module failure at lower levels, in order to reach the [minimum number of credits required](#) at each level for the award. Where credits are traded down from a higher level, the normal rules about [compe7 \(f\)2C Q.2 \( \)a0.7-1.adred](#)



Section 5: Deadline extensions, deferrals, leave of absence and repeat study



first attempt and 60 credits by the end, of their first academic session of registration (first academic year for full-time students/pro rata for part-time students), but who can't achieve enough credits to progress into level 5. Students who are eligible to repeat level 4 must do so at the first opportunity offered to them.

137. By the end of their first academic session (as defined above), if students haven't taken assessments or reassessments which have been deferred, they may become eligible to repeat level 4 at a later date. In this case the chance will be offered at the next available opportunity.
138. On some programmes it is not possible to repeat level 4 study for those students who have failed and whose registration would have otherwise been ended. This may be because the programmes are accredited by a Professional, Statutory or Regulatory Body which does not support repeating study. It may also be due to resource issues, for example relating to placement opportunities where the completion of specified hours on placement is required or where the placement is employer-funded. Please note that this list of reasons is not definitive or exhaustive. Students should always ask for advice as soon as they begin to experience academic difficulties, particularly if repeating level 4 is not possible on their programme.

Where a student repeats a level, none of their module marks from their previous attempt at the level will be carried forward.

140. Where a student is going to repeat a level of study a repeat year agreement form should be completed.
141. Where regulation 136 does not apply, repeating levels 4, 5 or 6 study is not normally allowed. The university will only consider requests from students to repeat their level of study in very extenuating circumstances. A repeat year opportunity, if agreed, may only be offered once. A written request should be submitted, supported by strong third-party documentary evidence.

## Section 6: Student registration

Student registration: In brief

Award

Full-

## Changing modules

155. A student may request to change modules, up to a maximum of 30 credits, by the end of week two of teaching .
156. A student on an apprenticeship programme may not change modules .

## Withdrawing from a module

157. A student may withdraw from a module up to the end of week two of teaching without the penalty of failing the module. Students wishing to withdraw from a module are advised to seek guidance to ensure they can achieve sufficient credits to gain their award.

## Withdrawing from study

158. Students may withdraw from their studies at any time. A student considering withdrawal should seek advice on the academic and financial implications. It is the student's responsibility to inform the Associate Dean (Academic) or nominee and complete the relevant form. If a student wishes to return to the university at a later date they may apply for admission using the [Recognition of Prior Learning \(RPL\)](#) process.
159. In exceptional circumstances the university may refuse a student's application to withdraw from their studies pending the outcome of a disciplinary, fitness to practice or academic offence investigation.

## Withdrawing from study on an apprenticeship programme


160.




### Returning following academic failure

166. A student may re- enter the university to achieve a first or higher award following the ending of their studies due to academic failure under the same process outlined [above](#) in terms of withdrawing from study. A student's return would not normally be to their previous programme. If returning to the same programme [the above](#) would apply with regards to students' previous marks .


167. Students re- entering the university following academic failure are subject to a time delay before they can return unless exceptional circumstances can be shown.

 168. For postgraduate programmes the time delay will be at least one calendar year from the point a student's original registration was ended.

169. For undergraduate programmes the time delay will be at least two calendar years from the point a student's original registration was ended. A student may apply to an academic partner institution, without a time delay, if an equivalent DMU -validated programme is available.

 170. Students previously on an apprenticeship programme are not eligible to return as an apprentice but may apply for entry to a standard university programme.

### Returning following registration ending due to fitness to practice

 A student whose registration was ended due to fitness to practice will not be able to re-apply for entry to the university within two years and would not normally be admitted onto an accredited programme.

### Expulsion from the university

170 A student who is expelled from the university will not be readmitted under any circumstances.

## Section 7: Recognition of Prior Learning (RPL)

### Recognition of Prior Learning (RPL): In brief

We have a Recognition of Prior Learning (RPL) process so the university can give academic credit for relevant learning which a student has undertaken before they arrive at De Montfort University (DMU). This can be learning which led to the award of academic credit from another university, or learning through work or other experience.

The RPL process helps us decide if a student has already met the learning outcomes of one or more modules on their programme. If they have, they won't need to study that module or modules.

### Where do I go for more information?

Further information about RPL and an application form can be found here: [dmu.ac.uk/scheme-regulations](https://dmu.ac.uk/scheme-regulations)

A [glossary](#) is available should you need an explanation of the terminology used within this document.

### Need help?

For advice and guidance about RPL, please contact your programme leader, admissions tutor, or Associate Dean (Academic) or nominee.

Some programmes may have different requirements from those outlined in this section. Please refer to the programme-specific regulations for details.

### What is Recognition of Prior Learning (RPL)?

173. RPL is where the university recognises academic credit or qualifications achieved at another institution which are equivalent to the learning outcomes of module(s) of a student's DMU programme. We can also consider previous formal learning which doesn't lead to the award of academic credit.
174. The university also recognises work-based or other experiential learning which is equivalent to the learning outcomes of module(s) of a student's DMU programme.

### RPL process

175. The process of applying for exemption from studying module(s) is provided in the [Guide to Recognition of Prior Learning](#). This includes an application form. The process is open to both applicants to the university and current students who may be part-way through their studies.
176. Applications must be made before beginning to study the module(s) the RPL request relates to.  
The RPL process can only be used to grant exemption from studying whole modules, not parts of modules.
178. For postgraduate programmes, RPL claims can't be made in relation to the dissertation or equivalent major project. RPL claims can be made in relation to postgraduate research methods modules.

## Volume of RPL credit which can be allowed

179. Students must gain a minimum volume of credit at the university in order to get a DMU award. These requirements are set out in the table below :

Award	DMU credit required	Maximum RPL credit
Master's degree	90 level 7 credits	90 level 7 credits
Postgraduate diploma (PgDip)	60 level 7 credits	60 level 7 credits
Postgraduate certificate (PgCert)	30 level 7 credits	30 level 7 credits
Integrated master's degree with year placement	120 level 6 credits <del>120 level 5 credits</del>	120 level 4 credits 120 level 5 credits
Integrated master's degree	120 level 6 credits	

## Calculation of award for students entering with RPL

182. Calculation of award classification is based only on modules studied at the university.

For master's degrees classification is calculated via the average of the marks for modules studied at the university or as calculated in the table below :

		Merit/distinction calculated on the below credits	
RPL credits	DMU credits	Dissertation	Taught modules
0	180	60	60
15	165	60	60
30	150	60	60
45	135	60	45
60	120	60	30
75	105	60	15
90	90	60	0

184. Where a student enters a postgraduate diploma with 30 credits of RPL a merit or distinction will be awarded if 60 credits are in the merit or distinction band or if the average of the marks for modules studied at the university is in the merit or distinction band.

185. For integrated master's degrees classification is calculated as follows:

RPL scenario	Classification calculation
Direct entrants into level 6	Classification is based on the best 105 credits at level 6, single-weighted, and the best 105 credits at level 7, triple-weighted
Direct entrants part-way through level 5	Classification is based on the average for all the level 5 modules studied and the best 105 credits at level 6, single-weighted and the best 105 credits at level 7, triple-weighted.
Direct entrants at the start of level 5	The <a href="#">normal classification rule</a> applies

186. For undergraduate honours degrees classification is calculated as follows :

RPL scenario	Classification calculation
--------------	----------------------------

RPL scenario	Classification calculation
	the mark average for all the level 5 modules studied, single-weighted
Direct entrants at the start of level 5	The <a href="#">normal classification rule</a> applies



195. Students must have passed 120 level 4 credits and a minimum of 90 credits at level 5 to proceed to the student exchange year abroad. Where a student has undertaken the year abroad, the normal regulations for progressing into level 6 apply.

196. Students will study modules during their year abroad, as outlined on the learning agreement approved by the programme leader. The year abroad will receive an outcome of pass or fail and no module marks or credits will be brought back to DMU. There is no opportunity to repeat the year abroad and if it is not successfully completed it will not be recorded on a student's degree certificate.







Term	Definition
	<p><b>Compensating credit</b> Compensating credits are awarded at the level of study not in relation to particular modules ( see <a href="#">compensation</a> ).</p> <p><b>General credit</b> General credit is the total amount of credit a student may be awarded through RPL. General credit may have no validity for the purpose of transferring to another programme.</p> <p><b>Specific credit</b> Specific credit for a module is awarded for a pass mark (40% or above). Specific credit is also the amount of credit which is recognised when a student is admitted by RPL to a particular programme.</p> <p>See glossary entry for <a href="#">RPL</a>.</p>
Deferral	<p>Deferral of assessment occurs when a student has permission from the university to take an assessment at a later date than scheduled, without iar</p> <p>pd61y talu-5.3 ( at )6.11e85.2 (al3.5 (u)1.4 (w5 0.796 0.71 rg 56.7 765.9 123 7 (e ar</p>

Term	Definition
	<p>the mark which the student has achieved and to highlight strengths and areas for improvement.</p> <p>For more information go to: <a href="http://dmu.ac.uk/assessment">dmu.ac.uk/assessment</a> .</p>
<p>Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ)</p>	<p>A nationally -adopted framework which provides the key reference point for academic standards in UK higher education. The FHEQ outlines the general achievement required to gain a qualification by the provision of level descriptors for each of the higher education levels of study. The descriptors demonstrate the extent of the academic challenge required at each level of study.</p> <p>For more information go to: <a href="http://qaa.ac.uk">qaa.ac.uk</a></p>
<p>Mark descriptors</p>	<p>Mark descriptors are criteria which explain the requirements a student should meet in their assessed work in order to achieve a mark in a particular band eg 50-59%, 60-69%.</p> <p>Mark descriptors can be contextualised to make them more relevant to a specific academic subject.</p>
<p>Module</p>	<p>A standalone learning package with defined content</p>

Term	Definition
	linked to the module assessment tasks which test students' ability to meet the learning outcomes.
Levels	<p>Levels of study are defined using outcomes which reflect the amount of intellectual challenge required in order to be successful at that level. Levels can be seen as a series of sequential stages with level 4 equating to the first year of an undergraduate programme, through to level 7 being taught postgraduate study.</p> <p>The levels are outlined in the Frameworks for Higher Education Qualifications of UK Degree- Awarding Bodies (FHEQs A7J ET Q q /P E&lt;/MCID 1</p>

## Appendix 1: Assessment board terms of reference

Establishment

2 6 r 3 . 9 8 0 . 1 3 4 9 8 -



Role



## Appendix 2: Example award classification calculations

Minimum credits needed to gain a university award – overview

Award	Credits				
	Level 4	Level 5	Level 6	Level 7	Total
Master 's degree			30	150	180
Postgraduate diploma (PgDip)			30	90	120
Postgraduate certificate (PgCert)			15	45	60











Credits	Counts towards classification	Module mark	Classification banding
30	x2	64%	Upper second (2:1)
30	x2	55%	Lower second (2:2)
240	15	942	
<b>Level 7</b>			
30	x1 (discount 15 credits)	66%	Upper second (2:1)
30	x2	88%	First class honours
30	x2	68%	Upper second (2:1)
30	x2	81%	First class honours
120	7	540	
480			

#### How the classification is calculated

Criteria	Average mark for classification calculation
1) Best 225 credits of the 240 studied at levels 5 and 6, single-weighted, and the:	<u>Levels 5 and 6:</u> $55 + 55 + 67 + 67 + 63 + 63 + 74 + 74 + 40 + 73 + 73 + 64 + 64 + 55 + 55 = 942 \div 15 = 62.8$ , rounded up to 63 (upper second (2:1))
2) Best 105 credits of the 120 studied at level 7, triple-weighted	Level 7: $66 + 88 + 88 + 68 + 68 + 81 + 81 =$

Credits	Counts towards classification	Module mark	Classification banding
30	x2	58%	Lower second (2:2)
<b>Level 5 – placement</b>			
30	x2	62%	Upper second (2:1)
150	8	516	
<b>Level 6</b>			
30	x2	63%	Upper second (2:1)
30	x1 (discount 15 credits)	40%*	Third class honours <i>*capped after reassessment</i>
30	x2	73%	First class honours
30	x2	79%	First class honours
120	7	470	
390			

#### How the classification is calculated

Criteria	Average mark for classification calculation
1) Best 120 credits of the 150 studied at level 5, single -weighted, and the:	<u>Level 5:</u> $67 + 67 + 71 + 71 + 58 + 58 + 62 + 62 = 516 \div 8 = 64.5$ , rounded up to 65 (upper second (2:1))
2) Best 105 credits of the 120 studied at level 6, triple -weighted	<u>Level 6:</u> $63 + 63 + 40 + 73 + 73 + 79 + 68 = 470 \div 7 = 67.1$ , rounded down to 67 (upper second (2:1))

Level 5 single -weighted plus level 6



Credits	Counts towards classification	Module mark	Classification banding
120	0	N/A	120 credits required at level 4 to gain an award. Module marks excluded from classification calculation.
<b>Level 5</b>			
30	x2	62%	Upper second (2:1)





Credits	Counts towards classification	Module mark	Classification banding
30	x2	55%	Pass
30	x2	70%	Distinction
120	8	510	<u>Overall average mark for classification calculation:</u>
240			$63 + 63 + 67 + 67 + 55 + 55 + 70 + 70 = 510 \div 8$ = 63.7, rounded up to 64 (merit)

### Outcome

The student is awarded a foundation degree (Fd)/Higher National Diploma (HND) with merit as the overall average mark for classification is at merit level.

### Higher National Certificate (HNC)

Credits Level 4	Counts towards classification	Module mark	Classification banding
30	x2	55%	Pass
30	x2	61%	Merit
30	x2	48%	Pass
15	x1	53%	Pass
15	x1	45%	Pass
120	8	426	<u>Overall average mark for classification calculation:</u>

## Appendix 3: Extensions to coursework deadlines guidance

The guidance below is to support students in making applications for an extension to a coursework deadline and to support module leaders (or other authorised persons) in considering the approval of a request.

Requests should be made on the coursework extensions request [e-form](#) in as timely a manner as possible. Requests received later than 24 hours before the date and time that the work is due to be submitted will not be considered.

Should an extension to a coursework deadline be granted, this does not guarantee the approval of any future extension requests.

Extensions to deadlines can only be granted up to a maximum of 10 university working days as outlined in section 5 of these regulations. However, please consider setting a shorter extension appropriate to the student's circumstances. The agreed deadline should be communicated to the student by email.

### Relevant circumstances and evidence to support the request

The table below lists the circumstances in which an extension request is likely to be granted. The reason for the request and the evidence to support it should be timely and show clearly how the circumstance affects the student's ability to work in the days/weeks prior to the coursework submission date.

Evidence which does not cover the time period in question will not be accepted to support an extension request. Other evidence which will not be accepted includes self-certification, statements from family and friends, social media postings, illegible evidence and evidence in a language other than English.

If a student believes the university already holds a

b56-82-5. f\* 20.2 8 87213-0.481-0.48

Circumstance	Examples of evidence
with a time -constrained coursework assessment	
An unexpected issue relating to pregnancy, maternity or paternity	Dated and signed letter from doctor, midwife, consultant, hospital or other external support service
Recent bereavement or serious illness of a person with whom / the student has a close relationship or a responsibility of care	Dated and signed letter from doctor, consultant, hospital, dentist, counsellor or other external support service Death certificate, public announcement, legal document or order of service as proof of bereavement
Recent breakdown in a long -term relationship	Dated and signed letter from external support service Letter of support/explanation from a support service in the university or De Montfort Students' Union
Emergencies involving dependents or caring responsibilities , including caring responsibilities for an adult family member/sib ling	Email/letter from organised carers to confirm the breakdown in normal arrangements eg school, nursery, care home ; email/letter from doctor, Social Services or carers' charity
Being the victim of a crime which is likely to have significant emotional i mpact	Crime reference number and crime report (if available)
Military conflict, natural disaster, major and exceptional travel disruptions or extreme weather conditions	Flight, rail or coach disruption summary for significant travel issues
Recent significant personal incident such as house fire, homelessness	Insurance letter Letter from external support service
Appearance at court or jury service	Solicitor's letter in relation to attendance at court as a witness, defendant or plaintiff Bail inform ation or charge sheet Jury service letter
Recent and exceptional financial difficulties beyond the student's control	Bank letters, Student Finance England letters, council letters, documentation from Citizens' Advice Bureau for significant financial issues Support letter from the university or De Montfort Students' Union

### Circumstances in which an extension request will not be approved

An extension to a coursework deadline will not be granted in circumstances which could be reasonably anticipated such as routine medical appointments, holidays, weddings, moving

house, sporting events, acts of religious observance and other similar circumstances which are foreseeable.

Minor short-term illnesses or injury such as a common cold would not have a significant adverse ability on a student's ability to complete the assessment on time and are not grounds for approval of an extension. Medical conditions not diagnosed/supported by a doctor are not normally acceptable grounds for an extension; this includes medical certificates with statements such as 'the patient informs me that...', 'the patient reported that...' and 'student declared that they had been unwell...'

An extension will not be granted where a student's own organisational abilities have caused an issue with meeting a deadline. These include poor time management, failure of IT equipment, uploading incorrect information to Turnitin, commitments to paid or voluntary employment and other similar situations.

An extension will not be granted in cases in which running for office (for example as an officer of De Montfort Students' Union) has caused an issue with meeting a deadline.

A period of suspension, debt hold or debt exclusion is not a valid reason for an extension. This includes situations where the submission deadline falls within the period of suspension, debt hold or debt exclusion.

If an extension request is incomplete or is received later than the deadline specified in the overview, above, it will be rejected.

Where an extension is granted, failure to meet the new deadline will result in a [penalty for late submission.](#)