

# Dissertation Extensions

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## Can I have an extension for my Dissertation?

If you are having problems completing your dissertation due to extenuating circumstances you must apply for an extension using the **Dissertation Extension Request Form**.

- Claims will not be considered without independent evidence.
- You must meet with your supervisor to discuss your circumstances
- Your supervisor will have to complete one section of the form to confirm their support for your application

The submission deadline for the extension request form is a minimum of 2 weeks before your Independent Study submission date. Decisions are made as soon as possible and communicated to each student in writing.

If you miss this date to request an extension you must then apply through the Mitigating Circumstances procedure.

## How much extra time will I receive?

If you apply for an extension to the Semester One deadline (January) you will usually be given the Semester Two deadline (May).

If you apply for an extension in Semester Two you may receive an extension to one of the following extension deadlines:

- A set date in May of the same academic year, usually around 2 weeks (consideration at summer exam board)
- The standard Reassessment deadline in July (consideration at the reassessment board)
- End of Semester One of the following academic year (January)

While you may request a specific extension date, the length of an extension offered will be decided on the basis of the circumstances, the supervisor's comments and the strength of the supporting evidence provided.

## What do I do if I miss my deadline?

Dissertations submitted within 7 days of the published deadline will be marked but the mark awarded will be capped at the minimum pass mark, unless a claim of mitigating circumstances is made and upheld.

Studies submitted later than seven days will not be marked and will be awarded a mark of zero. Students may, however, submit a claim of exceptional mitigating circumstances and ask for the work to be marked. If the claim is upheld the work will be marked.

You should apply for Mitigating Circumstances online via your SOLE page, within 7 days of your dissertation deadline: [www.worcester.ac.uk/registryservices/679.htm](http://www.worcester.ac.uk/registryservices/679.htm)

### What evidence do I have to provide with my extension request form?

The Dissertation Extension process is an extension to the Mitigating Circumstances procedure.

For ideas of what circumstances are accepted and the type of evidence the University expects you should look at the Mitigating Circumstances guidelines. If you need advice on suitable evidence please get in touch.

### If I apply for an extension will I still be able to graduate this year?

If you apply for an extension in Semester Two and are given a May or June deadline you will still be able to graduate the same academic year.

If you apply for a deadline later than this then it is unlikely you will graduate as planned.

### Where can I get an Independent Study Extension Request form?

You can download an Dissertation Extension Request Form from the [Registry Services webpage](#).

## Help Making Your Claim

For help making a claim or advice on suitable evidence please contact the Academic and Welfare Advisor in the Students' Union.

Make an appointment [www.worcsu.com/helpandadvice/adviceform/](http://www.worcsu.com/helpandadvice/adviceform/)

Phone 01905 543210

Drop in Students' Union Welcome Desk