



Request for an Extension or Deferral

Please return completed form and evidence to your Wellbeing Officer. For any further advice or guidance please see your College Wellbeing Officer. If you are completing this form electronically, rather than handwriting, it must be sent from your University email address.

For all assessed work, extensions must be requested in advance of the deadline. If you miss the deadline you should apply for Extenuating Circumstances where you can request late penalties be waived. Please note that there will be maximum extension lengths and this should be discussed with your Wellbeing Officer. Please refer to your Student Handbook for school specific Extenuating Circumstances proititing with this form. Evidence shocedures.

For deferral of exams, please complete the deferral request information. Any deferred exams will be taken iitting with this form. Evidence shon the next available examination period. If you experience unforeseen circumstances and would like to request deferral of examinations you should seek advice from your Wellbeing Officer. Exams cannot be deferred once the exam has taken place. If your exam performance is affected on the day you should apply for Extenuating Circumstances. See information [HERE](#).

All decisions will be made by the school based on the evidence you provide with your form, evidence should be contemporaneous, clearly demonstrate the circumstances and indicate the impact on your studies. Where an extension or deferral is for medical reasons, you should use the University's Medical Certificate for medical notes as this will allow us to better assess your situation. [Medical Certificate Here](#).

Personal Details

Surname (Family Name)	Xu
Forename(s)	Zhangda
Student ID Number	2088192
Programme of study (e.g. Bsc Physics)	MSc Advanced Computer Science
Year (e.g. foundation / 1 st / 2 nd / 3 rd / 4 th)	1 st
University Email Address	zxx992@student.bham.ac.uk

Details of Circumstances

I travelled back to Jiangsu, China on June 30th, after which I was required to take medical isolation for 2 weeks. I was locked down in a small confined room with little connection to the outside world, where I could hardly keep my daily routine. Then I was sent home and isolated for another week. Both sessions strongly affected my academic output and fitness, added up with jet lag, etc. I spent weeks to recover.

Another relevant issue is that my demo (project presentation) is postponed to Sept 2nd by my reader for personal reasons. It means that I will be left only two days for redrafting after the presentation.

I hope that the office can understand my difficulties and the current situation and consider a 10 day extension on my deadline of report submission.

I am an SSA/ RAP student and this request is related to declared disability. This request is listed in my reasonable adjustment plan. ☐

Extension of assessed coursework

Module Title	Assessment details (Assessment number, type/assessment title, I.e Worksheet 1 or Problem sheet 1)	Module Leader	Original Deadline	Requested Deadline
MSc Projects	Final report	Per Kristian Lehre	Sept 4 th , 2020	Sept 14 th , 2020

Deferral of examinations

Should your request be granted, your exam will be deferred to the next available exam session and this may have an impact on your progression to the next year. You should seek advice from your College Wellbeing Officer.

Module Title (exam)	Original Examination date

Supporting Evidence

Please list the evidence you are submitting with this form. Evidence should be independent, third party, and in English.

Evidence (e.g. Medical Certificate)	Included in submission (Y/N)	If not included, date to be expected.
Medical isolation proof	Y	Can be translated if needed.

This form is only to be used for adjustments to assessments made within the academic year.

If you have ongoing circumstances which have impacted on your performance overall please consider making an application to the Extenuating Circumstances panel for consideration. Please send completed forms to your College Wellbeing Officer Applications will be discussed at EC panel and decisions returned to you after exam period. You can find more information and the relevant EC forms here:

<https://intranet.birmingham.ac.uk/as/registry/policy/extcircs/index.aspx>

If you have a Disability or Long term condition including Mental Health conditions and Learning support needs (for example: Diabetes, General Anxiety Disorder, Dyslexia etc.) you may be able to register for on-going adjustments through a RAP/SSA (Reasonable Adjustments Plan). You can find further information about this from Student Services [HERE](#).

Declaration

☒ I confirm that the information I have given is true and accurate to the best of my knowledge.

By signing this form you acknowledge that the above statements are truthful. If the statement is false this may be considered a disciplinary matter and will be investigated accordingly. If completing electronically please type your name and send form your university email address.

Student Signature:

Date: 25/08/2020

Staff Name:

Request Authorised / Rejected:

Date: