**APPLICATION FORM: COURSEWORK & DISSERTATION EXTENSIONS TO THE SUBMISSION DEADLINE**

An application for coursework or dissertations can be made on behalf of the following students:

* Foundation year students;
* undergraduate students; and
* the postgraduate students on the following courses:

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| --- | --- |
| * MBA and Executive MBA | * Master of Law (LLM) |
| * Master of Accounting (MAcc) | * Master of Advanced Study (MASt) |
| * Master of Architecture (MArch) | * Masters Degree in Corporate Law (MCL) |
| * Master of Engineering (MEng) | * Master of Finance (M.Fin) |
| * Master of Mathematics (MMath) | * Master of Music (MMus) |
| * Master of Science (MSci) | * PGCE |

Before completing this application form, the College and student **must** read the [Guidance](https://www.cambridgestudents.cam.ac.uk/exams/about-eamc/guidance-notes-and-application-forms).

The Guidance complements the relevant [Statutes and Ordinances (Ch. 3 Examinations)](http://www.admin.cam.ac.uk/univ/so/).

Email the completed form and supporting evidence to [eamc@admin.cam.ac.uk](mailto:eamc@admin.cam.ac.uk).

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| Criteria for coursework or dissertation extensions to the submission deadline  To be granted an extension, the following criteria must be met:   * Any self-certification extension must have already been used; * The assessment must have been impacted by illness or grave cause (as explained in 2.3); * The requested extension must allow for the work to be examined in time for the Examining Board. In exceptional circumstances a longer extension may be permitted but this would delay any Classing or completion of the degree (including graduating); * Applications can only be made to [EAMC@admin.cam.ac.uk](mailto:EAMC@admin.cam.ac.uk), the Examiners should not be asked directly about the extension; * Applications must be made as soon as possible, preferably at least 72 hours before the submission deadline and always before the submission deadline. Where, in exceptional circumstances, it is not possible to submit an application in advance of the submission deadline, sufficient reason and evidence must be provided, for example, emergency hospitalisation at the time of submission. In these circumstances the application should be received as soon as possible after the deadline.   Illness or grave cause is:   1. serious; 2. unanticipated; 3. entirely beyond the student’s control; 4. close in time to the assessment; and 5. evidenced by contemporaneous evidence from an independent, appropriately qualified source. |

**1. Student details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | USN |  | |
| Surname |  | | | |
| First name(s) |  | | | |
| College |  | | | |
| Email |  | | | |
| Department/Faculty |  | | |
| Course  *e.g. English Tripos* |  | | |
| Year of study/Tripos Part |  | | |

**2. Application details**

Applications can only be made where any opportunity for self-certified extension has been exhausted.

|  |  |
| --- | --- |
| Title of Coursework or Dissertation |  |
| Paper Code  *(as stated on CamSIS)* |  |
| Original submission deadline  *(published by the Department/Faculty)* |  |
| Has a self-certified extension been requested? If not, briefly explain why. |  |
| Current submission deadline  *(if different to original submission)* |  |
| Requested submission deadline  *(where this date does not allow for marking and consideration at the Final Examiner’s meeting, an alternative submission date may be granted)* |  |

**3. Reason for application**

*Reasons given must be corroborated by contemporaneous, independent evidence included with the application, as outlined in the Guidance notes*

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**4. Tutor and Senior Tutor details**

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| --- | --- |
| Tutor name *(inc. title)* |  |
| Tutor email |  |
| Tutor signature |  |
| Date of signature |  |

|  |  |
| --- | --- |
| Senior Tutor *(inc. title)* |  |
| Senior Tutor signature |  |
| Date of signature |  |

***The following section must be completed by the student***

**5. Student Declaration**

Applications must be accompanied by a completed student declaration. The student shall tick and sign to confirm agreement with the following statements:

|  |  |
| --- | --- |
| ***Statement*** | ***Tick to confirm*** |
| I have read the Guidance notes (linked at the top of this form). |  |
| I am aware of the full contents of this application and can confirm it is an accurate and correct account of the situation, to the best of my understanding. |  |
| I confirm that I believe my application meets the criteria set out in the Guidance and listed at the beginning of the form. |  |
| I am aware that I can provide a brief statement outlining the impact of the illness or grave cause, which must be concise, factual and linked to the relevant criteria. |  |
| I confirm that I give my consent for the enclosed supporting evidence to be provided, on a confidential basis, to the to the members of the University’s Examination Access and Mitigation Committee, and supporting administrators. |  |
| I understand that the evidence will form part of the record for any future applications to the University’s Examination Access and Mitigation Committee. |  |
| *Optional*  I understand that the College will submit this application and I will receive an outcome directly from the University (with the College copied into it).  *By ticking this box, you have opted-in to receive your outcome directly from the EAMC. If you leave the box blank, the outcome will be sent your College only, who will ensure you are made aware of the outcome.* |  |

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

The University shall handle this information in accordance with the requirements of data protection legislation and will not divulge its contents to any third party or use it for any other purpose without your further consent. General details about the University’s use of personal information are published at <https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>