**APPLICATION FORM FOR EXTENDING THE SUBMISSION DEADLINE OF DISSERTATIONS AND OTHER COURSEWORK**

Before completing this application form you should read the Notes for Guidance here: <https://www.student-registry.admin.cam.ac.uk/about-us/EAMC>

You may also wish to refer to the relevant Statutes and Ordinances (Ch. 3 Examinations) at: http://www.admin.cam.ac.uk/univ/so/

**1 Student details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | USN |  |
| Surname |  |
| First Name |  |
| Email |  |

|  |  |
| --- | --- |
| College |  |
| Tutor name (inc. title) |  |
| Tutor’s email address |  |

|  |  |
| --- | --- |
| Department/Faculty |  |
| Course e.g. English Tripos |  |
| Year of study/ Tripos Part |  |

**2 Application details**

Please note that an application should only be made to the EAMC in the following circumstances:

* Where the extension is for more than 7 days *or*
* Where a Faculty or Department policy does not allow for the requested extension (details of that policy must be included in the application).

Applications made in the Easter Term may not be approved if the requested submission date does not allow the for marking and consideration at the Final Examiner’s Meeting.

|  |  |
| --- | --- |
| Title of Coursework or Dissertation |  |
| Paper Code |  |
| Original due date of submission |  |
| Requested Date of Submission |  |
| Reason for application (please append evidence) |  |
| If medical evidence has been provided, please attached a signed [Student Declaration Form](https://www.student-registry.admin.cam.ac.uk/about-us/eamc/guidance-notes-and-application-forms). |

Tutor’s Name (inc. title)

Tutor’s signature

Tutor’s Email

Date

Yes / No

The student is aware of the full contents of this application

Senior Tutor’s signature

Date