

Policy and Procedure

European College of Polytechnics



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European College of Polytechnics

Extension to Assessment Deadlines Policy

I. Introduction

- (1) This policy outlines the procedures for applying for an extension to assessment deadlines at the European College of Polytechnics (ECP). It is designed to accommodate students who face unforeseen circumstances that affect their ability to meet the original assessment deadlines. This policy should be read in conjunction with the assessment policy, distance learning policy, course specifications, and graduation requirements of ECP and its awarding partners.

II. How to Apply for an Extension

- (2) Eligibility for Extensions: Extensions may be granted for exceptional circumstances that are unforeseen and beyond the student's control, typically not exceeding seven days beyond the original submission date.
- (3) Non-Applicability: Extensions generally do not apply to exams, 24-hour assessments, or timed assessments.
- (4) Acceptable Circumstances: Acceptable reasons for an extension include acute personal illness near the submission date (excluding chronic conditions), death or severe illness of a close relative or dependent, and other unexpected events beyond reasonable control.
- (5) Unacceptable Circumstances: Extensions will not be granted for reasons such as ongoing family, work, financial issues, or lack of awareness of ECP's policies and procedures; misunderstandings related to submission deadlines or exam dates; and failure to back up technical work.
- (6) Consultation: Students must consult with their academic division to determine the viability of a seven-day extension. For longer delays, a deferral might be necessary, as outlined in the assessment policy.
- (7) Application Process: Students must submit a free-format extension request form along with supporting evidence to the academic division before the assessment deadline. The form must clearly state the affected dates and assessments.

(8) Approval Process: An extension is not effective until it is officially approved. Students must continue to work towards the original deadline until they receive official notification of the extension.

III. Consideration of Extension Requests

(9) Review Process: The academic division or leadership reviews all extension requests.

(10) Evidence Requirement: Further evidence may be requested by the academic division or leadership division to support the extension request.

(11) Notification: Outcomes of extension requests are communicated to students via email.