

## Document cover sheet

<b>Policy name</b>	Extensions to dissertations and coursework for undergraduate and certain postgraduate courses
<b>Purpose</b>	To ensure a clear and consistent method for students to apply for extensions to submitted work.
<b>Owner</b>	General Board's Education Committee
<b>Contact</b>	educationalpolicy@admin.cam.ac.uk
<b>Approved by</b>	General Board's Education Committee
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<b>Version</b>	1.1 draft

# Extensions to dissertations and coursework for undergraduate and certain postgraduate courses

## Background

- 1 This policy was introduced to formalise mitigation processes developed as a response to the COVID-19 pandemic so that students need not submit medical evidence to support applications made on medical grounds. Applications for longer coursework extensions continue to be considered by the Exams Access and Mitigation Committee (EAMC).
- 2 The [OIA Good Practice Framework: Requests for additional consideration](#) recommends self-certification on medical grounds for short extensions (para. 49 – 54).
- 3 The purpose of this policy is to implement a consistent and transparent process to students across departments.

## Which students does it apply to?

Foundation Year and Tripos students, and students taking the following taught postgraduate courses:

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

## Which students are not covered and what is their process?

Students taking the MPhil by Advanced Study, MSt, MEd, MRes or CPGS. Faculties and departments should have local procedures in place for these courses. Longer extensions for the final piece of submitted work are applied for via CamSIS.

## Policy on managing extensions to coursework

Faculties and Departments are required to grant extensions of up to 7 days locally. Extensions can be requested for any reason (medical or non-medical) and students can self-certify directly to faculties and departments with no requirement for evidence or a reason to be provided.

Applications for longer than 7 days should continue to be made to the EAMC. Current guidance notes for applications to the EAMC can be found [here](#).

Guidance notes for students will be issued by the EAMC annually. These will highlight the implications of self-certifying extensions and the subsequent impact on teaching and other assessments as well as the need to engage with their College for ongoing support, if appropriate.

When completing the self-certification, students will be required to confirm that they have informed their Tutor. This ensures that Colleges are aware of extensions and where appropriate, wellbeing support can be considered. If Departments have concerns about additional support needs from this extension, they should contact the student's Tutor directly. **College tutors are not required to approve or support applications and students should not be asked for proof that they have informed their Tutor.**

Faculties and departments should ensure they have clear mechanisms for managing the extension process for up to 7 days that are easily accessible to students and visible to all College staff who might advise students.

Requests for self-certification extensions should be submitted before the deadline or at the point of submission of the work.

Students who exceed local limits on self-certified extensions should apply to the EAMC via their College.

Where penalties are applied for late submission, these should begin after the self-certification window (whether 7 days or less) for students that have completed the self-certification form, in accordance with the department guidelines. For students who have not self-certificated, penalties should be applied from the original date of submission, as usual.

### **Faculty / Departmental Autonomy**

This policy aims to meet the needs of students and align with good practice identified by the OIA and across the sector. However, its use should not cause excessive disruption to faculties and departments and certain limits can be applied. Faculty Boards and Degree Committees are encouraged to consider course timetables and adapt this framework as appropriate. Students should be allowed to self-certificate where practicable, which may not be every submission deadline. Additionally, Faculty Boards and Degree Committees may decide that 7-day extensions are not appropriate for some deadlines (for example when close to an exam board meeting, or when an extension would have a knock-on effect on revision time), and consequently reduce the number of days or limit the number of self-certifications permitted across the course or term, irrespective of the weighting of each piece of work in contributing to the final mark or grade. In all cases, full information on Department/course policies regarding self-certification must be clearly communicated to students at the start of the academic year through Course Handbooks, websites, Moodle etc.

There is no requirement for faculties and departments to consider self-certification requests made after the submission deadline.