

Applications to extend the deadline for the submission of dissertations and other coursework

Notes for Guidance for Staff and Students 2017-18

These guidance notes are intended to complement the relevant University Ordinances. They relate to decisions taken by the Committee in 2017-18. They do not themselves constitute a set of regulations. Nor should they be taken to imply that, given a particular set of circumstances, the Committee will automatically reach a particular decision.

The relevant Ordinances can be found online

(<http://www.admin.cam.ac.uk/univ/so/2016/chapter03-section2.html>)

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1 Introduction

1.1 The Applications Committee

The Standing Committee on Applications is a committee of the Council which meets monthly throughout the year to consider applications for examination allowances and related matters. There is also a large volume of student casework undertaken under delegated authority much of which involves the expert opinion of its Medical Advisers. The Committee has the following overarching aims:

- To endeavour to ensure parity of treatment between applicants to the Committee who share similar circumstances, whilst recognising that each case is individual.
- To be mindful of the interests of students **taking the same examination but** who are not applicants to the Committee.
- To ensure that, particularly in relation to disregarding terms and repeating a period of study, an applicant is **neither** advantaged **nor disadvantaged** in comparison with other students.

1.2 Eligibility

The Applications Committee considers applications to extend the deadline for the submission of dissertations and other coursework from Colleges on behalf of undergraduates and also on behalf of students on the following postgraduate courses: EMBA; LLM; MAST; MBA; MCL; MEng; M.Fin; MMath; MMus; MSci; PGCE.

It **does not consider** applications for those graduate students for which the [Board of Graduate Studies](#) is responsible, or for students being examined for courses leading to the M.B, B.Chir or the Vet.M.B.

1.3 Purpose of a deadline extension

One of the purposes of the Application Committee is to consider the cases of students who, due to unexpected circumstances, are unable to complete dissertations and other coursework by the scheduled submission date. If, due to medical or grave cause the student is unable to complete coursework by the deadline given, then the college may apply on behalf of the student for an extension for a specified period of time. The following should be noted:

- Applications must demonstrate that there has been an unexpected development in the student's circumstances. Applications simply based on a long-term ongoing condition are unlikely to succeed as appropriate arrangements should already be in place.
- Only in exceptional circumstances will an extension be granted for more than seven days.
- Extensions will normally allow for the coursework to be examined in time for the relevant meeting of the Board of Examiners.

2 How to make an application

The college **must** apply to the Secretary of the Applications Committee for an extension to a deadline and should not approach the Chair or Senior Examiner directly.

The Committee only considers applications made through the college on the student's behalf, except in the most exceptional circumstances. Students can apply directly to the Committee where they are seeking a review of a decision by the Committee.

The application must be complete, i.e. it must include all the required documentation, a tutorial signature and explicit confirmation as to whether or not it has the College's support, and if it does not, to confirm it has told the student so. The application may also include any additional information which the college wishes to submit.

The student may, if they wish, seek to have their own statement or other supporting evidence included. It is in all parties' interests that any such statement is clear and concise. The Committee regards it as good practice that the student should be fully aware of all the documentation being submitted by the College.

A College's application should include the following:

- a completed and signed [application form](#);
- evidence of medical circumstances or other grave cause.

Completed applications should be sent to the Secretary of the Applications Committee at applications.committee@admin.cam.ac.uk.

Applications **must** be at least a week before the scheduled deadline for the submission of the dissertations or other coursework to enable the Secretary to consult the relevant Chair of Examiners or, where applicable, the Senior Examiner.

Please note that in fairness to all students, the submission deadline is strictly observed and retrospective applications will not be considered.

3 How the Applications Committee considers applications

Most applications to extend the deadline for the submission of dissertations and other coursework are dealt with by authority delegated to the Chair and / or Secretary. If, however, they wish the application to be considered at a scheduled meeting, then the application will be held until the next meeting.

Applications simply based on a long term ongoing condition are unlikely to succeed as appropriate arrangements should already be in place.

Any request for extension which would not allow for the coursework to be examined in time for the relevant meeting of a Board of Examiners is also unlikely to be approved.

4 Review procedure

Details of the [Review Procedure](#) and form can be found online and requests for review should be submitted on the Review Request form within 14 days of the formal decision being issued. It is particularly important for this purpose that the College keep records of when it communicates the Committee's decisions to the students. In instances where the Committee has declined an application or offers an alternative to the allowance sought, it is essential that the decision is conveyed to the student as soon as possible.

The review will essentially be of a procedural nature i.e. the Reviewer will consider whether in reaching its decision(s) the Committee has observed the relevant Ordinances and these Notes of Guidance and whether or not it has come to a reasonable decision in that context. The Review Procedure is the final stage before the student may take their case to the Office of the Independent Adjudicator.

5 Key contacts

Complex queries	Jenny.green@admin.cam.ac.uk
General / preliminary queries	applications.committee@admin.cam.ac.uk
Making an application to the Committee	applications.committee@admin.cam.ac.uk