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Section 17 Programme extension policy

17.1 Purpose

- 17.1.1 This policy details the criteria and procedures for applying to extend a student's period of study. This applies to students who have completed all teaching requirements but have been unable to complete the programme's final assessments in the normal timescale due to exceptional circumstances. This policy explains the criteria for eligibility and the requirements for a student to apply to be given extra time to complete their assessments for award programme.

17.2 Scope

- 17.2.1 This policy applies to students enrolled on programmes delivered in whole by the University, or in whole or part by a franchise partner institution (franchise provision).
- 17.2.2 The procedure to be followed for extensions within 24 months of the standard period of study in relation to programmes delivered by a validated partner organisation (validated provision) will be set out in the student handbook or other programme documentation provided by the validated partner. Students should follow those procedures.
- 17.2.3 Validated programme students who require a programme extension beyond the maximum period of study must follow the University procedures set out below in **section 17.7**.

17.3 Standard periods of study

- 17.3.1 The standard periods of study for York St John University awards are defined in the University Regulations. Where specified in a programme specification, the duration of a programme of study may vary from the standard period.
- <https://www.yorksj.ac.uk/policies-and-documents/regulations/>
 - <https://www.yorksj.ac.uk/course-documents/>
- 17.3.2 Students must complete all study and submit all assessments/reassessments required for completion of the programme **within 24 months** following the standard period of study set out in the University Regulations or in the programme specification. This 24-month period includes any extensions granted for exceptional circumstances or as a reasonable adjustment, any period of suspension of studies and any reassessments. This is the normal maximum period allowed for completion of studies and all assessments. Extensions to this maximum period will only be agreed in accordance with the procedure set out below in **section 17.7**.

17.4 Programme extension durations

17.4.1 Programme extensions are normally out of residence i.e. not enrolled, not paying fees and not entitled to further academic support.

Duration	Process
Programme extensions of three weeks or less	Students follow the exceptional circumstances procedures explained in section 16.
Programme extensions of more than three weeks but within the maximum period of study	Students and Heads of School or nominated representative follow the programme extension procedure explained in section 17.6 .
Programme extensions beyond the maximum period of study (as defined in section 17.3)	Students and Heads of School or nominated representative follow the procedure explained in section 17.7 .

17.5 Evidence to support programme extensions

17.5.1 Each application must be accompanied by satisfactory supporting evidence, normally from an independent and relevantly qualified third-party professional.

17.5.2 Students must provide **evidence of the impact** that the circumstances have had, or will have, on their ability to study, submit their assessment, or complete a scheduled assessment.

17.5.3 The nature of the evidence required follows the principles set out for evidence in the '*Exceptional Circumstances Policy*' (see **section 16**).

17.6 Programme extension procedure

17.6.1 As soon as it is known by the student that their circumstances will impact upon their ability to complete their programme of studies within their standard period of study, the student must contact their Head of School or nominated representative to discuss their circumstances and whether a programme extension is necessary. The request should normally be made at least **two weeks prior** to the end of the period of study.

17.6.2 Grounds for a programme extension must be exceptional and significant. They may include but are not limited to serious and persistent health problems; pregnancy; significant bereavement; significant caring responsibilities for family member or partner with a disability or mental health condition; serious financial problems; difficulties accessing clients required for assessments or where a part time student's employment pattern has significantly changed.

17.6.3 Students should be made aware that a programme extension may delay their graduation.

17.6.4 International students with Student Visas must contact the Visa and Compliance Team before applying to discuss the implications of extending their programme of study. The University cannot guarantee that the student will receive a visa extension.

- E: visa@yorks.ac.uk

17.6.5 For a request to extend the standard period of study **by three weeks or more**, or for a request to prolong an existing programme extension, the Head of School or nominated representative and student must complete the '*Programme Extension*' form. A separate '*Programme Extension*' form is required for each new extension.

17.6.6 The Head of School or nominated representative must include written support for the extension and certify that the student has made satisfactory progress so far. An 'action plan' for completion of the outstanding assessments and how the extension period will be used must be provided on the form. The action plan may include:

- a) Specific actions to be taken by specific dates.
- b) Specific deadlines for the completion of work.
- c) Specific requirements regarding attendance and participation – specifying time where the student is not expected to work on the assessment or when the student will be working at a reduced capacity.
- d) Opportunities for the student to access support.
- e) Other measures which the Head of School or nominated representative deems appropriate.

17.6.7 In exceptional circumstances, and dependent upon the circumstances and appropriate evidence, extensions can be granted for a maximum of one academic year at a time provided this does not exceed the maximum period of study (see **section 17.3**).

- 17.6.8 Relevant supporting evidence must be submitted with the application form. The claim cannot be considered until satisfactory evidence has been received by the Exceptional Circumstances Panel. The nature of the evidence required follows the principles set out for evidence in the '*Exceptional Circumstances Policy*' (see **section 16**).
- 17.6.9 The application is considered by the Exceptional Circumstances Panel and may, in particular circumstances, be referred to the Special Cases Committee for consideration.
- 17.6.10 The Exceptional Circumstances Panel will inform the student and the relevant teams, including the Library and the student's School, of the student's new expected completion date once an extension has been approved and processed.

17.7 Extensions beyond the maximum period of study

- 17.7.1 It is rarely appropriate to extend beyond the maximum period of study (i.e. beyond 24 months of the maximum period of study for the programme specified in the University Regulations and programme specification).
- 17.7.2 Extension beyond this period may only be granted for a **maximum of three months**, where it will allow the student to submit **one** assessment or reassessment leading to eligibility for a particular award.
- 17.7.3 If a programme extension beyond the maximum period of study is required the Head of School or nominated representative and the student must complete the '*Programme Extension*' form and submit this, with accompanying supporting evidence, for consideration by the Special Cases Committee. The Special Cases Committee will make a decision on behalf of the Progress and Award Examination Panel. It may only be granted where the student has provided appropriate evidence of serious extenuating circumstances and the School has confirmed that there is a realistic prospect of the student submitting an assessment conferring eligibility for an intended or exit award.
- 17.7.4 The Special Cases Committee will inform the student and relevant teams, including the Library and the student's School, of the student's new expected completion date once an extension has been approved and processed.