Research Degrees

Summative Assignment Deadline Extension Form

Professional Doctorate



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| **PLease Refer to the guidelines on pages 4 and 5 before completing this form**.  Incomplete forms cannot be actioned. Please ensure that all sections on all pages are completed  rEQUESTS TO EXTEND summative assignment DEADLINE WILL ONLY BE APPROVED IN EXCEPTIONAL CIRCUMSTANCES. tHE EXPECTATION IS THAT REQUESTS BE SUBMITTED WITH A MINIMUM OF ONE MONTH PRIOR TO THE CURRENT summative assignment DEADLINE DATE. overly late REQUESTS WILL NOT BE CONSIDERED. | | |
| Name of student | |  |
| Personal Identifier | |  |
| Faculty | |  |
| Area | |  |
| Registration date | |  |
| Programme of study | | EdD  DHSC |
| Summative assignment for which an extension is being requested | | Year 1  Year 2 |
| Date summative assignment was due for submission | | /     / |
| Supervisor(s) | |  |
| Has student has been informed of any fee implications should the request be approved? | | Yes  No |
| Length of extension requested | | days/ months |
| New Summative Assignment Deadline: | | /     / |
| **Main** reason for extension (please write one sentence outlining the main reason for the request) | | |
|  | | |
| Further information on the reason for extension |  | |
| Supporting statement from the student’s supervisor(s)  Please include a statement about the student’s progress to date, the work required to complete the assignment, **and include a timetable to completion.** |  | |
| Name of person endorsing request  (Programme Leader) | Signature or date of e-mail from person endorsing the request | |
| Date of submitting this form to Research Degrees Team |  | |
| **This request will be considered by the Graduate School Director or delegated authority.** | | |

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| FOR RESEARCH DEGREES TEAM USE  RDT Advisor notes | |
|  | |
| I confirm the form is complete and all required information has been supplied  I confirm that there is an issue with this form and I have provided details above  Name       Date | |
|  | |
| ARCMG Endorsement (ARC students only) | |
| FOR RESEARCH DEGREES TEAM USE  Recommended by ARCMG Chair/Deputy Chair  Not recommended by ARCMG Chair/Deputy Chair because | |
| Name  Signed  Date |  |
|  | |
| This request will be considered by the Graduate School Director. | |
| FOR RESEARCH DEGREES TEAM USE  Authorised  Not authorised because | |
| Name  Signed  Date |  |

**Guidance**

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| **What this form is for**  To request an extension of a submission date for the Year 1 or Year 2 summative assignment on the Professional Doctorate Programme (EdD/DHSC). |
| **Who should complete it**  To initiate an extension to the for the submission of a summative assignment, the student and supervisor should first discuss and agree the length of the extension required.  The request form must be submitted by the relevant Supervisor for the student.  It must be endorsed by the EdD or DHSC Programme Leader (students on the Professional Doctorate programme)  All requests for an extension to a summative assignment deadline will need to be approved by the Graduate School Director once they have been submitted by the EdD/DHSC Programme Leader. Requests to extend a summative assignment deadline will only be approved in exceptional circumstances. The expectation is that requests be submitted a minimum of one month prior to the summative assignment deadline date. Overly late requests will not be considered. Requests for the extension must be accompanied by supporting evidence and an agreed plan of work for completion. The Research Degrees Team will email a response to the sender to confirm approval or otherwise. |
| **How it should be submitted**  The form must be submitted by email to the Research Degrees Team together with any supporting documents required, by the Programme Leader, using the appropriate mailbox for your programme from the list below for directly supported students:  [Research-Degrees-EdD@open.co.uk](mailto:Research-Degrees-EdD@open.co.uk)  Research-Degrees-DHSC@co.uk |
| **Policy**  An extension of summative assignment deadline may be requested only in exceptional circumstances.  Extension of summative assignment deadline should be used as a ‘last resort’ in order to help a student successfully complete the year successfully. If a student is unable to study then a requesting a study break may be a better option. |
| **General Principles**  Extended summative assignment deadline is not an automatic right; students may *request* anextension of their summative assignment deadline in exceptional circumstances. An extension must be requested at least 1 month *before* the student’s current summative assignment deadline.  The supervisor(s) should make a statement about the student’s progress to date before the Programme Leader submits the form to the Research Degrees Team.  The supervisor(s) should include a detailed and realistic timetable for completion with the form. |
| **Resources**  For advice and support before submitting a case please contact the Research Degrees Team on:   * +44 (0)1908 653806, or email [research-degrees-office@open.ac.uk](mailto:research-degrees-office@open.ac.uk) (directly supported students) * +44 (0)1908 653806 or email [research-degrees-arc@open.ac.uk](mailto:research-degrees-arc@open.ac.uk) (ARC students)   This form can be downloaded from the Forms and Guidance notes page of the Graduate School Network (GSN) at <http://www.open.ac.uk/students/research/ou/forms-and-guidance>  The Research Degree Regulations can be found at: <https://help.open.ac.uk/documents/policies/research-degree-regulations>  For more information refer to the relevant [Research Degrees Handbook](https://help.open.ac.uk/documents/policies/research-degrees-handbook). |