Extensions and Extenuating Circumstances

Student User Guide

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Administrator
Extensions and Extenuating Circumstances

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Applying for an Extension or Extenuating Circumstances

Log in to the Student Portal at studenthub.hud.ac.uk

Click on the ‘my details’ button
Extensions and Extenuating Circumstances

On the homepage of My Details, find the **Registry Student Administration** area. In here, a list of modules is displayed. You can apply for an **Extension** or **Extenuating Circumstances** on any of these modules.

To request an **Extension** or **Extenuating Circumstances**, click ‘Apply’ next to the appropriate module.

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### Registry Student Administration

**Extension/Extenuating Circumstances Application**

<table>
<thead>
<tr>
<th>Year</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Extension or Extenuating Circumstances Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>16/17</td>
<td>CF52160</td>
<td>Software Design And Development</td>
<td>Apply</td>
</tr>
<tr>
<td>16/17</td>
<td>HFM1007</td>
<td>Psycho-Social And Policy Aspects Of Midwifery Practice</td>
<td>Apply</td>
</tr>
<tr>
<td>16/17</td>
<td>SFB1010</td>
<td>Research Skills</td>
<td>Apply</td>
</tr>
<tr>
<td>16/17</td>
<td>TFD1322</td>
<td>Introduction To Materials And Process</td>
<td>Apply</td>
</tr>
<tr>
<td>16/17</td>
<td>TID1360</td>
<td>Studio Practice 3</td>
<td>Apply</td>
</tr>
<tr>
<td>16/17</td>
<td>TID1361</td>
<td>Studio Practice 4</td>
<td>Apply</td>
</tr>
<tr>
<td>16/17</td>
<td>TID1362</td>
<td>Contemporary Practice In Context 2</td>
<td>Apply</td>
</tr>
</tbody>
</table>

You will be asked to confirm the module

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**Welcome to the extension/extenuating circumstances process.**

Please select the module concerned from the drop-down menu.

Should you wish to make a request against an additional module or assessment, you will be prompted to do so at the end of your current submission.

Software Design and Development

[Next] [Quit]

If this is correct, click **Next**. If not, select the **correct module** from the drop-down list and click **Next** or click **Quit** to return to the homepage.
Extensions and Extenuating Circumstances

Next **select** the piece of work.

Click **Next** to move on, or **Quit** to return to the homepage.

If this piece of work is broken down into smaller pieces, you will be asked to select one.

Click **Next** to move on, or **Quit** to return to the homepage.
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The information you have provided will now be displayed for you to review.

If any of this information is incorrect, click **Quit** to return to the homepage.

Otherwise, answer the question ‘Do you intend to submit on or before (due date)?’. If you answer ‘no’, you will be asked to indicate when you will be able to submit the work. **Click in the field** and **select** a date using the **date picker**.

Click **Next** to see your recommendation or **Quit** to return to the homepage.
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**Extensions**

If an extension is recommended, you will be asked to provide supporting details (maximum 200 characters).

![Extension Request Form](image)

**Fill** in the details then click **Next** to move on, or **Quit** to return to the homepage.

On clicking **Next**, you will receive confirmation that your request has been submitted and given a **unique reference** number for this request.

![Request submitted](image)

Click **Next** to return to the homepage.

You will receive an email to confirm that your request has been submitted. If evidence is required, you will receive an email asking for this to be provided.
Extenuating Circumstances

If an **Extenuating Circumstances** request is recommended, you will be given a reason why and will be able to access the Extenuating Circumstances Form.
Extensions and Extenuating Circumstances

Reviewing Existing Extension Requests

To view the status of any current extension requests, click on ‘My Extension Requests’ in the Registry Student Administration area.

<table>
<thead>
<tr>
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</tr>
<tr>
<td>16/17</td>
<td>TDI360</td>
<td>Studio Practice 3</td>
<td>Apply</td>
</tr>
<tr>
<td>16/17</td>
<td>TDI361</td>
<td>Studio Practice 4</td>
<td>Apply</td>
</tr>
<tr>
<td>16/17</td>
<td>TDI362</td>
<td>Contemporary Practice In Context 2</td>
<td>Apply</td>
</tr>
</tbody>
</table>

A list of your current requests will be displayed.
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You can **show** or **hide** completed (approved or refused) requests by **clicking** on the **Hide Complete/Show Complete** buttons at the top left.

**Submitting Evidence**

If evidence has been requested, you can **submit it** through the ‘**My Extension Requests**’ area by **clicking** the ‘**Requested**’ link for the appropriate request in the ‘**Evidence Status**’ column.

This will open an email to the correct person or team, and will contain the unique request reference number. You can then attach the evidence to the email.