Extensions and Extenuating Circumstances

Student User Guide

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Administrator
Table of Contents

Applying for an Extension or Extenuating Circumstances .......................................................... 2
  Extensions................................................................................................................................. 6
  Extenuating Circumstances..................................................................................................... 7
Reviewing Existing Extension Requests .................................................................................. 8
Submitting Evidence .................................................................................................................. 9
Applying for an Extension or Extenuating Circumstances

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

In the tab My studies, click on My details
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.

You will be asked to confirm the module

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.
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.**
Extensions and Extenuating Circumstances

Extensions

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

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.

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.
Extensions and Extenuating Circumstances

**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.

![Extenuating Circumstances Request](image-url)
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.

![Screenshot of Registry Student Administration](image)

A list of your current requests will be displayed.
Extensions and Extenuating Circumstances

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.