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# Extensions and Extenuating Circumstances

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## Student User Guide

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ASIS Support:  
ext 2255  
[asissupport@hud.ac.uk](mailto:asissupport@hud.ac.uk)

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Administrator

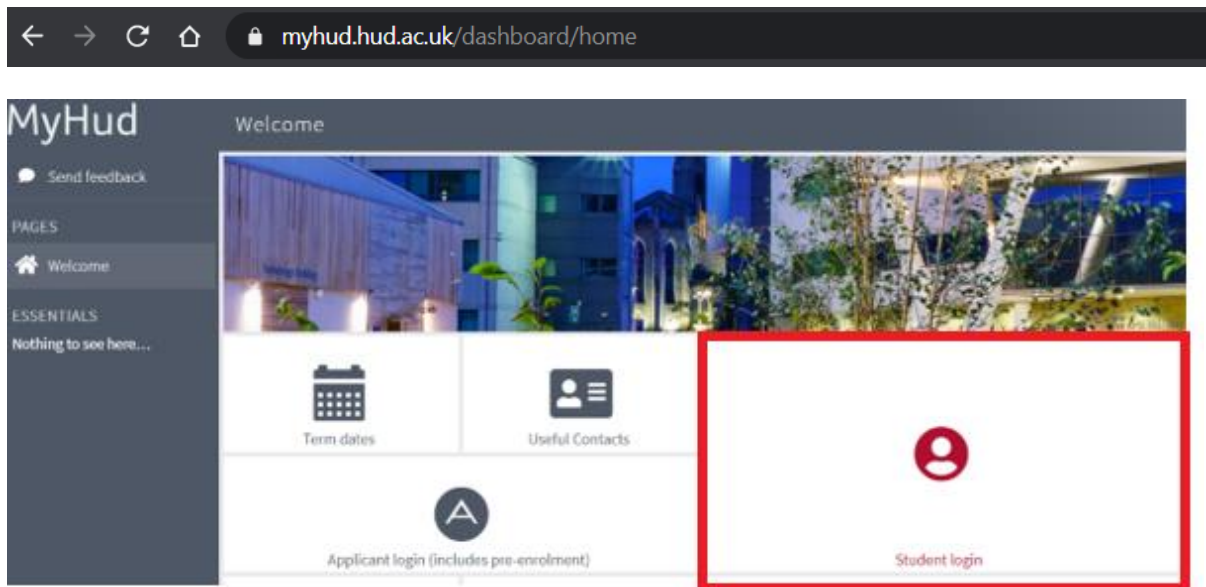
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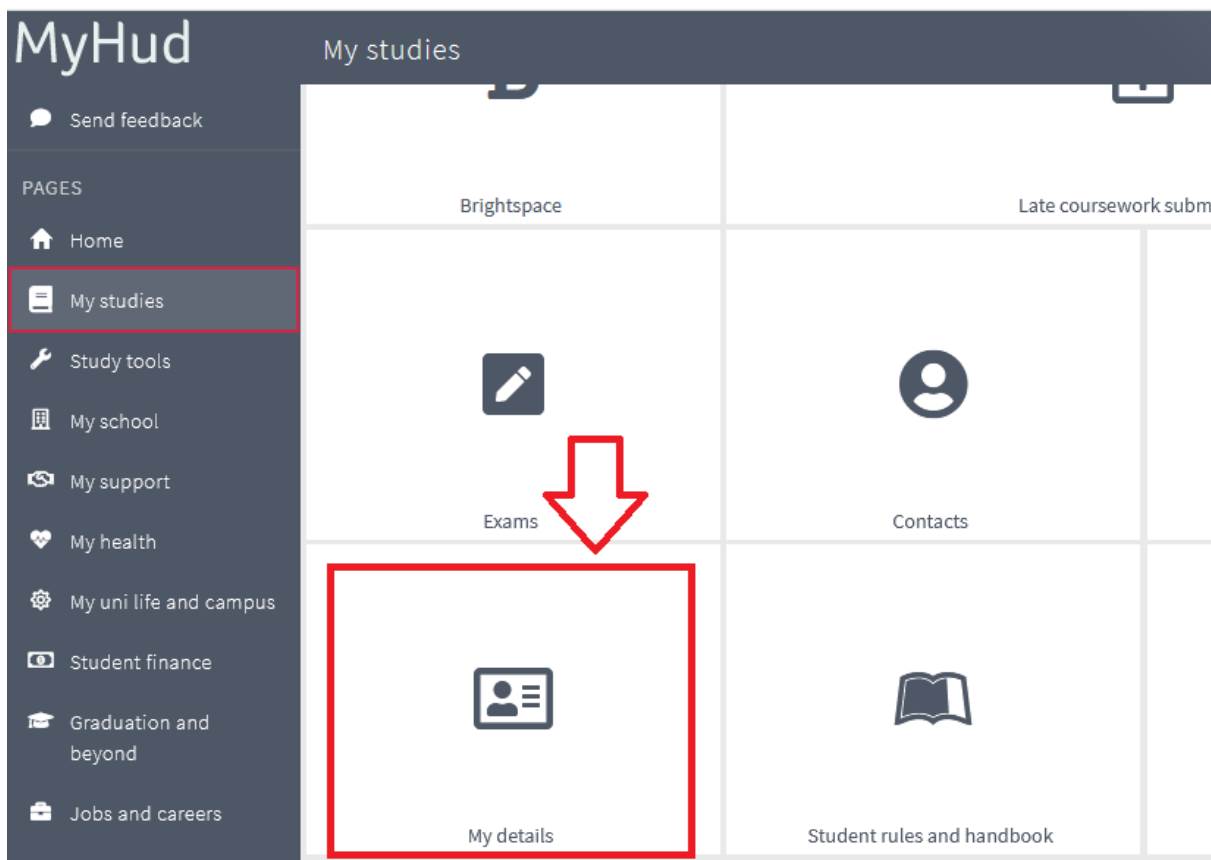
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## Applying for an Extension or Extenuating Circumstances

Log in to the **Student Portal** at [myhud.hud.ac.uk](http://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.

Registry Student Administration			
Extension/Extenuating Circumstances Application			
Year	Module Code	Module Title	Extension or Extenuating Circumstances Request
16/17	CFS2160	Software Design And Development	<a href="#">Apply</a>
16/17	HFM1007	Psycho-Social And Policy Aspects Of Midwifery Practice	<a href="#">Apply</a>
16/17	SFB1010	Research Skills	<a href="#">Apply</a>
16/17	TFD1322	Introduction To Materials And Process	<a href="#">Apply</a>
16/17	TID1360	Studio Practice 3	<a href="#">Apply</a>
16/17	TID1361	Studio Practice 4	<a href="#">Apply</a>
16/17	TID1362	Contemporary Practice In Context 2	<a href="#">Apply</a>

You will be asked to confirm the module

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.

Please select a piece of assessment

Please ensure that you select the right piece of assessment from the drop down list. You will only be able to select one assessment per request.

Those highlighted as 'resit' should only be selected where you have missed/failed to pass your first attempt at the assessment.

COURSEWORK ONE

Next Quit

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.

Select subcomponent

Please select the subcomponent

Summative literature review (2000 words)

Next Quit

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

## Extensions and Extenuating Circumstances

The information you have provided will now be displayed for you to review

Please provide further information

Some of the information below is automatically populated, please check that this is correct. Please fill in any missing information. You must complete this section in order to proceed.

**Module**  
Research Skills ?

**Assessment**  
REPORT AND ORAL PRESENTATION ?

**Subcomponent**  
Summative literature review (2000 words) ?

**Due Date**  
17/03/2017 ?

**Days remaining for submission**  
172 ?

**Do you intend to submit on or before 17/03/2017**  
? ?

[Next](#) [Quit](#)

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**.

Do you intend to submit on or before 17/03/2017 No ?

Please indicate when you will be able to submit the work

Ne Quit

March 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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).

#### Extension Request

This system has determined that you would be best served by an Extension Request.

Please confirm that the information below is correct before proceeding. If you are unhappy with any of the answers you have given, please re-start the process.

Please explain why you are making an extension request giving the details of your circumstances including the duration of your circumstances and the duration of how long you have been impacted.

<b>Module</b>	Research Skills
<b>Assessment</b>	REPORT AND ORAL PRESENTATION
<b>Subcomponent</b>	Summative literature review (2000 words)
<b>Requested Date</b>	20/Mar/2017
<b>Supporting details</b>	<input type="text"/>

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

Your extension request has now been submitted for consideration. Please allow up to 5 working days for a decision to be made.

**Student ID number will appear here**

The unique reference for this request is **EXT\_REQ\_59935596**.

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.

**Extenuating Circumstances Request**

It has been determined on the basis of the information provided that you should submit a request for Extenuating Circumstances.

**You wish to claim for poor performance.**

You have indicated that you wish to submit on or before the deadline therefore your intention is to claim for poor performance against the assessment selected.

**Please click to open the Extenuating Circumstances Form in a new window.  
Print out all three pages and follow the instructions on the form.**

[Show Form](#)



## Reviewing Existing Extension Requests

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

Registry Student Administration

### Extension/Extenuating Circumstances Application

Year	Module Code	Module Title	Extension or Extenuating Circumstances Request
16/17	CFS2160	Software Design And Development	<a href="#">Apply</a>
16/17	HFM1007	Psycho-Social And Policy Aspects Of Midwifery Practice	<a href="#">Apply</a>
16/17	SFB1010	Research Skills	<a href="#">Apply</a>
16/17	TFD1322	Introduction To Materials And Process	<a href="#">Apply</a>
16/17	TID1360	Studio Practice 3	<a href="#">Apply</a>
16/17	TID1361	Studio Practice 4	<a href="#">Apply</a>
16/17	TID1362	Contemporary Practice In Context 2	<a href="#">Apply</a>

### My Extension Requests

A list of your current requests will be displayed.

Extension Request Overview

Hide Complete
Show Complete

.....
▼

Reference	Module	Assessment	Assigned To	Time Logged	Days Logged	Submitted	Extended	Evidence Status	PLSP	Progress
_59935596	Research Skills (SFB1010)	REPORT AND ORAL PRESENTATION (SFB1010-01)	C. [blurred]	26/Sep/2016 08:43	0	On Time	Normal	<span style="color: orange;">Requested</span>		In Progress
_59936686	Software Design and Development (CFS2160)	COURSEWORK ONE (CFS2160-01)	D. [blurred]	26/Sep/2016 08:48	0	On Time	Normal	<span style="color: red;">Not required</span>		In Progress
_59936719	Psycho-Social and Policy Aspects of Midwifery Practice (HFM1007)	Poster Presentation (HFM1007-001)	Dr. [blurred]	26/Sep/2016 08:49	0	On Time	Normal	<span style="color: orange;">Requested</span>		In Progress

Exit

## 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.

The screenshot displays the 'Extension Request Overview' interface. At the top, there is a search filter input field and two buttons: 'Hide Complete' and 'Show Complete'. Below this is a table with the following columns: Reference, Module, Assessment, Assigned To, Time Logged, Days Logged, Submitted, Extended, Evidence Status, PLSP, and Progress. A row is visible with the following data: Reference: 0\_59935596, Module: Research Skills (SFB1010), Assessment: REPORT AND ORAL PRESENTATION (SFB1010-01), Assigned To: [redacted], Time Logged: 26/Sep/2016 08:43, Days Logged: 0, Submitted: On Time, Extended: Normal, Evidence Status: Requested, PLSP: [redacted], Progress: In Progress.

Overlaid on the bottom half of the screenshot is an email composition window titled 'Evidence submission for EXT\_...' and '360220\_59936686 - Message (HTML)'. The window shows a standard email interface with a menu bar (File, Message, Insert, Options, Format Text, Review, Adobe PDF) and a toolbar with various icons for editing and sending. The 'To' field is populated with 'SCE Student Support' and the 'Subject' field contains 'Evidence submission for EXT\_R \_ 0220\_59936686'.