



University of  
St Andrews

## School of Biology Extension Request Form

This extension form can only be used for extension requests in the School of Biology.

Please see the policy on extenuating circumstances [here](#).

Extensions sought through this form are for short-term reasons that are impacting your assessment submission for no more than 10 working days.

Self-certificates are required if a student fails to submit a compulsory assessment on time, including an extended deadline or where a student has previously negotiated an extension ([Self-certificate | Current Students | University of St Andrews \(st-andrews.ac.uk\)](#)).

Where the reasons for requesting an extension are not related to reasonable adjustment and have impacted (or will be expected to impact) your studies for more than 10 working days you should contact the School Wellbeing Officer ([Biowellbeing@st-andrews.ac.uk](mailto:Biowellbeing@st-andrews.ac.uk)).

Extensions do not apply to exams. If you cannot complete your exam, contact the Director of Teaching ([Biodot@st-andrews.ac.uk](mailto:Biodot@st-andrews.ac.uk)).

Once a decision has been made the School will notify you by email. This form may be shared with colleagues such as the Director of Teaching, the School's Wellbeing Officer, the School's Disabilities Coordinator, and Student Services.

If you require assistance with completing this form, please contact your Adviser of Studies or the School's Wellbeing Officer.

Student Services can provide support in navigating the impact of the extenuating circumstances and in determining reasonable adjustments. They offer a range of support services, and we encourage you to contact them if you need assistance. Student Services cannot grant extensions or deferrals. Only the School can grant academic adjustments.

<http://www.st-andrews.ac.uk/students/advice/>

**You must email this completed form to the relevant Module Organiser (copying in [bioteach@st-andrews.ac.uk](mailto:bioteach@st-andrews.ac.uk)) at least 2 working days before the deadline for the coursework affected. Retrospective extensions cannot be considered.**

1. Full Name	
2. Student Number	
3. Are you an Undergraduate or Postgraduate Student?	
4. Module Code	
5. Assessment Name	
6. Original Coursework Deadline (dd/mm/yy)	
7. Number of Days Extension Requested	
8. Have you informed Student Services about your current extenuating circumstances in relation to this request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are you receiving support from a professional, including a GP or private counselling service, who could provide further information if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
10. Reason for Extension Request	<input type="checkbox"/> Illness/ Injury/ Medical <input type="checkbox"/> Exceptional/ Unforeseeable Personal Issue <input type="checkbox"/> Disability <input type="checkbox"/> Bereavement <input type="checkbox"/> Other

<p>11. If you are requesting an extension for more than one Biology module, please list the other Biology modules you are requesting extensions for</p>	
<p>12. Brief Supporting Information</p> <p>Please briefly (200 words max) explain how your current circumstances have disrupted your studies, including dates affected, potential time needed for extension, and any supporting information you may have (e.g. certificates of absence or supporting documents - <a href="https://www.st-andrews.ac.uk/students/rules/dataprotection/">https://www.st-andrews.ac.uk/students/rules/dataprotection/</a>)</p>	