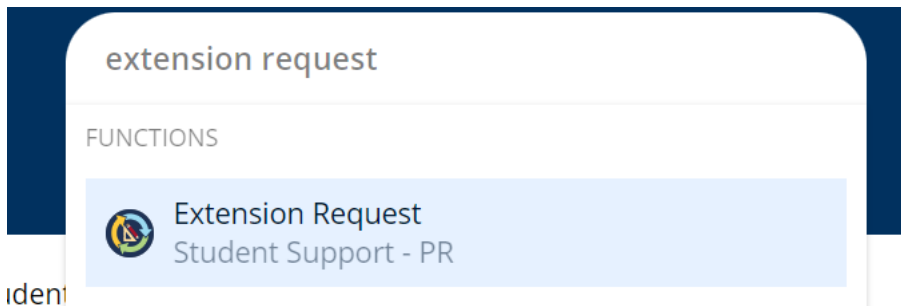
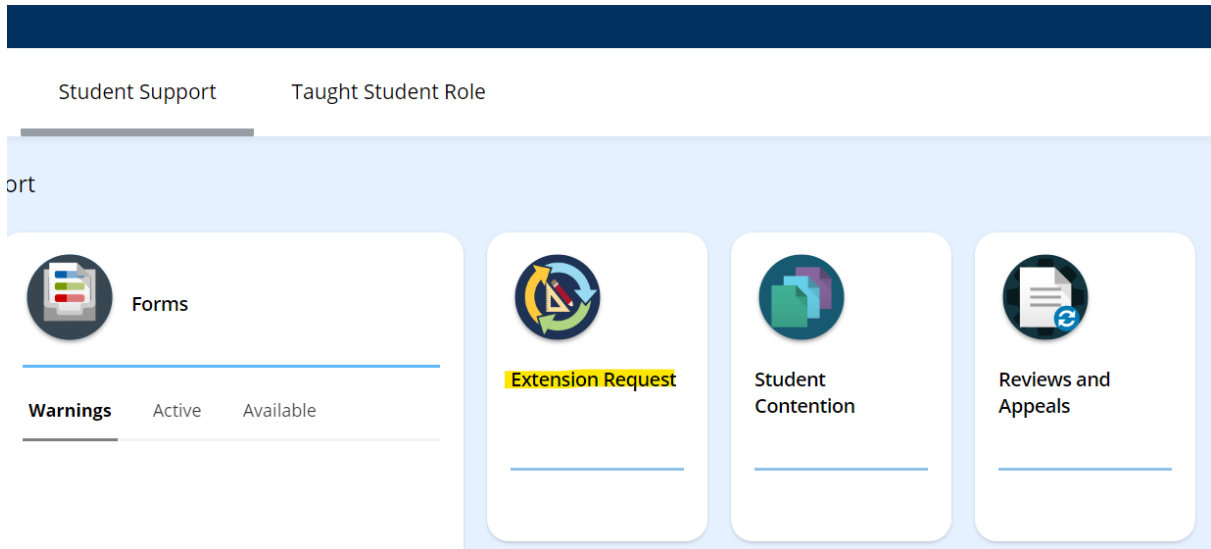


Submitting an Extension Request

Below details how to submit an extension request from your OneUni portal, please contact your school office for further details on the university extensions policy.

1. From your OneUni homepage, click on the Student Support tab and select the Extension Request tile. Alternatively, you can search for Extension Request in the Enterprise Search bar.



2. Select 'Extension' from the drop down box under 'Please select a support request below'.

Request Information

Please Select a Support Request Below : *

▼

Description
Extension

If you scroll down you will see information regarding extension requests, including a link to the UoL Extensions Policy.


Your student details should already be populated under the 'Student' section. If any of these details are incorrect, you can update them by clicking on the My Details tile on your OneUni homepage.

3. Scroll down to the 'Course' section of the form and select your programme, module and assessment element (i.e. coursework) that you would like to apply for an extension for by clicking on the drop-down arrow next to each line or by starting to type the information.

Course

What programme are you studying?

Programme * 

Module * 

Assessment * 

Please note- you can only apply for one assessment element per extension request form as these need to be considered individually. If you would like to apply for an extension for more than one element, you will need to submit a separate form.

4. In the Method of Contact box, select email from the drop-down list as the method of contact (mandatory field).

Notify me on

Do you wish to be notified?

Method of Contact *

Email 

5. Scroll down to the 'Case Details' section of your form and enter the fields to the best of your knowledge. You can select a reason for the extension request from the drop-down option list.
6. Under the Please Attach Any Evidence To Support Your Claim section, either drag and drag evidence or select the add button and upload evidence (mandatory field). You will need to submit a short personal statement with further details regarding why you are requesting an extension.

Please note- extensions should not be requested retrospectively.

Case Details

Module Co-ordinator Name *

Assessment Title *

Reason For Extension Request *



Assessment Due Date *

Personal Statement *

7. Scroll down to the Attachments section and click on the blue 'Add' button to the left of the screen. Then select 'Add from local drive'. Alternatively, you can drag and drop your attachments.

Case Details

Please Attach Any Evidence To Support Your Claim *

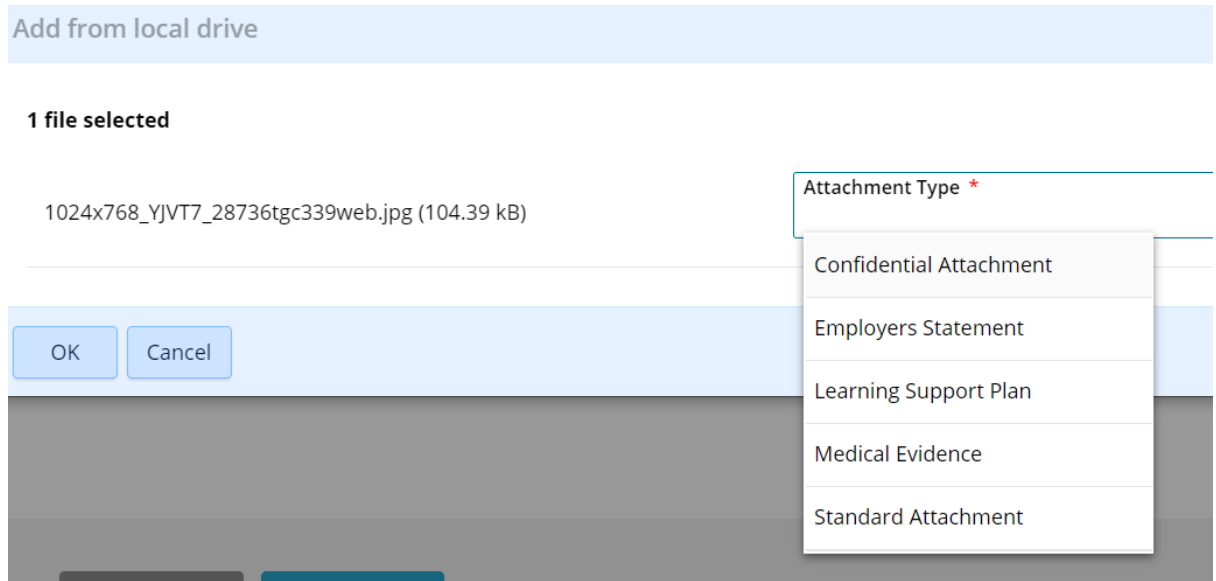
 Drag new attachments here



 Add

8. Click on the blue '+' button and select a file to upload, then confirm what type of attachment it is from the list of options. Press OK to finish the upload.

Your attachment should provide evidence to support your request for an extension (such as a doctor's note), if you are unable to provide further evidence or it is not relevant to your request, please attach a document with a short statement confirming this.



9. Scroll to the bottom of the form and press the blue 'Submit' button.



You will see confirmation of your submission on the screen and will receive email notifications with any updates on your request to your university email address. You can press the '+ Add' button to submit another request.



Request Successfully Lodged

Your case has been logged

