

Note on submission deadlines:

Requests for extensions must be made a minimum of 2 weeks before the submission deadline in order to be given consideration. The new submission deadline for successful extension will be communicated by the Appeals and Complaints Officer.

Dissertation Supervisor's Comments (please use an additional sheet if necessary):

I give my support to this request for an extension to the Dissertation deadline

Signed		Date	
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FOR OFFICE USE

Staff Member Responsible		Date Received	
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REASON FOR REQUEST

Serious illness of partner, friend, relative		Excessive but temporary employment demands	
Other reason having a substantial effect		Bereavement	
None of the above		Illness	

DECISION

Extension Granted		Extension Refused		Further evidence / info requested	
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New Submission Deadline	
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NOTIFIED

Course Leader		CPD Team		'O' Drive list updated	
Supervisor/s		SITS Updated		Library	