

Extension Request

University
for the
Creative Arts



Guidance Notes and Form

You should use this form if you have had, or will have, unexpected or unforeseen delays to your studies which will result in at least one of the following:-

- Prevent you from completing your current unit by the end date;
- Prevent you from completing your current level by the end date.

Short Course students should refer to the Extensions and Deferrals policy, and contact their tutor to apply.

You are responsible for managing your learning throughout your studies, and engaging in line with OCA's Active Study policy. However we do recognise that you may experience circumstances beyond your control which can affect your studies, and in these cases you may decide to make an extension request.

Please ensure that you read the Extensions and Deferrals policy in full before completing this form. This includes examples of evidenced circumstances which may be accepted, and those which are unlikely to be accepted.

All OCA policies and frameworks can be found on our website:-
<https://www.oca.ac.uk/about-us/our-policies/>

Guidance Notes

Before applying, you should read the Extensions and Deferrals policy, taking care to check:-

- Your circumstances meet the criteria for an extension
- What supporting evidence you will need to have or arrange

You may also find it helpful to read through the example form, alongside the application form. Make a note of anything that is unclear to you, or that you might need to ask for help with.

Section 1

This section includes your personal details. If you are unsure of your student number, you can find this on your welcome email. It is also a part of your OCA email address, after your first name.

Section 2

If you are unable to complete your current unit by the given end date, you will be applying for a **unit extension**. If you are unable to complete your level by the given end date, you will be applying for a **level extension**. In some cases you may be applying for both; please do ask for help if you are unsure.

Section 3

The Extensions and Deferrals policy gives information on what is considered grounds for an extension request, and also what is unlikely to be considered. Please select the appropriate option on the list.

Section 4

You should list the period(s) affected here, and the amount of time you have lost due to the grounds for which you are applying.

Section 5

An impact statement will describe the impact the circumstances had on your studies and why this prevented / will prevent you from completing within the allotted timescale.

Section 6

Along with the duration of extension you are requesting, this section should include an indication of how you propose to complete during the extension period e.g. proposed assignment submission dates.

Section 7

List any supporting evidence you are including, so that the clerk and the panel can be sure they have seen everything you intend them to see.

Declaration and signature

Take care to check and agree the declarations before submitting your application. If you are unable to include an electronic signature, please type your name into the field and return the document by email. Using your OCA email account to submit this will act as an electronic signature.

If you have any questions, or need assistance with this please speak to the Learner Support Team (learnersupport@oca.ac.uk / 01226 777 593). You can also request a printed version of the form; this can be printed as standard, or in alternative formats such as specifically coloured paper or large print.

Frequently asked questions

Who can I ask for help?

The Learner Support Team (learnersupport@oca.ac.uk / 01226 777 593) can help you with any queries relating to the policy or making your application.

How do I submit an application?

If you have read the policy and feel that your circumstances should lead to an extension, please complete the form attached, ensuring that any supporting evidence as outlined in the policy is submitted with your form.

You can submit the form either by email (learnersupport@oca.ac.uk - titled Extension Application) or post (Learner Support Team - Extensions, The Open College of the Arts, Michael Young Arts Centre, Room 201, DMC 02, County Way, Barnsley, S70 2JW).

What outcomes can I expect following consideration of my application?

You will be notified of the outcome by email to your OCA student email account, unless agreed otherwise. If your application has been declined, you will be advised on the reason for this and any implications this has for your studies. If your application is successful, you will be advised of the extension awarded, any conditions attached to the extension and any implications the extension may have on your overall timeframes.

Extension Request

Application Form

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You should complete all sections of the form and submit this with the required **supporting evidence**. Applications without accompanying evidence will be returned.

Please ensure that you have read the **Guidance Notes** in full, and the Extensions and Deferrals policy.

Contact about your application will be via your OCA email address unless agreed otherwise.

1. Student details

Name

Student Number

Phone number

Programme of Study (e.g. BA Hons
Photography, Foundations in Drawing)

2. I am applying for extension to... (please tick all that apply)

Extension to the unit timeframe

If yes, which unit(s)

Extension to the level timeframe

3. Grounds for application

Personal illness / health

Illness of a close relative or dependant

Bereavement

Sudden deterioration of a long-term condition

Loss of employment

Other (please outline, ensuring you have first read the policy)

4. Dates during which these circumstances apply / applied, and the amount of study time lost

5. Impact statement (what impact the circumstances had on your studies, and why this prevented you from completing within the allotted timescale)

6. Duration of extension requested

7. List of supporting evidence included

Declaration and signature

I have read and understood the guidance in the Extensions and Deferrals policy

I have completed this form in full with appropriate supporting evidence

I confirm that all information provided is accurate to the best of my knowledge

Signature

Date