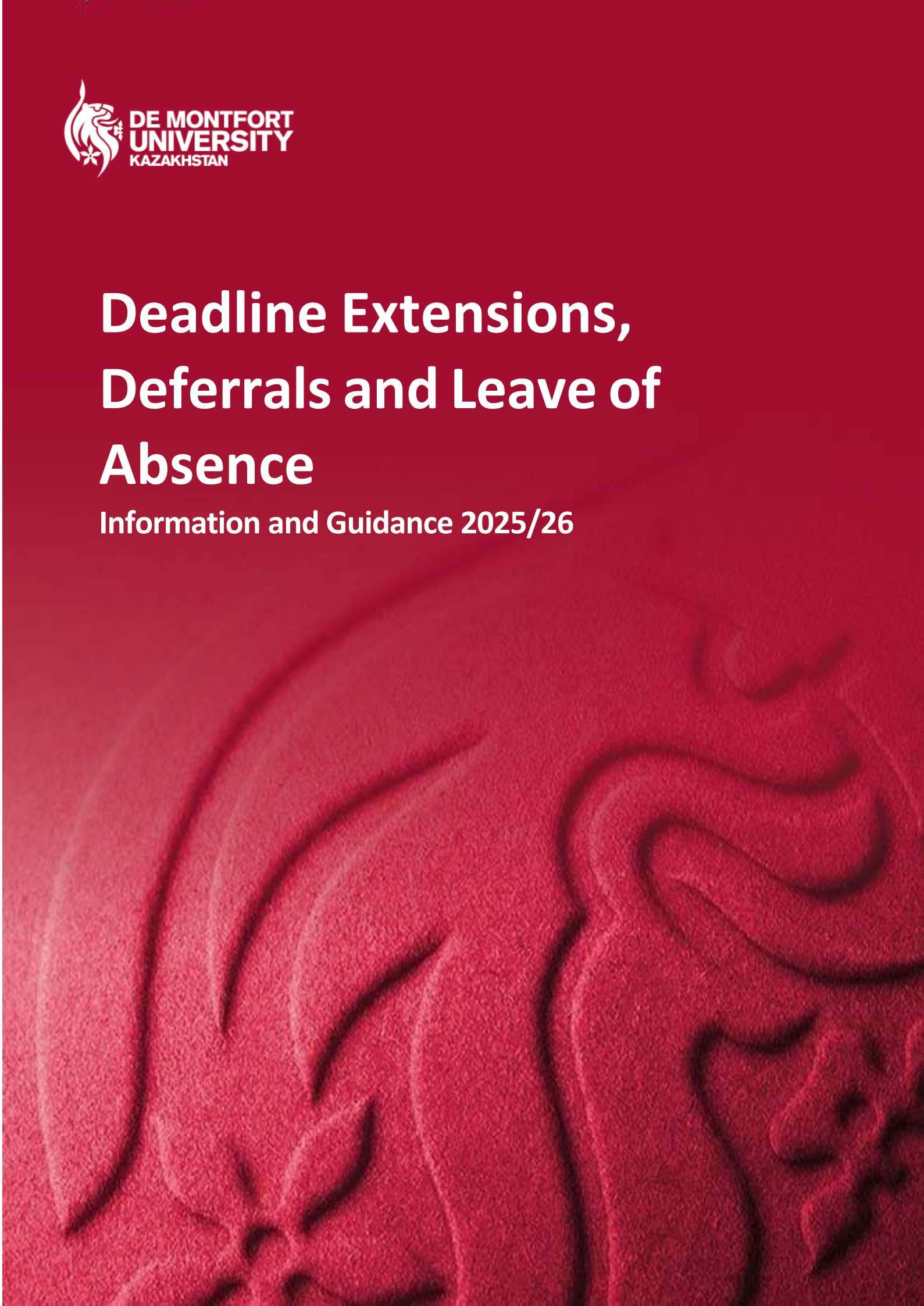
DE MONTFORT UNIVERSITY KAZAKHSTAN

Deadline Extensions, Deferrals and Leave of Absence

Information and Guidance 2025/26



1. Introduction

1.1 Sometimes students are unable to meet assessment deadlines due to unforeseen circumstances, or have significant personal or medical issues which mean that they would benefit from some time away from their studies. New students may also experience initial difficulties settling in to university life.

1.2 The university offers several options for students in such situations, which are outlined in this section. Decisions on students' options should be taken in discussion with the relevant academic staff and requests for deferrals or interruptions will require supporting evidence.

1.3 For deferral information, please see the general regulations and procedures affecting students.

1.4 For advice and guidance about extensions, deferrals or leave of absence, please contact your module or programme leader, Academic Quality and Systems Department.

1.5 Some programmes may have different requirements from those outlined in this section. Please refer to the programme-specific regulations for details.

2. Extending assessment deadlines

2.1 Students may request an extension to an assessment deadline using the extension to coursework application form. The request should be made to the module leader in advance of the deadline. The module leader has the discretion to grant an extension of up to five university working days. Guidance on granting extensions and supporting evidence can be found in Appendix 1.

2.2 If a deadline extension is approved the module leader will sign the completed extension form and confirm the revised deadline date. The student should submit this form with the assessment.

3. Deferring assessments

3.1 Students may request a deferral (delay) in submitting assessments or sitting formal examinations. This means that a student can take the assessment at a later date than scheduled without it having an effect on reassessment opportunities. Normally, students will be automatically registered to take deferred assessments at the first opportunity provided.

3.2 A deferral should only be requested if a student's performance in assessment(s) is likely to be seriously affected by personal or medical circumstances and should be supported by evidence. Periods of suspension, debt hold or debt exclusion will not be accepted as valid reasons for seeking a deferral. Deferral requests are made on the appropriate deferral form available from the Student Advice Centre and considered by a faculty or university panel.

3.3 Chapter on Deferral of assessments of the general regulations and procedures affecting students outlines the deferral process and the evidence required to support a deferral application.

4. Leave of absence

4.1 Students who are experiencing significant personal or medical issues may wish to consider requesting a leave of absence. This request should be made on the leave of absence agreement form to the Academic Director or nominee and supported by third party documentary evidence.

4.2 Leave of absence is different from requesting an extension to a deadline or a deferral because it is a longer-term measure which is not meant to resolve a specific issue about one or more assessments. It relates to a student's status; during a period of leave of absence a student will not attend the university or take assessments. However, students on leave of absence may access LearningZone, the university's virtual learning environment.

4.3 Students going on maternity leave may with the agreement of the Academic Director or nominee, maintain some engagement with their studies. The DMU policy and procedure for student pregnancy, maternity, secondary carer (paternity) and adoption leave provides further information.

4.4 A leave of absence of no more than one year may be granted in the first instance, which will be included within a student's maximum period of registration. A shorter leave of absence than a year may be agreed to suit a student's circumstances and if a suitable point to return to study is identified.

4.5 The timing and conditions of a student's return from a leave of absence will be provisionally agreed when the leave of absence is approved and recorded on a leave of absence agreement form.

4.6 A student returning from a leave of absence will normally be subject to the regulations and programme structure which apply to the student cohort they are joining.

4.7 All module marks achieved up to the point of the leave of absence will be carried forward on a student's return.

4.8 A student may request to take a gap year from their studies by using the leave of absence form. Evidence will not be required to support such a request. A gap year of no more than one year may be granted, normally on successful completion of a student's current academic level of study and at the latest by the end of week two of teaching of the next academic year. The gap year will be included within a student's maximum period of registration.

5. Unauthorised late submission of assessment

5.1 If an assessment is submitted later than the deadline without an approved extension or deferral the mark received will be capped.

5.2 If an assessment is submitted up to 24 hours past the deadline for submission, the mark for the work will be capped at the pass mark of 40 per cent for undergraduate modules or 50 percent for postgraduate modules.

5.3 If an assessment is submitted more than 24 hours late the work will receive a mark of zero per cent.

5.4 The above applies to a student's first attempt at the assessment. If work submitted as a reassessment of a previously failed assessment task is submitted later than the deadline the work will immediately be given a mark of zero per cent.

5.5 If an assessment which is marked as pass/fail rather than given a percentage mark is submitted later than the deadline, the work will immediately be marked as a fail.

Appendix 1: Extensions to coursework deadlines guidance

The guidance below is to support students in making applications for an extension to a coursework deadline and to support module leaders (or other authorised persons) in considering the approval of a request.

Requests should be made on the coursework extensions request form and sent by email to aqs@dmuk.edu.kz in as timely a manner as possible. Requests received later than 24 hours before the date and time that the work is due to be submitted will not be considered.

Should an extension to a coursework deadline be granted, this does not guarantee the approval of any future extension requests.

Extensions to deadlines can only be granted up to a maximum of five university working days as outlined in section 5 of these regulations. However, please consider setting a shorter extension appropriate to the student's circumstances. The agreed deadline should be communicated to the student by email.

Relevant circumstances and evidence to support the request

The table below lists the circumstances in which an extension request is likely to be granted. The reason for the request and the evidence to support it should be timely and show clearly how the circumstance affects the student's ability to work in the days/weeks prior to the coursework submission date.

Evidence which does not cover the time period in question will not be accepted to support an extension request. Other evidence which will not be accepted includes self-certification, statements from family and friends, social media postings, illegible evidence and evidence in a language other than English.

If a student believes the university already holds relevant information which could be used as evidence, details should be provided on the request form.

Circumstance	Examples of evidence
Recent short-term physical illness, injury or mental health issue	Dated and signed letter from doctor, consultant, hospital, dentist, counsellor or other external support service Ambulance documentation Letter of support/explanation from a support service in the university
Long-term or chronic physical or mental health condition which has recently worsened, temporarily or permanently	Dated and signed letter from doctor, consultant, hospital, dentist, counsellor or other external support service Ambulance documentation Letter of support/explanation from a support service in the university
A hospital appointment which cannot reasonably be rescheduled and which directly conflicts with a time-constrained coursework assessment	Letter from hospital confirming appointment date and time
An unexpected issue relating to pregnancy, maternity or paternity	Dated and signed letter from doctor, midwife, consultant, hospital or other external support service
Recent bereavement or serious illness of a person with whom/ the student has a close relationship or a responsibility of care	Dated and signed letter from doctor, consultant, hospital, dentist, counsellor or other external support service Death certificate, public announcement, legal document or order of service as proof of bereavement
Recent breakdown in a long-term relationship	Dated and signed letter from external support service Letter of support/explanation from a support service in the university or De Montfort Students' Union
Emergencies involving dependents or caring responsibilities, including caring responsibilities for an adult family member/sibling	Email/letter from organised carers to confirm the breakdown in normal arrangements e.g. school, nursery, care home; email/letter from doctor, Social Services or carers' charity
Being the victim of a crime, which is likely to have significant emotional impact	Crime reference number and crime report (if available)
Military conflict, natural disaster, major and exceptional travel disruptions or extreme weather conditions	Flight, rail or coach disruption summary for significant travel issues

Circumstance	Examples of evidence
Recent significant personal incident such as house fire, homelessness	Insurance letter Letter from external support service
Appearance at court or jury service	Solicitor's letter in relation to attendance at court as a witness, defendant or plaintiff Bail information or charge sheet Jury service letter
Recent and exceptional financial difficulties beyond the student's control	Bank letters, Student Finance letters, council letters, documentation from Citizens' Advice Bureau for significant financial issues Support letter from the university

Circumstances in which an extension request will not be approved

An extension to a coursework deadline will not be granted in circumstances which could be reasonably anticipated such as routine medical appointments, holidays, weddings, moving house, sporting events, acts of religious observance and other similar circumstances which are foreseeable.

Minor short-term illnesses or injury such as a common cold would not have a significant adverse ability on a student's ability to complete the assessment on time and are not grounds for approval of an extension. Medical conditions not diagnosed/supported by a doctor are not normally acceptable grounds for an extension; this includes medical certificates with statements such as 'the patient informs me that...', 'the patient reported that…' and 'student declared that they had been unwell…'

An extension will not be granted where a student's own organisational abilities have caused an issue with meeting a deadline. These include poor time management, failure of IT equipment, uploading incorrect information to Turnitin, commitments to paid or voluntary employment and other similar situations.

An extension will not be granted in cases in which running for office (for example as an officer of De Montfort Students' Union) has caused an issue with meeting a deadline.

A period of suspension, debt hold or debt exclusion is not a valid reason for an extension. This includes situations where the submission deadline falls within the period of suspension, debt hold or debt exclusion.

If an extension request is incomplete or is received later than the deadline specified in the overview, above, it will be rejected.

Where an extension is granted, failure to meet the new deadline will result in a penalty for late submission.