

## APPLICATION FOR AN ALLOWANCE FOR COURSEWORK BECAUSE OF ILLNESS – PART IIA PROJECTS, 2016

Students are expected to complete as much as possible of the work associated with their two projects, but the four week timetable imposes tight constraints. If there is *any* significant disruption to your project work (whether or not a report deadline is missed), you *must* notify your Tutor, Project Leaders and the Director of Undergraduate Education by email *immediately*. Your Director of Studies will be notified by the Teaching Office.

**If the deadline for any report is missed, or you are absent from a compulsory session, this form must be submitted by the student’s Tutor as soon as possible, and preferably *within three working days* of the date missed. No forms will be accepted after Wednesday June 8th 2016.**

Following first notification of disruption of a project due to illness, weekly consultations involving the Director of Undergraduate Education, Project Leaders and Director of Studies will be required until the project is back on track. This is in order to determine reasonable extensions to deadlines, or to agree a reduced or alternative submission of project work if appropriate.

Extensions for interim reports may be made until the final project deadline. Extensions for final reports are limited to a maximum of four days, and *only in exceptional circumstances*, since the Examiners must publish the final class lists two weeks after the submission date. An allowance of marks may be made only if a substantial part of the project work has been submitted, with the total mark being extrapolated in suitable proportion. Note that allowances are considered separately for each project, i.e. marks awarded for one project will not be used as a basis for awarding marks on the other project. Failure to submit *any* reports on a project will be treated in the same way as a missed examination: zero marks awarded and referral to the University Applications Committee.

To: Director of Undergraduate Education, Teaching Office, Department of Engineering

**Part A** of this form should be completed by the **Student**. The form should then be passed to the **Tutor** who is requested to complete **Part B** and forward the **complete** form to the Director of Undergraduate Education, Teaching Office, Department of Engineering. **Part C** will be completed and a copy of the form returned to both Student and Tutor.

### Part A TO BE FILLED IN BY THE STUDENT

Full name: <i>(block capitals)</i>	College:	Email:
Student's signature:		

Date work first disrupted:	Date of first email to Tutor, Project Leaders and Director of Undergraduate Education:
----------------------------	--

Extensions to report deadlines/removal of mark penalties requested:

Project	Report / Session	Report due date / Date(s) of missed session	Requested submission date / Removal of mark penalty

**Part B TO BE FILLED IN BY THE STUDENT'S TUTOR (not DIRECTOR OF STUDIES)**

Name of Tutor: <i>(block capitals)</i>		College:	Email:	Tel:
Nature of illness or other grave cause:				
Dates between which work was <b>impossible</b> due to the illness:		Dates between which work was <b>hampered</b> by the illness:		
Additional comments: <i>(After the Allowance has been processed by the Teaching Office, a copy of the <u>complete</u> form will be returned to both Student and Tutor. Please attach a separate letter if you wish to include confidential information.)</i>				
				Please tick:
Signature of Tutor:		Date:	Period affected was less than 7 days	
			Period affected was 7 days or more and I enclose a doctor's certificate	

**Part C FOR TEACHING OFFICE USE:**

Date form received:

<b>EXTENSIONS APPROVED</b>	
<b>MARK PENALTIES REMOVED</b>	
<b>MODIFIED SUBMISSIONS APPROVED</b>	
Signature:	Date: