



Assignment Extension

Extensions should only be given for valid reasons and be limited to the time needed to complete the assignment. It is assumed that the student will do everything possible to finish the assignment as early as possible. Permission for extension should initially be given by the course instructor. Should the extension or the replacement exam go beyond one week after the end of the block, the request must be submitted to the Board of Examiners with a recommendation of the course instructor.

Procedure

One form should be used for each course assignment for which extension is requested. The student must show that there are compelling and unforeseen reasons to extend the deadline beyond one week after the block and indicate the new deadline. The student must have a recommendation of the course instructor who states that the student is in good academic standing (i.e., has so far attended classes and submitted any required work) and supports the indicated new deadline. The student must submit proof of the personal circumstances.

A report from a medical professional must be provided if the request is made on the basis of medical reasons. Please note that all documents provided in any language other than English, German, French, or Dutch should be accompanied by an official translation in English. The student (not the instructor nor the study advisor) is responsible for submitting the form to the Board of Examiners.

The Board aims to communicate its decision within 15 working days after the application is received.

Study programme

Students are required to discuss the consequences of an extension delay with the Study Advisor, should they risk a study delay.

Special care should be taken by those students who are subject to the BSA (Binding Study Advice) regulations since withdrawing from a course could mean that they can no longer satisfy the BSA requirements. For more information see chapters 3.6 and 3.7 of the Student Handbook.

Capstone

An exception applies to the Capstone assignment (thesis). Please check the Capstone Manual for the rules on extensions for the Capstone.

Please submit the completed form including all necessary supporting materials to:

BoE@luc.leidenuniv.nl



A. Personal information

Last name: Student ID:

First name(s): First enrolled at LUC:

Email: Major:

B. Assignment Extension information

List below the official name of the course for which you request the assignment extension:

Course title							
Instructor							
Block		AY:		ECTS		Level	

C. Motivation

Briefly describe the reason(s) for requesting deadline extension for the assignment. Explain why extension beyond one week after the end of the block is needed and indicate the new deadline:

D. Supporting documentation

Student confirming that has attached proof / statement of personal circumstances:

E. Academic standing

To be filled out by course instructor. The student is currently in good academic standing in the course listed above (eg, the student has so far fulfilled the attendance requirements and submitted any required work) and the indicated new deadline is reasonable.

Instructor's Name:

Date:

Instructor's Signature: