## APPLICATION FOR ADJUSTMENT TO THE MAXIMUM TIME LIMIT FORM

## This form must be completed where a student in exceptional cases wishes to request that the maximum time limit for a taught award be adjusted.

Details of the maximum time limits for the completion of each taught award are provided in Section 6.3.2 of Chapter 6 of the Academic Quality Handbook 2024/25.

You should complete sections 1 to 5 of the form, ensuring that you provide compelling independent evidence to support your application. You should then arrange for your **Programme Manager** to complete section 6. The completed form should be sent to the Academic Office **only after all sections have been fully completed** which will then be referred to the Special Cases Committee for consideration..

**Please read the guidance notes at the rear of this form and ensure that ALL sections of the form are completed.**

The Academic Office will inform you of the final official decision on your request via email.   
  
**You must not assume that your request has been approved until you receive formal notification of the decision from the Academic Office.**

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| The fully completed form with your supporting evidence should be emailed to: [**aocases@uwtsd.ac.uk**](mailto:aocases@uwtsd.ac.uk) |

**The University will normally acknowledge receipt of your request and provide you with any updates and an outcome by email; therefore it is important that you check your University and personal email accounts regularly.**

**This form is available electronically from the Academic Office web pages:** <http://www.uwtsd.ac.uk/academic-office/>

**1. Student details:**

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| Student name: |  | | | |
| Student number: |  | | | |
| Address: |  | | | |
| Telephone number: |  | | | |
| E-mail address: |  | | | |
| Programme of study: |  | | | |
| Level of study: |  | | | |
| Mode of study: | Full-time | Part-time | | Distance learning |
| Institute: |  | | | |
| Campus: |  | | | |
| Start date  *(where known)* |  | | | |
| **Current end date**  *(where known)* |  | | | |
| Any previous adjustment to the maximum time limit? | Yes | | No | |
| If “Yes”, please give dates and grounds for previous adjustment: |  | | | |

**2. Reason for request that maximum time limit should be adjusted:**

|  |  |
| --- | --- |
|  | **Health/Medical**  Please provide a medical certificate or letter or email from your doctor, consultant or other healthcare professional indicating the duration and recent impact of the condition. |
|  | **Compassionate (including serious domestic difficulties)**  Please provide independent evidence which clearly explains the situation and indicates how long the circumstances have impeded your ability to engage with study. |
|  | **Exceptional Professional Commitments**  Please provide a letter or email from your employer which provides a description of the exceptional workload and for how long this was the case.  **Maternity, paternity or adoption leave**  Please provide a MAT B1 form, birth certificate or confirmation of adoption from an independent source.  **Exceptional circumstances beyond your control**  Please provide appropriate independent evidence. |

3. Proposed additional time required. Please indicate the length of the adjustment that you wish to request.

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**Please note: all dates are provisional until verified by the Academic Office.**

**4. Case for application:** Provide a full and reasoned case for requesting the maximum time limit to be adjusted.

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**5. Verifiable independent documentary evidence:** List the documentation which you have attached in support of your request. Please note that the Academic Office will **NOT** seek evidence on your behalf – **it is your responsibility to provide this as part of your application**. It is your responsibility to provide a translation undertaken by an accredited translator for any material not in English or Welsh – untranslated documents will not be considered.

**Please do not attach photos of a graphic nature such as injuries or body parts which will not be accepted – only verifiable independent documentary evidence is required.**

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| *If you are still awaiting evidence, you should indicate the expected date this will be submitted.* |

**Once you have completed the above sections, you should sign this form and then send it to your Programme Manager and ask them to complete section 6. You should NOT submit this form to the Academic Office unless section 6 has been completed by the appropriate member of staff.**

**PLEASE NOTE: YOUR APPLICATION WILL NOT BE PROCESSED UNLESS ALL SECTIONS HAVE BEEN FULLY COMPLETED AND SUPPORTING EVIDENCE IS PROVIDED.**

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| The information which I have provided is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to the relevant Examiners and officers of the University who are responsible for considering mitigating circumstances. I also understand that this request for mitigating circumstances will be kept on my University record. **Submitting a false request or false documentation is a serious matter and would be regarded as an attempt to gain unfair advantage. This would be an academic offence and would be dealt with under the Academic Misconduct or Non-Academic Misconduct Procedures. The University reserves the right to check on the validity of any document(s) you submit or statements you make in this request.**  **By typing your name in the box below you are signing this form electronically.** | | | |
| **Signature of Student:** |  | **Date:** |  |

**6. Programme Manager consideration of request:**

|  |  |
| --- | --- |
| **Supported** | **Not Supported** |
| *The Programme Manager* ***MUST*** *provide a statement that shows that the situation has been evaluated and whether or not the request to adjust the maximum time limit is considered appropriate:* | |

**By typing your name in the box below you are signing this form electronically.**

|  |  |
| --- | --- |
| Name of member of staff: |  |
| Signature: |  |
| Date: |  |

### GUIDANCE NOTES FOR STUDENTS APPLYING FOR AN

### ADJUSTMENT TO THE MAXIMUM TIME LIMIT

Details of the maximum time limits for the completion of each taught award are provided in Section 6.3.2 of Chapter 6 of the Academic Quality Handbook 2024/25. The maximum time limits may be adjusted in exceptional cases by submitting a request on this form.

***Sections 2 and 5 – Reason & supporting evidence for request that maximum time limit should be adjusted***

You must make sure that you clearly mark the reason for the request and provide compelling independent evidence. Incomplete applications will not be considered.

***Section 3 – Proposed additional time required***

You should indicate the length of the adjustment that you wish to request. Please note that all dates are provisional until verified by the Academic Office.

***Section 4 – Case for request***

You should use this section to set out a full and reasoned case for requesting the maximum time limit to be adjusted, ensuring that you fully explain how the adjustment to the maximum period of study will allow you to complete your award and why this adjustment is needed.

***Section 6 – Completed by Programme Manager***

You must ask your Programme Manager to complete section 6 of this form. Your Programme Manager must provide a statement indicating whether or not they support the request.

The completed form should be sent to the Academic Office which will then be referred to the Special Cases Committee for consideration. You will be informed in writing of the decision and will be notified of the adjusted maximum end date where appropriate.

***Review of decision not to approve request***

If your application for an adjustment to the maximum time limit is not granted, you may be able to request that the decision be reviewed by completing the **Request for Review of Outcome Form (Appendix SC11)** and submitting this to the Academic Office, to be received no later than 14 days after the notification of the decision. Please see section 25 of the University’s Mitigating Circumstances Policy for details of the procedures for requesting a review of the decision and the grounds on which a review may be requested.

Further information can be found in the University’s Mitigating Circumstances Policy at: <https://www.uwtsd.ac.uk/about/academic-office/academic-quality-handbook>

**THIS DOCUMENT IS ALSO AVAILABLE IN WELSH**