

## What is an extension?

- An extension is a self-certified request which allows you 5 additional working days to complete your assessment(s). You can only submit an extension up to the deadline for your assessment, and not after. This means you must submit an extension request BEFORE your assessment deadline.
- Evidence is no longer essential for requests to be approved, but you have the option to attach supporting information should you wish to do so.
- You can only ever submit one extension request per assessment, provided it is eligible for an extension.
- All extension deadlines will provide you with an 5 additional working days from the original deadline to submit your work. If you can't meet this deadline once granted, you cannot then apply for another extension request for that assessment. In this case, you will need to apply for Extenuating Circumstances (EC) which do require supporting information to verify your circumstances before consideration. All the details to the procedure and associated forms can be accessed by clicking [here](#). Examinations and in-class tests are not open to extension requests.
- Assessments that have been referred, deferred, or are being taken under a tutor reassessment are ineligible for extension requests.
- Once you have submitted your request, you will be informed by the system of your new submission date.

## How do I apply for an extension?

You can get to the extensions page by going to MyHud and selecting 'extensions' on the left-hand side of the page. You can then apply for an extension by clicking the 'apply' button on the extensions page.



**About Extension Requests**

An extension is an easy way for you to get a little more time to complete your assessment. Your results will still be released at the same time. Not every assessment will be eligible for an extension. You must also apply in advance of the assessment deadline. If you cannot apply for an extension, such as if you are applying after the assessment deadline, or the assessment is not eligible for an extension, you will need to apply for an Extenuating Circumstances claim (EC).

**Extension Request**

You can request a self-cert extension by hitting the *Apply* button.

APPLY

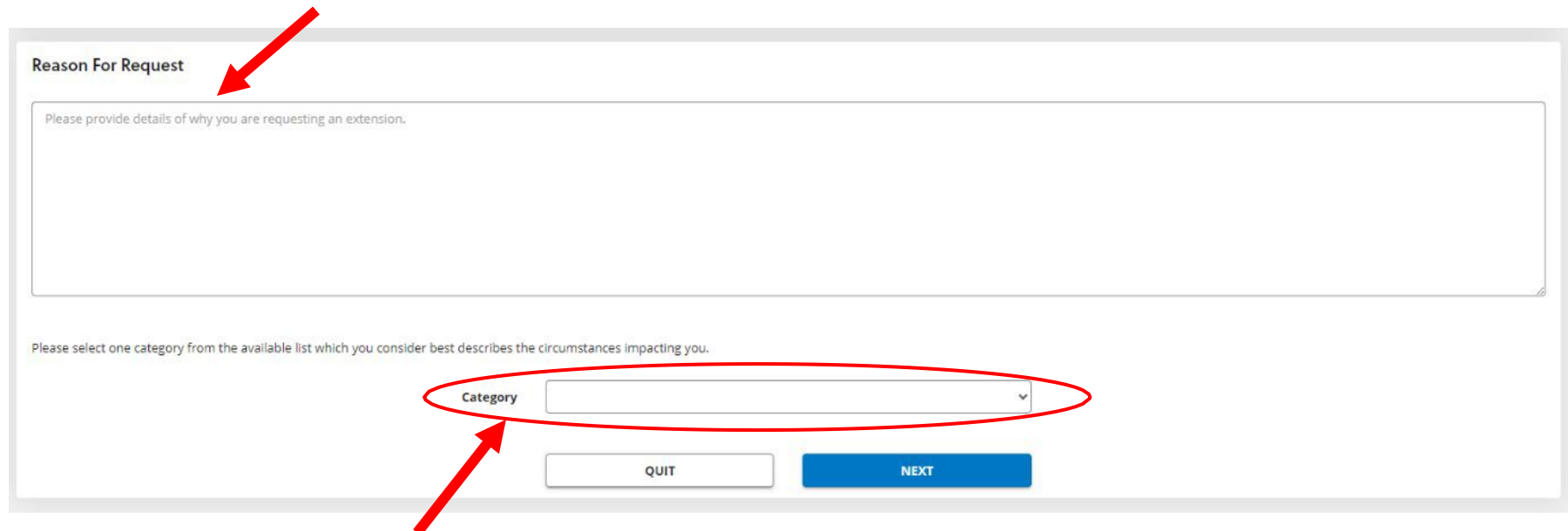
**Trailing Modules**

You can request an extension for any trailing modules by hitting the *Apply* button.

APPLY

If you are wishing to apply for an extension for a 'trailing module', you can click the 'apply' button on the applicable section. A 'trailing module' is a module you are carrying from the previous academic year into the current one.

You will then be taken to the extensions page. Here you will first input the reason for your extension (e.g. illness etc.)



The screenshot shows a form titled "Reason For Request". It contains a large text area for details, a category dropdown menu, and "QUIT" and "NEXT" buttons. Red arrows point to the title and the category dropdown, which is also circled in red.

**Reason For Request**

Please provide details of why you are requesting an extension.

Please select one category from the available list which you consider best describes the circumstances impacting you.

Category

QUIT NEXT

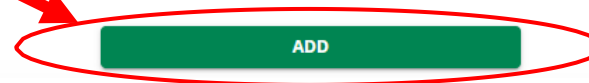
You will then choose which category the reasoning for your extension falls under by clicking the dropdown. If you don't think your reasoning fits into any particular category, you can just choose 'other'.

Once you click 'next', you will then be taken to a page where you can select which assessments you would like to apply for an extension for. You can choose multiple eligible assessments by clicking the 'add' button beneath each assessment. If you make a mistake in your selections at this stage, you can click 'remove' beneath the assessment.

#### Assignment



- Due 31/Jan/2025
- 5 days extension available



Some assessments are ineligible for an extension. These will be marked 'unavailable'.

If there is an assessment missing from this page, please contact your school via email:

Huddersfield Business School - [busextensions@hud.ac.uk](mailto:busextensions@hud.ac.uk)

School of Education and Professional Development - [seduasis@hud.ac.uk](mailto:seduasis@hud.ac.uk)

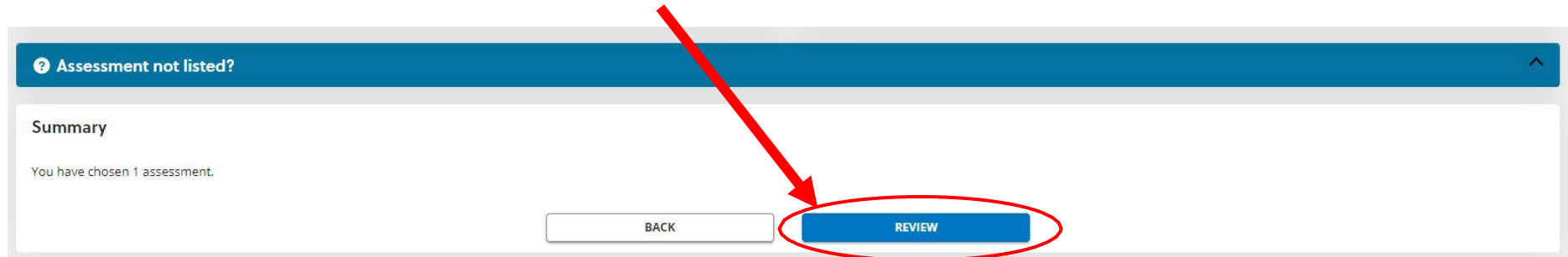
School of Computing and Engineering - [sce.student.support@hud.ac.uk](mailto:sce.student.support@hud.ac.uk)

School of Human and Health Sciences - [shhs.courseadmin@hud.ac.uk](mailto:shhs.courseadmin@hud.ac.uk)

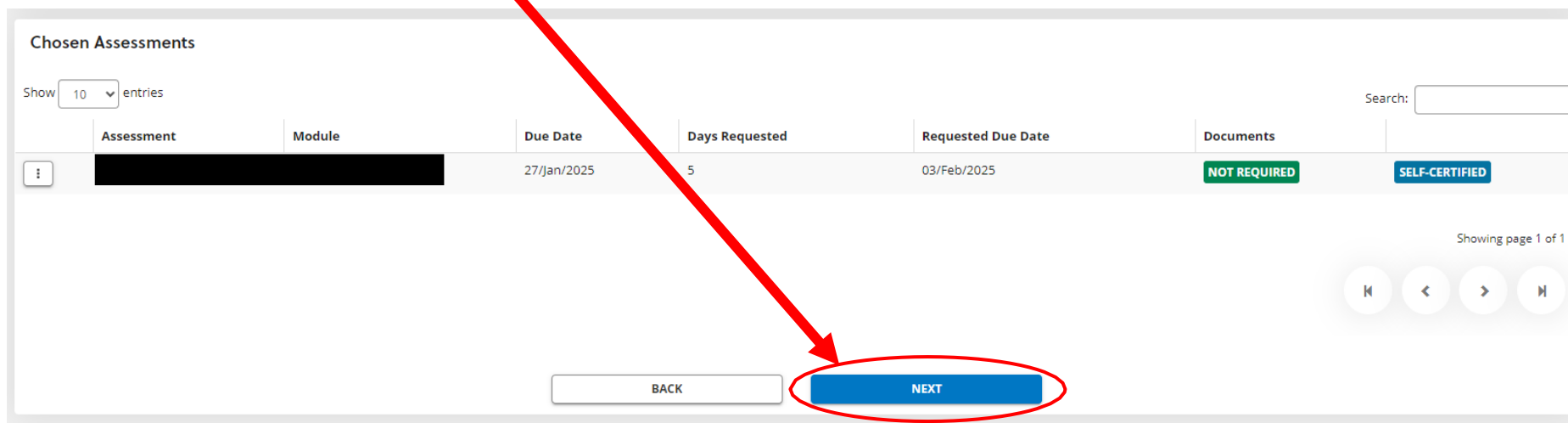
School of Applied Sciences - [sapp.student.support@hud.ac.uk](mailto:sapp.student.support@hud.ac.uk)

School of Arts and Humanities - [sah.studentsupport@hud.ac.uk](mailto:sah.studentsupport@hud.ac.uk)

Once you've selected all the assessments that you want to request an extension for, click 'review' at the bottom of the page. This will bring you to the next page where you can review the assessments you are requesting an extension for.



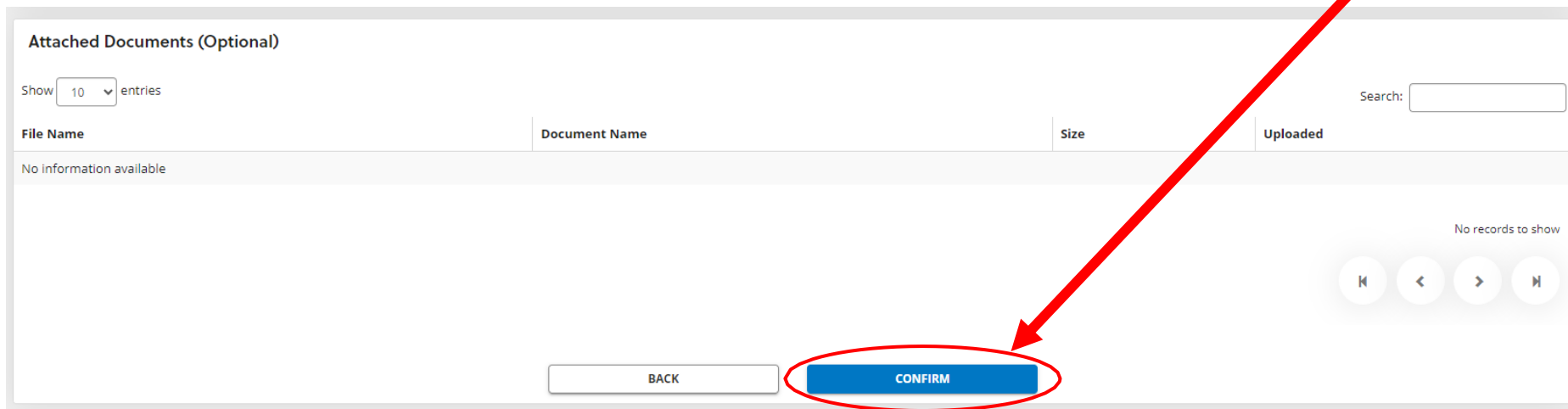
If you are happy with your choices, click 'next'.



The screenshot shows a web interface titled "Chosen Assessments". At the top left, there is a "Show" dropdown menu set to "10" and the text "entries". To the right is a "Search:" input field. Below this is a table with the following columns: Assessment, Module, Due Date, Days Requested, Requested Due Date, Documents, and an unlabeled column for status. The table contains one row with a blacked-out Assessment name, a blacked-out Module, a Due Date of "27/Jan/2025", Days Requested of "5", a Requested Due Date of "03/Feb/2025", and two status buttons: "NOT REQUIRED" (green) and "SELF-CERTIFIED" (blue). Below the table, it says "Showing page 1 of 1" with navigation icons. At the bottom, there are two buttons: "BACK" and "NEXT". A red arrow points from the text above to the "NEXT" button, which is also circled in red.

Assessment	Module	Due Date	Days Requested	Requested Due Date	Documents	
[REDACTED]	[REDACTED]	27/Jan/2025	5	03/Feb/2025	NOT REQUIRED	SELF-CERTIFIED

This will then bring you to a final summary page of your request. If you are happy with everything on this page, click 'confirm'.



The screenshot shows a web interface titled "Attached Documents (Optional)". At the top left, there is a "Show" dropdown menu set to "10" and the text "entries". To the right is a "Search:" input field. Below this is a table with the following columns: File Name, Document Name, Size, and Uploaded. The table contains one row with the text "No information available". Below the table, it says "No records to show" with navigation icons. At the bottom, there are two buttons: "BACK" and "CONFIRM". A red arrow points from the text above to the "CONFIRM" button, which is also circled in red.

File Name	Document Name	Size	Uploaded
No information available			

Once you have submitted your request, you will be informed by the system of your new submission date.

You can view all your submitted requests by clicking 'extension request history.'

