

## **Extending the Submission Deadline of your Coursework or Dissertation (MPhil students only): what you need to do and how to apply**

There are all kinds of reasons why you may have to request an extension to the submission deadline of your coursework or dissertation; for example, medical reasons, caring duties and an emergency situation at home.

It is important that you make a formal application using the attached form (hyperlink to application form) as soon as you know that you need to do so, and, to do this in consultation with your Supervisor and College Graduate Tutor. You may also find it useful to discuss your application with your Course Administrator or Graduate Student Administrator.

If you are making your application on medical grounds, you will need to include a note from your medical doctor, counsellor or your College Graduate Tutor.

It is important to propose a realistic deadline in your application which takes into account formatting, printing and presenting your work once you have completed your writing. It is much better to over-estimate the time you need rather than making several applications.

It is really important that you talk about any circumstances which are preventing you from working effectively with one or more of these staff from your graduate team. If you feel that you have not been able to work at all because of your health or other personal circumstances for a complete term or more, it might be more appropriate to apply to intermit as opposed to applying to extend your submission deadline. For information on intermission see:

<http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/intermission>

If you have any questions about extending the submission deadline of your coursework or dissertation email: [Grad.enquiries@aha.cam.ac.uk](mailto:Grad.enquiries@aha.cam.ac.uk).