

# Extension Requests Guidance



The Academic Office welcomes contact from any student considering submitting an extension request. You can contact us at [academic.office@linacre.ox.ac.uk](mailto:academic.office@linacre.ox.ac.uk).

There are two ways to apply for an extension.

## **Self-Certification Extension Request**

You can apply yourself via the following form if your reasons concern your own health:

### Proctors Office Self-Certification Extension Request.

- You do not have to provide evidence if you use this form and the request is for up to 7 days.
- You may request up to two extensions in the same academic year using the self-certification form
- You can only apply for one self-certification extension for the same assignment.
- Applications for a self-certification extension must be submitted no earlier than 2 weeks before the submission deadline and up to 24 hours after the submission deadline.

## **Extension Request via the College**

If you would rather us apply on your behalf, or if you'd like to request more than 7 days, you will have to provide evidence of how you have been impacted for us to send on to the Proctors to review. The most common type of evidence is a medical certificate, but there are other forms of acceptable evidence depending on your circumstances, as detailed [here](#).

If you submit your assignment early and the extension request is granted after you have submitted the assignment, you are automatically allowed one opportunity to re-submit the assignment before the new submission deadline (in order to take advantage of the extension). Please contact your department to check how to re-submit your assignment before the new deadline.