

AIMS COLLEGE OF BUSINESS AND IT
(PVT) LTD

EXTENSION POLICY



1. Overview and Definitions

1.1. During the course of their studies, a student may encounter circumstances that hinder their ability to engage with their coursework and/or assessments. Students are expected to make reasonable plans that account for common occurrences, including those that are occasionally unforeseeable and unpreventable.

1.2. An extension is granted when a pupil requires additional support or time to submit an assessment.

1.3. A student may request an extension only once per term. This applies to all study methods.

1.4. Students who desire to indulge in an extension must submit a letter explaining the reason. No substantiation is required, but students will be asked to provide a general justification for

1.5. Any incorrectly submitted letter will be subject to normal AIMS procedures and will be eligible for a 24-hour late submission grace period.

1.6. In the Student handbook, module supervisors should provide explicit guidance on which assessments do not qualify for an extension.

2. Methodologies for Submitting Claims for Extension

2.1 Students desiring an extension must submit a request by 23:59 (SL time) on the day of the published deadline. Subsequent submissions will adhere to the standard AIMS procedure per section 1.6.

2.2. Once submitted, the student must submit the assignment within seven consecutive days of the original due date without penalty.

2.3. Work submitted past the seven-day deadline will receive a grade of zero and fail.

2.4. It is anticipated that many petitions for an extension will be debated as part of normal student engagement with their studies, i.e., as a tool to support a student's studies.

3. Additional Essential Information

3.1. A request for an extension should not be a last-ditch effort to complete an assessment. As part of a discussion about support, a student should engage with their academics and discuss any issues or challenges they may be confronting; extension may be one of the options available to them.

3.2. A student should not request an extension in order to avoid conflicting assessment deadlines, particularly if the conflict was caused by the extension of another assessment. Students are responsible for managing their own responsibilities and managing their time.

3.3. A student may request an extension or an exception. There cannot be applications for both positions.

3.4. If a student uses an extension but later feels unable to participate in an assessment(s), they may file for extenuation, and the extension will be revoked upon confirmation that extenuation has been granted. If no exemption is granted, the extension remains in effect.

3.5. When a student has submitted a request for an extension and the department believes that the student may require additional support or extenuation, a recommendation will be made to the extenuation panel and/or relevant support services.

3.6 If a student requests an extension and submits the assignment on time (or within the 24-hour late submission window), the extension is considered used and cannot be revoked.