**Extension Request Review - MEETING RECORD**

**SECTION 1: MEETING NOTES**

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| **School nominee name** |  |
| **Student Name:** |  |
| **Student Number:** |  | **Date** **& Time:** |
| **Course Code and Name**  |  |
| **Module Code and Name:** |  |
| **Assessment (please note if a sub-component)** |  |

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| **Notes of the discussion (administrator to complete):** |
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**Please now ask the student to sign Section 2 (overleaf).**

**SECTION 2: ATTENDANCE CONTRACT** (Student to complete)

**I confirm that I understand the following:**

* That where possible I will aim to meet the deadlines originally set for the elements of assessment on my course and that only where an unavoidable circumstance impacts that ability then I will engage with the University’s Extension system appropriately.
* That there is support available within the University from Academic Skills Tutors, the University Back on Track team (including the Wellbeing Team), Student Services and Personal Tutors. I understand the University’s strong recommendation that I access this support where appropriate.
* That where support has been identified as being required that I subsequently engage with the relevant support services to ensure future deadlines can be met
* That it is my responsibility to keep my personal tutor informed of any problems that affect my studies
* That I understand that any future extension requests will be made only on the basis of legitimate circumstances

By signing below, I confirm that these notes are an accurate record of today’s discussion.

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| **Signed:** |  |
| **Date:** |  |

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**SECTION 3:** Administrator to complete

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| --- | --- | --- | --- |
| **Signed:** |  | **Name:** |  |
| **Date:** |  | **Title/Role:** |  |

**Please provide a copy of this report to the student for their records (via email to their Student Unimail account)**