

Guidance to Students on meeting submission deadlines

In rare and extreme cases a student can be granted an extension to a deadline for the submission of projects or other work if the cause of the delay is unforeseeable and uncontrollable and occurs at a time when its impact cannot be managed.

Most reasons are not of this nature and you therefore need to plan for these foreseeable delays. These include:

- Computer or printer failure
- Printer or binder queues
- Competing deadlines from other work/revision

Always allow time in case one of these things happens to you.

You also need to plan and manage the following:

- Possible failure of experiments and need to take advice and 'find another way'. This will have knock on consequences for the rest of your timetable. So if you have such a problem act swiftly.
- Feelings of typical levels of stress due to pressure of deadlines. Make sure you plan to take some breaks and recreation to reduce and control stress levels.
- Time taken in polishing the presentation of the document is always substantial. Plan for more time than you think will be needed and be aware that it is more important to be 'on time' than 'perfect' on the deadline day.
- The availability of supervisors to read a draft at a given time. Make sure you know when they can look at it and meet that deadline too.
- The time needed by supervisors to comment upon a draft – they might need time to turn it around.
- If you have a disability or long term illness you should consult the disability officer to find out about techniques to help you to meet the standard deadline.

These illustrations are not exhaustive and other problems do not mean that you might get an extension! Remember they are very rarely given.