



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.

There are two ways to apply for an extension.

Self-Certification Extension Request

You can apply yourself via the form available in your student self-service account (go to 'My exams', select 'extension requests' and click on 'start self certification application').

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.