

**University of Manchester  
School of Computer Science  
Undergraduate Programmes**

**REQUEST TO REMOVE LATE FLAG(S)**

**BEFORE COMPLETING THIS FORM READ THE GUIDANCE ON PAGE 2 REGARDING CIRCUMSTANCES THAT MERIT CONSIDERATION AND DEADLINES FOR SUBMISSION.**

Name	
ID	
Year	FIRST / SECOND/THIRD (Delete as appropriate)
Signature	

ASSESSMENTS AFFECTED

Course Unit Code	Lab Group	Submission affected (e.g., Lab1)	Submission deadline(s)	Has work been submitted? (Yes/No)	Reason for request

ACTIONS TAKEN (OFFICE USE ONLY):

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**This form is only to be used for short term absences (5 days or less).**

**Both this form AND the assessment(s) concerned must be submitted within 1 week of the relevant submission deadline. Forms submitted more than 1 week after the submission deadline will not be accepted.**

For any absences lasting more than 5 days a mitigating circumstances form and supporting evidence must be submitted:

<http://studentnet.cs.manchester.ac.uk/assessment/mitigatingcircumstances.php?view=ug>

**Circumstances or events that merit consideration include:**

- illness or injury;
- the death or critical /significant illness of a close family member/dependent;
- a significant family crisis leading to acute stress;
- unplanned absence arising from such things as jury service or maternity, paternity or adoption leave.

**Circumstances or events that would not normally merit consideration include:**

- Submitting shortly after the deadline (without a valid reason - see 'circumstances that merit consideration' above). This applies even if assessments have not been amended after the deadline. University policy is that penalties will be applied for any work submitted after the deadline (whether that be one second late or five days late).
- Preparing for or attending job interviews/assessments;
- Part-time work;
- Holidays/entertainment;
- Forgetting to submit work (without a valid reason) see 'circumstances that merit consideration' above;
- Not completing the submission process correctly - it is your responsibility to check that your work has been submitted;
- Misreading/misunderstanding when the deadline is;
- Failure, loss or theft of a computer or other equipment, including inability to print off work for whatever reason.

OFFICE USE ONLY:

DATE FORM SUBMITTED -
DECISION
Date: