

Extensions & Deferrals

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MOL Extension/Deferral Policy

As a working professional studying with us, and as part of your personal development and career journey, you should be aware of the importance of completing your study programme on time. Meeting your assessment submission deadline dates plays a key role in your success. However, we know there may be circumstances where you need to request either an extension to an assessment deadline date or a deferral to a programme or module date.

Assessment Deadline Extension Request

An Assessment Deadline Extension Request allows you extra time, beyond the assessment submission date, to complete your assessment. You should put your request, and the reason for it, in writing to cipdsupport@mollearn.com for CIPD programmes and programmesupport@mollearn.com for all other programmes.

Programme/Unit Deferral Requests

A Programme/Unit Deferral Request allows you to put your studies on hold for an agreed period of time. Any requests for programme or unit deferrals must be made on a PMC (Personal Mitigating Circumstances) form, which you will find in the Policies and Procedures section of the VLE. We have included guidance on how to complete and submit the form.

PMC Panel

Once you submit your completed PMC form and have provided all the relevant supporting evidence and comments, the PMC Panel will review your request. We can only approve your deferral request for a limited time period (unless in exceptional circumstances) and we're unable to consider any further deferral requests for the same programme.

Please note we can only grant programme/unit deferrals, where you have serious medical or personal circumstances which would severely affect your performance or ability to meet the programme/unit completion deadline.

We'll write to you, within 10 working days of your programme/module deferral request, to let you know the outcome and the reasons for our decision. Where we have declined your request, the PMC Panel will indicate one or more of the following reasons.

- No evidence provided
- Insufficient information/evidence provided
- Evidence does not match critical assessment date(s)
- Mitigating circumstances do not meet PMC acceptance criteria

Your Right of Appeal

If we decline your programme/module deferral request, you have the right to appeal. Your appeal must be made in writing, within 14 days of the original decision, and sent to ga@molllearn.com.