

MOL Extension/Deferral Policy

As a working professional studying with MOL, 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.

We can only grant assessment extensions, or programme/module deferrals, where you have serious medical or personal circumstances which would severely affect your performance or ability to meet the programme/module completion deadline.

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 programmesupport@mollearn.com.

Programme/Module Deferral Requests

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

MSc in Human Resource Management – Deferral Fee

Deferral Requests for the MSc in Human Resource Management programme will incur a charge of £150. Please see the MOL Payment Policy for further details.

Important - The PMC form should **only** be used for deferral requests. Assessment extension requests, withdrawals or complaints do not require you to complete a PMC 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.

We'll write to you, within 5 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

programmesupport@mollearn.com

MOL Extensions and deferrals policy v5 (February 2020)