

Need help?

If you need more information and advice on how to submit a claim for extenuating circumstances The Welfare Point can help you with:

- Helping you decide whether it is relevant to submit a claim for extenuating circumstances;
- Explaining the process for a claim for extenuating circumstances;

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THE WELFARE POINT

Extenuating Circumstances



If you are facing personal circumstances, above those normally met in life, causing interference with your studies and your performance you have the right to submit a claim for Extenuating Circumstances

This guide provides you information on condition and process to submit a claim for Extenuating Circumstances

Grounds for extenuating circumstances

Extenuating Circumstances are “circumstances beyond the student’s control which either prevent the student from submitting a piece of course work or sitting an examination, or cause the student to perform less well in his/her course work or examination than s/he might otherwise have been expected to do”.

Medical or Personal Circumstances:

- Sudden illness,
- Accident,
- Bereavement,
- Family issues,
- Financial/housing struggles.

Exceptional Interferences :

- Preventing attendance at an examination,
- Adversely affecting performance,
- Preventing work for being submitted by the deadline.

Extenuating circumstances are NOT:

- Long-standing controlled medical conditions,
- Self-limited illness,
- Normal issues arising in life,
- Pressure of work,
- Course work completed too late because of computer or transport difficulties,
- Examination missed because of timetable misreading or oversleep.

Submitting a claim for extenuating circumstances

During the Academic Year

You should report to your Programme Leader as and when events arise any circumstances that might affect your performance during the academic year.

Extenuating Circumstances dealt with by your Programme Leader during the year cannot be subject to a re submission of extenuating circumstances, or an academic appeal, at the end of the year.

At the end of the academic year

Any accident, sudden illness, or other circumstances, which occurs on or immediately before the day of the submission or assessment must be reported on time to the Extenuating Circumstances Panel.

Long lasting circumstances which have not been reported during the year will be considered by the panel if the student can demonstrate the situation could not be redeemed by the day of the assessment or s/he could not submit the claim for good reasons.

Claiming Extenuating Circumstances

To claim Extenuating Circumstances, you must complete a form (available from the Students’ Union) and submit it to your School Office in an envelope marked confidential and addressed to your Programme Leader.

A claim for extenuating circumstances should be accompanied by supported evidence, in writing, from an appropriate authority (i.e. Independent person, organisation or support service) who knows the student in a professional capacity or who can verify the circumstances.

Supported evidence has to be an original document written and signed by an appropriate third party with details of circumstances, its duration and impact.

Outcome of your claim

The Programme Leader and/or Panel will decide on whether your circumstances are valid or not.

If your circumstances are valid, you may be granted a second chance and re sit/re submit your work as first attempt

If your claim is not upheld, you have the right to submit an academic appeal against the decision of the Board of Examiner only if further evidence is available