

Guidance Leaflet for Extenuating Circumstances

Are you experiencing difficulties meeting your attendance and assessment commitments?

- Let the University know about any extenuating circumstances
- Request an extension for coursework
- Request a deferral for an exam, practical assessment or viva
- Let us know if you can't attend classes
- Request a temporary leave of absence
- Request a break in studies
- Consult the Extenuating Circumstances Policy on the website

If you want an extension for coursework

- Submit Extenuating Circumstances Form with valid evidence or support from Students Services for confidential issues or where evidence is unobtainable
- As early as possible and normally no later than 5 working days before deadline

If you want to defer an exam / practical assessment/ viva

- Submit Extenuating Circumstances Form with valid evidence or support from Students Services for confidential issues or where evidence is unobtainable
- As early as possible and normally no later than 5 working days before deadline

If you want to self-certificate for absence

- Only applies if your Programme has Attendance Rules so refer to your Programme's Canvas pages for guidance about what, if anything, is required

If you require leave of absence for up to 3 weeks

- Email your request to your Programme Administrator with valid evidence
- Include an Extenuating Circumstances Form if you require an extension/ deferral
- As early as possible and no later than 5 working days before required departure

If you require leave of absence for 3 + weeks

- Meet with your Programme Leader/Director of Studies to discuss your options including Interrupting your studies

If you are a Tier 4 student and require leave of absence

- Complete the Authorised Absence Form (available from Registry Intranet pages)

Summary of valid extenuating circumstances and evidence required

- These are examples of extenuating circumstances that may seriously affect performance and/or attendance and cannot be remedied in the time available
- Even if your problem or the evidence type is not listed, you should still seek advice and help as we may deem it falls within the definition of extenuating circumstances and valid evidence
- Sensitive issues that you do not wish to share with your Faculty can be discussed confidentially with suitably qualified staff in Student Services
- **Remember** if you don't tell the University that you are having problems, we won't be able help you

- Serious short-term illness/accident
- Worsening of a long-term physical or mental health condition/disability
- Significant adverse personal/family/work circumstances (incl caring)
- Death of a close relative
- Victim of crime
- Serious transport difficulties
- Religious observances
- National/international sporting event

Examples of valid Extenuating Circumstances



- Minor illnesses: eg colds, headaches
- Unawareness of dates, times or locations of submission dates, practical assessments or exams
- Technical difficulties eg personal computer/printer failure
- Transport difficulties: eg missed bus
- Holidays

Examples of invalid Extenuating Circumstances



- Doctor's note
- Hospital admission/A&E record
- Letter from Student Services
- Death Certificate/Order of service
- Crime reference report
- Traffic report (website/newspaper)
- Letter from faith leader
- Letter from national/international sporting body

Examples of valid supporting evidence



- Letters from relatives or friends
- Letters from other students

Examples of invalid supporting evidence

