

# Self-Certification for Extenuating Circumstances Policy & Procedures

Winchester Student Union and Academic Quality and Development

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<b>Document Author:</b>	Vice President, Education & Welfare, Winchester Student Union President, Winchester Student Union Senior Quality Officer, Academic Quality and Development
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<b>Summary:</b>  This document sets out the definition and scope of the term 'Self-Certification for Extenuating Circumstances'.  Embedded is the Self-Certification for Extenuating Circumstances Procedures document, which describes the procedures for applying for extensions for coursework based assessments.	

# SELF-CERTIFICATION FOR EXTENUATING CIRCUMSTANCES POLICY & PROCEDURE

## TABLE OF CONTENTS

1. Introduction.....	4
2. Aim of the Policy .....	4
3. Definition of Extenuating Circumstances.....	4
4. Limits of Self-Certification .....	5
5. Evidence .....	5
6. Self-Certification for Extenuating Circumstances - Procedure .....	6

# SELF-CERTIFICATION FOR EXTENUATING CIRCUMSTANCES POLICY

## 1. Introduction

- 1.1 All students have a responsibility to manage their learning during their registration at the University and may be required to complete and submit, or sit, a wide range of assessments. This requires students to balance their workload and use time management skills to ensure that assessments are submitted, or sat, to stated deadlines. It is therefore essential that students manage their workload efficiently, so as not to struggle to meet deadlines or miss them. Difficulties and pressures are a part of everyday life and it is expected that students shall manage their work accordingly.
- 1.2 However, the University recognises that there may be times when adverse circumstances, beyond their direct control, prevent students from completing work to a deadline, and they may be unable or unwilling to provide corroborating evidence for these circumstances.
- 1.3 For students in this position, there is an opportunity for them to self-certify up to twice an academic year, to enable them to receive an extension of 5 working days for coursework assignments only. Restrictions to this entitlement are noted below.

## 2. Aim of the Policy

- 2.1 The aim of this Policy is to ensure students are not disadvantaged by the impact of short-term unexpected circumstances, for which they are unable or unwilling to provide corroborating evidence.
- 2.2 This policy enables students in these circumstances to apply for an extension of 5 working days for a single piece of coursework with the exception of Dissertations, Extended Independent Studies and Independent Studies (for Postgraduate students), twice an academic year.
- 2.3 This Policy applies to all undergraduate (including Foundation Year) and taught postgraduate students. Postgraduate Research students may self-certify for submissions relating to the Postgraduate Certificate in Research Skills but are not able to self-certify for any submissions relating to their upgrade, thesis or viva voce.
- 2.4 Programmes with Professional, Statutory or Regulatory Bodies (PSRB's) that do not allow Self Certification must apply for an exemption to this Policy, and make their requirements clear in Programme documentation.
- 2.5 Students can obtain independent and confidential advice about Self-Certification for Extenuating Circumstances from the [Winchester Student Union](#) Advice Centre.

## 3. Definition of Extenuating Circumstances

- 3.1 As stated in the Extenuating Circumstances Policy, the University of Winchester defines Extenuating Circumstances as 'short term, exceptional circumstances, outside the control of the student, which prevent them from sitting or submitting an assessment on the specified deadline'.
- 3.2 These are normally circumstances relating to the health and/or personal life of a student which are of a sufficiently serious and significant nature to result in them being unable to attend, complete or submit an assessment on time. They are also expected to be either:
  - a) unforeseeable, in that the student could have no prior knowledge of the event concerned; and/or
  - b) unavoidable, in that the student could have done nothing reasonably in their power to prevent or avoid such an event

3.3 Where students are experiencing Extenuating Circumstances, as defined above, and are able to provide corroborating evidence, they should follow the procedures laid out in the Extenuating Circumstances Policy and Procedures. Students without corroborating evidence, who seek to self-certify should follow the procedures set out below.

#### 4. Limits of Self-Certification

- 4.1 Students may only self-certify twice in an academic year (limited to one per semester), and the requests must be for two different assignments. Attempts to self-certify beyond twice per academic year will result in the student being signposted for advice around the Extenuating Circumstances Policy and the need for corroborating evidence.
- 4.2 If applying for a Self-Certification extension, a student must do so before the original deadline on Canvas. Late requests will not be accepted.
- 4.3 Once an application is made a student cannot retract the extension, even if the assignment is submitted by the original deadline.
- 4.4 Students wishing to self-certify will automatically receive an extension of 5 working days for the piece of coursework named on the application.
- 4.5 Students experiencing longer term adverse circumstances, requiring more than a 5-day extension should refer to the Extenuating Circumstances Policy and Procedures or the Supported Study Approved Procedures.
- 4.6 Students may **not** self-certify for the following:
  - i. Dissertations, Extended Independent Studies or Postgraduate Independent Studies
  - ii. Group work assignments.
  - iii. Practical assessments, including exams, presentations, performances or *viva voces*.

#### 5. Evidence

- 5.1 Applications for Self-Certification for Extenuating Circumstances do not need to be accompanied by corroborating evidence.
- 5.2 In the instance that the circumstance that the student is experiencing becomes prolonged beyond the given extension, an application for Extenuating Circumstances should be considered. These applications must be accompanied by corroborating evidence.
- 5.3 If an Extenuating Circumstances application is successful in addition to a previous Self-Certification extension, the student will receive an additional 10 working days in accordance with the Extenuating Circumstances Policy.
- 5.4 If a student has had an Extenuating Circumstance extension on an assignment then they cannot apply for a Self-Certification extension on the same assignment afterwards.

## 6. Self-Certification for Extenuating Circumstances - Procedure

- 6.1 When applying for a Self-Certification extension a student should download the Self-Certification application form from the Intranet or their Programme Canvas page. Students should complete the application, including details of the module and assessment affected and email it to their home Faculty/PGR Extenuating Circumstances email address.
- 6.2 Only one assessment can be named on each Self Certification application.
- 6.3 Students that submit applications that meet the requirements of the Self-Certification for Extenuating Circumstances Policy will be given a new submission deadline of 5 working days from the original submission date on Canvas.
- 6.4 If the circumstance that the student is experiencing becomes prolonged beyond the given Self-Certification deadline, an application for Extenuating Circumstances should be considered. These applications must be accompanied by corroborating evidence and if successful will result in an extension of a further 10 working days.
- 6.5 A record will be kept of the number of Self Certification applications being made by each student to ensure students are not requesting more than two in any academic year. If students apply to self-certify more than twice in an academic year, the application will be rejected and the student will be signposted to advice regarding the Extenuating Circumstances Policy and the need for corroborating evidence.
- 6.6 Students requiring advice about the difference between Self Certification and the Extenuating Circumstances Policy should contact the [Winchester Student Union](#) Advice Centre.