

Grounds for Extenuating Circumstances

1. **Acceptable grounds** for Extenuating Circumstances:

- Significant or serious instances of physical or mental illness, accident or injury. You must demonstrate that you have consulted a medical practitioner in a timely manner regarding your issue(s);
- Worsening of a long-term existing condition, formally diagnosed by a medical practitioner;
- The recent death or serious illness of a close family member or dependant. In these terms, "recent" will be considered as six weeks prior to the date of application. After that time, formal evidence of the impact of the bereavement will have to be provided;
- Family crisis or emergency directly affecting the student;
- Absence covered by Paternity and Maternity Leave or Jury Service (deferral of which has been denied by the Court);
- Exceptional and unforeseen financial hardship.

2. Circumstances that **will not** usually be considered as Extenuating Circumstances include:

- Coughs, cold and minor ailments, even if supported by medical evidence;
- Routine medical appointments;
- Computer or IT problems such as not following submission instructions, leading to incorrect, incomplete or non-submissions;
- Time management or personal organisation; failing to allow enough time to prepare for submission or complete the assessment
- Anxiety, stress, panic attacks leading up to or during assessments;
- Long-term health conditions, either physical or psychological, where treatment or additional support/arrangements are in place to mitigate the condition
- Mis-reading the assessment/exam, remit/timetable or failing to locate correct details
- Assessments or examinations with similar deadlines and due at the same time;
- Repeated applications based on the same unchanged circumstances
- Personal or domestic events such as moving house or attending a wedding;
- Holidays or travel arrangements;
- Routine work commitments and consequences of employment;
- Sports activities.

Examples of acceptable third party evidence include (but are not limited to):

- GP/Consultant/Hospital letter on headed paper (a 'fit note' alone will not normally suffice);
- Letter from a Solicitor;
- Letter from a Counsellor or other authority;
- Death Certificate or copy of the funeral booklet/order of service;
- Bank Statement or letter from the Student Loans Company, Court letters etc.;
- Police Case Reference number and report. Crime reference number on its own will not be sufficient to support a claim and medical letter or police report explaining the effect would be more appropriate

Medical evidence must contain information including:

- a) Brief information about the student's health;
- b) Dates of any consultations with a GP/Consultant and outcomes of the meetings;
- c) Dates of the affected period of time (this must cover the date of the assessment);
- d) Details of any effects that medication or treatment will have had on the student;
- e) Information on how the illness has affected the student's performance, ability to attend University, concentration or completion of assessments.

- The dates of the evidence must be relevant with the date of the affected assessment.
- A letter from a GP stating that the student was seen and the student told him/her that they had been ill will not normally be accepted as evidence.
- Self-certification of your own circumstances will not be accepted as evidence