

# Your simple guide to Extenuating Circumstances

Including Extensions and Reasonable Adjustments

## Extensions - What are they and when should you request one?



At UoB students can request an extension to coursework assignments.

Requests are made via an online form and should be made as soon as you encounter circumstances which will prevent you from meeting the original deadline.

Some requests will require students to provide evidence.

### Need more guidance?

Student guidance can be found on the University Intranet webpages.



## Key information on Extension Requests



### Short Extensions to deadlines

Students can request short extensions to coursework of 5 working days with a reason but without the need for evidence.



### Longer Extensions to deadlines

You can request an extension of 10 working days and a maximum of 15 working days (in exceptional circumstances) and with evidence.



### What happens after 15 days?

If you feel that you will not be able to submit your work, even with a maximum extension, you should submit ECs to request a further submission attempt in the next assessment period.



### Dissertation Extensions

Maximum extensions of 20 working days can be requested for dissertations or extended essays. Evidence will be required.



### Reasonable Adjustment Plans

Students with extensions recommended on their RAPs should request this adjustment via the same online form/process. You will not usually be required to provide evidence.



### Evidence

Where evidence is required to support a student's request, this should be third party, independent evidence. Further guidance is available on the webpage.

## Examples of student requests

You get the flu a week before an assignment deadline and can't complete the work on time.

Request a short 5 day extension. No evidence is required.



A week before you are due to submit some coursework, a close relative passes away. You are understandably distressed and want to return home and attend the funeral. You could request a longer extension but you will need to provide some evidence.



## Extenuating Circumstances - What are they and when should you request one?



Extenuating Circumstances (ECs) are incidents that:

- You could not predict what would happen; You had no control over;
- Have seriously affected your ability to study or do your assessment.

Students are required to supply evidence to support any requests for ECs.

### Need more guidance?

Student guidance can be found on the University Intranet webpages.

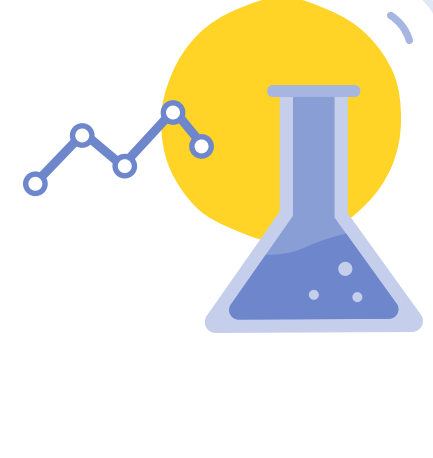


## Key information on Extenuating Circumstances Outcomes and deferrals



### Further First Sit

This is the most common outcome. In these instances students will take the assessment again with no penalty.



### Deferral of Assessment

This is used where you know before an assessment that you cannot complete it.



### Waive Late Penalties

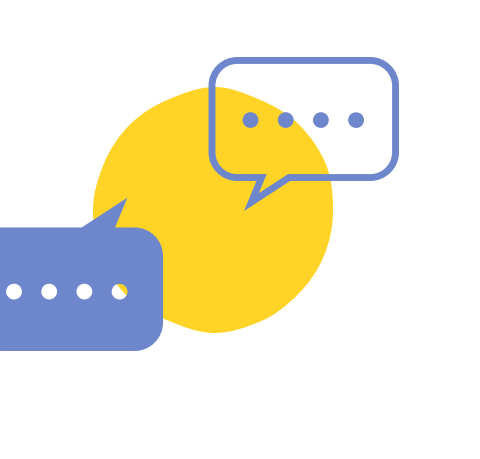
Where work has been submitted after the deadline (including any extension that has been granted) this can be requested.

Requests which could have been made prior to the deadline will not be accepted.



### Proceed with Low Credit

Students are required to obtain 120 credits each year. You can proceed with 100 credits with valid ECs. This may impact overall classifications and should be discussed with a Personal Tutor/Wellbeing Officer.



### Repeat Year

Students can repeat as both internal (fee paying) and external students. Before selecting this outcome you should seek advice from a Wellbeing Officer.



### Award Notwithstanding Regulations

This is for students who have experienced severe impact to their studies. Before selecting this outcome you should speak with a Wellbeing Officer.

## Examples of student requests

You contract chicken pox the day before an exam. You would not predict what would happen, you have no control over your illness and you cannot sit the exam. So long as your medical note states the dates of your illness and how it has stopped you from sitting the exam, your claim is likely to be successful.



You have a diagnosed mental health condition for which you have a Reasonable Adjustment Plan. Over recent weeks your mental health has been worsening due to financial issues. You have an exam coming up and as a result of your ECs you have not been able to prepare. As this is an exacerbation of your condition you have revisited the GP and have medical evidence to support your EC request.



## Top Tips for making a request

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### Explain your circumstances

Students should provide as much detail as possible on their circumstances. Requests with clear and concise explanations are more likely to be successful.

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### Provide evidence

Un-evidenced requests will not be accepted. Student's should ensure they provide independent, third party evidence. Evidence must be provided in English.

\*Students with RAPs are not usually required to provide evidence.

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### Select the correct outcome

Ensure you read the guidance on outcomes before making a selection. If you are unsure, seek advice from the College Wellbeing Team or your Personal Academic Tutor.

## What happens next?

### Reviewing your request

All requests are sent to the College Wellbeing Teams to be reviewed by a Wellbeing Officer. We aim to contact you with your outcome or for more information within 5 working days.

### Confidentiality

Please be assured that all EC requests remain confidential to the Wellbeing Team and EC Panel.

### Need more support?

Students looking for more support for their Wellbeing can contact their College Wellbeing Teams for advice and to book appointments.

