

EXTENUATING CIRCUMSTANCES

Text in black has been taken from the Academic Quality Handbook.

Text in blue is additional notes to aid understanding.

Further information can be found at - <http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>

- For the purposes of this regulation, extenuating circumstances refer to immobilising ill health during the assessment period, bereavement of a close relative or friend during the assessment period, or other similarly profound experience or difficulty that is outside the control of the student. In respect of students in employment, where study is subsidiary to the employment, **pressure from employment may also be considered as extenuating circumstances.**
- Claims **must** be submitted as soon as possible and **must** be received by the Academic Office no more than **15 clear working days** after the **original date of assessment**. Requests submitted outside this timeframe will not be considered unless there is independent evidence to show compelling reasons as to why the request was not submitted in a timely manner.
- You **must** provide verifiable independent documentary evidence to support all claims.
- Where work has been handed in, you **must** provide proof of the date of **actual submission** (either a submission receipt or confirmation from a member of staff of the date the work was handed in).
- Work will not be accepted more than 1 week after the original date for submission. In such cases, where extenuating circumstances are approved, the relevant Programme Team will inform the student that the work is to be submitted at the next appropriate assessment point.
- It is not possible to provide a definitive list of all acceptable independent documentary evidence, but the following are typical examples of what may be acceptable, depending on the exact individual circumstances:
 - a Statement of Fitness for Work or Medical Certificate which clearly indicates the duration of the illness;
 - a signed and dated letter from a medical practitioner confirming the illness and the dates covered by the illness;
 - a University Confirmation of Extenuating Circumstances Form signed by an authorised signatory from Student Services which clearly indicates the duration of the extenuating circumstances;
 - a copy of a Death Certificate;
 - a copy of a Birth Certificate;
 - a signed and dated letter from an employer;
 - a signed and dated letter from a coroner, legal practitioner, police officer, court official, minister of religion or other professional.
- All letters must be on the official headed notepaper of the individual or organisation concerned (with full contact details) and must clearly describe the extenuating circumstances and their duration.
- The Academic Office has authority to uphold any claim which has been received in a timely manner and is appropriately supported by verifiable independent documentary evidence which clearly relates to the assessment in the claim. (*i.e. rather than going to a panel*) Where Academic Office is unable to make a decision, the claim will be referred to the Extenuating Circumstances Panel.
- When can a claim be submitted:

- It will depend on the circumstances and how the student's ability to submit is affected. Where a student is likely to be able submit on time or within 1 week of the deadline, the student should wait until after actual submission (as they will need to provide a submission receipt as part of the process) – however, they must make the claim no later than 15 clear working days after the original assessment deadline.
- Where a student does not intend to submit at all (or would be unable to submit within 1 week of the original deadline), then the student could make a claim before the deadline (indicating on the claim that they will not be submitting the work) – however, even in this case, the student can wait until after the deadline (and up to 15 clear working days after the deadline) before making a claim.

INTERRUPTION OF STUDIES

Text in black has been taken from the Academic Quality Handbook.

Text in blue is additional notes to aid understanding.

Further information can be found at - <http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>

- Previously known as 'Suspension of Studies'
- Interruption of studies is defined as the formal pause in a student's study for an extended period of time during which a student is not required to engage with his/her studies.
- Where an application for interruption of studies is received prior to the start of a semester/term or at most 2 weeks into a semester/term, the interruption would, if approved, have an effective start date of the beginning of the semester/term. (i.e. applications received up to 2 weeks into semester/term can be backdated to start of semester/term if approved)
- Where an application for interruption of studies is received more than 2 weeks but less than 7 weeks after the start of a semester/term, the interruption would, if approved, have an effective start date of the date the application was received. (i.e. applications received between 2 and 7 weeks after start of semester/term, if approved, take effect from date received and cannot be backdated)
- Where an application for interruption of studies is received more than 7 weeks after the start of a semester/term will be considered as an indication that the student wishes to apply for extenuating circumstances in that semester/term and the student will be directed to the appropriate regulations (see Section 13.2). (i.e. applications received more than 7 weeks after the start of semester/term cannot be approved, but will be treated as claims for extenuating circumstances)

Consider the above as percentages in relation to programmes such as Porth Agored – we would apply the principle rather than the absolute word. (e.g. 20% and 70%, over 70%).

- The grounds on which a student can request an interruption of studies are as follows:
 - Health or Medical;
 - Maternity, paternity or adoption leave;
 - Compassionate (including bereavement and serious domestic difficulties);
 - Financial;
 - Exceptional Professional Commitments;
 - Opportunities which contribute to academic development;
 - Exceptional circumstances outside the control of the student that seriously compromises his/her ability to continue with his/her studies (including the impact of a situation in relation to learning differences / neurodiversity).

- The student should discuss his/her intention to interrupt his/her studies with his/her Personal or Year Tutor or Programme Director and relevant members of staff in his/her Centre/School/Faculty.