

Extenuating Circumstances

This is a brief guide on requests to the University Counselling Service (UCS) for evidence of extenuating circumstances. The full guidelines on the University's policy of extenuating circumstance for students can be found at: www.nottingham.ac.uk/quality-manual/assessment/pro-guid-ext-cir.htm

To apply for extenuating circumstances (EC) you need to fill in an extenuating circumstances form, which is obtainable from your school office, and return it to your school/department within seven working days. You will usually need written evidence of your claim for extenuating circumstances. **Only one piece of evidence is needed.**

Schools can, if they wish, accept evidence provided your personal tutor,

Student Support Officer, Examinations Officer or the School Manager.

If you have a medical problem and you have seen your GP he/she may be able to provide you with medical evidence. If this is the case you do **NOT** need another letter from the University Counselling Service.

As outlined in the University's Quality Manual UCS may be able to offer written evidence in the following circumstances:

Long-Term Illness

ONE of the following is required: An original medical certificate **or** a letter from Cripps Health Centre (**or** appropriate medical professional) **or** a letter from the University Counselling Service (**or** equivalent) confirming the nature of the illness (including mental illness). *Please note that the Counselling Service may not be willing to provide*

evidence if you have had no engagement with the Service prior to your claim.

Acute Personal/Emotional Circumstances

ONE of the following is required: An original medical certificate **OR** a letter from Cripps Health Centre (**OR** appropriate medical professional) **OR** a letter from the University Counselling Service (**OR** equivalent) confirming the nature and severity of your circumstances. *Feeling below par as a result of examination pressure is a common experience of many students, and is not considered to be an acceptable extenuating circumstance.*

Victim of Crime

A written statement of events, supported by written evidence from the Police (including a crime reference number) is

needed, but where relevant in addition to this:

ONE of the following is required:

An original medical certificate **OR** letter from Cripps Health Centre (**OR** appropriate medical professional) **OR** a letter from the University Counselling Service (**OR** equivalent) confirming the impact the reported crime has had on your ability to undertake formal assessment.

The EC evidence which UCS provides is a confidential letter, usually to your personal tutor. Your School or Department will decide whether extending circumstances can be given. If you have been having ongoing counselling with UCS and need EC evidence, only information that you agree to being disclosed will be included in an EC letter.

If this is your first appointment with UCS and if it is appropriate for an EC letter to be produced, it will briefly outline the basis of your request for extenuating circumstances.

UCS is unable to provide EC evidence if your situation does not fall within the University guidelines.

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**A guide to the University's
procedures and the role of the
University Counselling Service**