

## 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:

<https://www.nottingham.ac.uk/academic-services/qualitymanual/assessmentandawards/policy-on-circumstances-affecting-students-ability-to-study-and-complete-assessments.aspx>

To apply for extenuating circumstances (EC) you need to complete the online form at

<https://www.nottingham.ac.uk/student-services/contact-us/extcirc-form.aspx> within

seven days of an affected examination or before the affected coursework/dissertation/project deadline.

You will usually need written evidence of your claim for extenuating circumstances.

**Only one piece of evidence is needed.**

Schools can accept evidence provided by personal tutors, Welfare Officers, Hall Wardens, student support staff, University staff, counsellors and health professionals.

<https://www.su.nottingham.ac.uk/advice/help-with-your-course/extenuating-circumstances/who-can-help/>

**Please note that the UCS is unlikely to provide evidence if you have had no prior engagement with the service.**

If you have a medical problem and you have seen your GP they may be able to provide you with medical evidence. If this is the case you do **NOT** need another letter from the UCS.

Students may not submit the same extenuating circumstances covering more than one semester except where they have accessed appropriate support to manage the circumstances but there is an unexpected acute episode at a particularly significant time.

*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 letter from an appropriate medical professional **OR** a letter from the University Counselling Service (or equivalent) confirming the nature of the illness and the likely impact it is having on the student's ability to undertake formal assessment and/or study.

## **Acute Personal/Emotional Circumstances**

**ONE** of the following is required: Original medical certificate **OR** letter from an appropriate medical professional **OR** a letter from the University Counselling Service (or equivalent) confirming the circumstances and likely impact on the student's ability to undertake formal assessment and/or study.

*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 which is supported by written evidence from the Police (including a crime reference number) is required. Where the impact of

the crime has led to a medical/ professional consultation, an original medical certificate **OR** letter from an appropriate medical professional **OR** a letter from the University Counselling Service confirming the likely impact the reported crime had/is having on the student's ability to undertake formal assessment and/or study.

The EC evidence which UCS can provide is likely to be a brief letter which the student will need to submit. 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.

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

At certain times of the year, when the Service experiences particularly high demand, we may not be able to supply supporting evidence within the Quality Manual timeframe (which is within 7 days of EC form submission).

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