

Exceptional Circumstances Categories Guide

The following table provides a few examples of exceptional circumstances. It is a guide and is not intended to be prescriptive. The SECC (and where appropriate, individual staff) should continue to use their own judgement and discretion when deciding if an extension or concession is warranted on the basis of the facts presented. If a student is unclear as to what evidence is acceptable to demonstrate the impact of their situation they should seek advice from the Students' Union or their School in the first instance.

Exceptional Circumstances - Normally Acceptable		Notes / Evidence Required
1	Short-term illness of student	Self-certification up to the maximum self-certification period is acceptable for a short-term illness, in circumstances where the student is unable to seek medical advice, or where it would not be appropriate to seek such advice e.g. gastroenteritis, flu.
2	COVID-19 related personal circumstances	Self-certification up the maximum self-certification period is acceptable for: <ul style="list-style-type: none"> (i) students who are displaying symptoms of COVID-19; (ii) students who have tested positive for COVID-19 and are unwell (these students should provide a copy of their positive test result notification to support their application); (iii) students with caring responsibilities for someone with suspected or confirmed COVID-19; (iv) students with caring responsibilities which have arisen as a result of the pandemic e.g. usual childcare / school is unavailable; (v) students whose mental health has been negatively impacted as a result of the COVID-19 pandemic;

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		<p>(vi) students whose personal or family financial circumstances have been recently negatively affected by COVID-19;</p> <p>(vii) students who are unable to complete assessments remotely because of a lack of access to computer facilities;</p> <p>(viii) students who experience technical issues while completing an assessment remotely (in this case, students must have informed their School of their issues as soon as possible following the assessment); and</p> <p>(ix) students who are self-isolating and, therefore, will miss an on-campus activity/assessment that cannot be conducted remotely or if they need to access specialist resources for a summative assessment that are only available on campus, which will have a negative impact on their academic progress.</p> <p>In light of the fact that the COVID-19 pandemic is a fluid situation, the University will keep this list under review and will update it with further circumstances, as appropriate.</p>
3	Death of a close relative or friend	<p>'Close relative' means parent or guardian; partner or spouse; child or sibling.</p> <p><i>A death certificate or a letter confirming the death from an independent person should be submitted. The death of another family member will be considered on a case-by-case basis, and proof of the impact that this has had on the student may be required e.g. engagement with support services.</i></p>
4	Serious illness of student	<p>An unforeseen incapacitating illness or medical condition, or an exacerbation of an on-going illness or medical condition (unless this is a fluctuating condition for which reasonable</p>

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		<p>adjustments have already been made). This includes breaks and serious sprains to the normal writing hand/arm.</p> <p><i>Self- certification is not acceptable, and it is envisaged that students will have some existing medical documentation to support an application e.g. hospital discharge note, appointment letters.</i></p>
5	Serious illness of a close relative or friend	<p>See notes at 3 above for definition of 'close'. Such applications will be considered on a case-by-case basis.</p> <p><i>Detailed medical evidence of your relative's illness is not required. You should provide confirmation that your relative has been ill and proof of the impact that this has had on you may be required e.g. engagement with support services.</i></p>
6	Hospitalisation	<i>Documentation e.g. discharge note, confirming the hospitalisation will be required.</i>
7	Acute Personal/Emotional Circumstances	<i>Supporting evidence, e.g. evidence of engagement with counselling will be required.</i>
8	Victim of Crime	<i>A written statement of events which is supported by written evidence from the police and/or appropriate medical professional will be required.</i>
9	Financial Problems	<i>Evidence of the impact of stress brought on by unforeseen financial difficulties e.g. engagement with support or medical services. It is the student's responsibility to maintain a proper balance between work and study.</i>
10	Serious personal disruption	<p>Divorce; fire; burglary; serious assault; jury service, serious childcare difficulties.</p> <p><i>Corroborating evidence must be provided.</i></p>

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11	Pregnancy-related illness or stress	This also includes the stages following childbirth. Anxiety or stress suffered by a student in relation to the pregnancy of a wife/partner would be acceptable in appropriate circumstances. <i>Documentation confirming the pregnancy-related illness or stress must be provided in support of such grounds e.g. existing medical evidence.</i>
Not normally acceptable		Notes
1	Self-isolation	Students who are self-isolating, but are well and able to continue engaging with their academic studies and/or assessments remotely.
2	Social or sporting activities	Hectic social life; parties; visits to/from friends; sporting activities. It is the student's responsibility to maintain a proper balance between social/sporting activities and study (but see Elite, Academy and Sports Bursary Athletes: Guidelines for Academic Flexibility).
3	Temporary self-induced medical conditions	Hangover; drug taking (excluding prescribed medication).
4	Minor ailments	Colds; sprains (other than in the writing hand/arm).
5	Non serious personal and domestic disruptions which could have been anticipated or planned	Moving house; holiday; attending a wedding (although consideration may be given if the student is playing an active role in the wedding (for example, best man or bridesmaid).
6	Work Commitments	Paid work. Students are expected to plan their work /study balance before embarking on a course and seek support at the earliest opportunity if unforeseen difficulties arise.