Exceptional Circumstances - The following table provides a few examples of exceptional circumstances. It is a guide and is not meant 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**
1	Death of a close relative or friend	'Close relative' means parent or guardian; partner or spouse; child or sibling. *Where there is a demonstrably close relationship between the student and the deceased, a death certificate or a letter confirming the death from an independent person should be submitted.*
2	Serious illness of student	An incapacitating illness or an on-going illness or medical condition. This includes breaks and serious sprains to the normal writing hand/arm. *Medical certification must be obtained, self- certification is not acceptable.*
3	Serious illness of a close relative	See notes at 1 above for definition of 'close'
4	Hospitalisation	A medical letter/certificate from the relevant hospital confirming the nature and severity of the student's circumstances and the likely impact it has on the student's ability to undertake formal assessment will be required.
5	Acute Personal/Emotional Circumstances	The following will be required: • A medical certificate or letter from the appropriate medical professional; or • A letter from the University Counselling Service, or equivalent confirming the nature of the circumstances and that the student has attended counselling. *(This will be considered but is not deemed to provide sufficient evidence on its own.)*
6	Victim of Crime	A written statement of events which is supported by written evidence from the police and/or appropriate medical professional will be required.
7	Financial Problems	Evidence of the impact of stress brought on by unforeseen financial difficulties. It is the student's responsibility to maintain a proper balance between work and study.
8	Serious personal disruption	Divorce; fire; burglary; serious assault; jury service, serious childcare difficulties. Corroborating evidence **must** be produced.
9	Pregnancy	A medical report from the student's doctor or midwife must be provided in support of such grounds. This also includes the stages following childbirth. Pregnancy of a wife/partner would be acceptable in appropriate circumstances.
10	Short-term illness	Self-certification is acceptable for a short-term illness, comparable to that which would result in absence from work, 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.
	Not normally acceptable	

1	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 Section VIII: Procedures, Elite Athletes: Guidelines for Academic Flexibility).
2	Temporary self-induced medical conditions	Hangover; drug taking (excluding prescribed medication).
3	Minor ailments	Coughs; colds; sprains (other than in the writing hand/arm).
4	Non serious personal and domestic disruptions which could have been anticipated or planned	Moving house; holiday; failed transport arrangements; 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).
5	Work Commitments	Paid work regardless of whether the work is during the week or weekends. 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.