

## EC SAMPLE SITUATIONS AND EVIDENCE REQUIREMENTS

SITUATION	SUGGESTED EVIDENCE (IF NOT SELF-CERTIFYING)	LIKELY OUTCOME	IMPORTANT NOTE
<b>MEDICAL SITUATIONS</b>			
Short period of illness or accident around time of assessment deadline, or time of examination	<ul style="list-style-type: none"> <li>• Screenshot from NHS App providing clear evidence of the circumstances for which you are applying</li> <li>• Medical correspondence such a letter or email from a Doctor, GP, Nurse Practitioner or qualified specialist</li> <li>• Hospital discharge paperwork or correspondence</li> <li>• Appointment confirmation (not including future appointments)</li> <li>• Medication/prescription image</li> </ul>	Approve	All evidence must be recent and dated in the four week period before your hand in date.
An acute unexpected and unusual episode of a diagnosed long term mental health/physical condition or disability	<ul style="list-style-type: none"> <li>• Student Services recent contact</li> <li>• Doctor/ Counsellor correspondence</li> <li>• Appointment confirmation (not including future appointments)</li> <li>• Medication/prescription image</li> </ul>	Approve	All evidence must be recent and dated in the four week period before your hand in date.
Known long term mental health/ physical condition or disability where the student <b>with an ILP (Individual Learning Plan) has not requested adjusted deadlines</b>	n/a	Decline	Students with access to adjusted deadlines as part of their ILP need to request an adjusted deadline in the first instance unless their circumstances are unrelated to the ILP.
Unexpected and unusually severe mental or emotional stress at or around time of assessment deadline	<ul style="list-style-type: none"> <li>• Student Services recent contact</li> <li>• Doctor/ Counsellor correspondence</li> <li>• Appointment confirmation (not including future appointments)</li> <li>• Medication/prescription image</li> </ul>	Approve	All evidence must be recent and dated in the four week period before your hand in date.

## EC SAMPLE SITUATIONS AND EVIDENCE REQUIREMENTS

SITUATION	SUGGESTED EVIDENCE (IF NOT SELF-CERTIFYING)	LIKELY OUTCOME	IMPORTANT NOTE
Mild unspecified depression or a level of anxiety and stress which normally occurs at assessment time	n/a	Decline	
Short term problem such as a cold which has occurred during a study block	n/a	Decline	
Scheduled Surgery (including outside 4 week period)	<ul style="list-style-type: none"> <li>• Hospital/ Specialist correspondence</li> <li>• Appointment confirmation (not including future appointments)</li> </ul>	Exceptional cases	May take longer to process as we may require further information
Pregnancy related health issues	<ul style="list-style-type: none"> <li>• Doctor/ Midwife note</li> <li>• Appointment confirmation (not including future appointments)</li> <li>• Medication/prescription image</li> </ul>	Approve	We will require confirmation of the pregnancy
<b>PERSONAL SITUATIONS</b>			
Bereavement (any relationship) within the last three months	<ul style="list-style-type: none"> <li>• Statement of deceased person's relationship to student</li> <li>• The persons' name</li> <li>• Date person passed</li> </ul>	Approve	The application process will guide you through the information required.
Bereavement (any relationship) <b>more than three months ago</b>	<ul style="list-style-type: none"> <li>• Student Services recent contact</li> <li>• Doctor/ Counsellor correspondence</li> <li>• Appointment confirmation (not including future appointments)</li> <li>• Medication/prescription image</li> </ul>	Approve	We have a duty of care to ensure you are receiving appropriate support to help you move forward with your studies. Examples of the evidence required have been included as a guide.
<b>Full-time students</b> making a claim of extenuating circumstances relating to pressure of work	n/a	Decline	<p><b>ECs are for situations that are out of your control; you could not have prevented them.</b></p> <p>If you decide to take on part-time work and you take on extra hours and then miss a submission deadline this is not grounds for an EC application.</p>

## EC SAMPLE SITUATIONS AND EVIDENCE REQUIREMENTS

SITUATION	SUGGESTED EVIDENCE (IF NOT SELF-CERTIFYING)	LIKELY OUTCOME	IMPORTANT NOTE
Part-time students making a claim of extenuating circumstances relating to pressure of employment or circumstances	<ul style="list-style-type: none"> <li>• Letter/email from Line Manager</li> <li>• Recent contact with course team regarding situation</li> </ul>	Approve	All evidence must be recent and dated in the four week period before your hand in date.
Relationship breakdown, divorce of parents or family issues causing severe emotional/mental stress	<ul style="list-style-type: none"> <li>• Student Services recent contact</li> <li>• Doctor/ Counsellor correspondence</li> <li>• Appointment confirmation (not including future appointments)</li> <li>• Medication/prescription image</li> </ul>	Approve	All evidence must be recent and dated in the four week period before your hand in date.
Disagreements with housemates causing severe mental/emotional distress	<ul style="list-style-type: none"> <li>• Student Services recent contact</li> <li>• Doctor/ Counsellor correspondence</li> <li>• Appointment confirmation (not including future appointments)</li> <li>• Medication/prescription image</li> </ul>	Approve	All evidence must be recent and dated in the four week period before your hand in date.
Emergency Housing Issue	<ul style="list-style-type: none"> <li>• Living Support/ Accommodation team recent contact</li> <li>• Landlord/ Letting Agent correspondence</li> <li>• Letting contract with dates</li> </ul>	Approve	All evidence must be recent and dated in the four week period before your hand in date.
Domestic violence, harassment, stalking, victim of a crime	<ul style="list-style-type: none"> <li>• Police report</li> <li>• Student Services recent contact</li> <li>• Victim support services recent contact</li> <li>• Doctor/Counsellor correspondence</li> </ul>	Approve	Personal issues only
Jury duty	<ul style="list-style-type: none"> <li>• Court document</li> </ul>	Approve	
Mandatory national service and similar	<ul style="list-style-type: none"> <li>• National service documentation</li> <li>• Formal correspondence</li> </ul>	Approve	
Unexpected short term financial difficulty	<ul style="list-style-type: none"> <li>• Student Funding recent contact</li> <li>• Redundancy notice</li> </ul>	Approve	

## EC SAMPLE SITUATIONS AND EVIDENCE REQUIREMENTS

SITUATION	SUGGESTED EVIDENCE (IF NOT SELF-CERTIFYING)	LIKELY OUTCOME	IMPORTANT NOTE
	<ul style="list-style-type: none"> <li>• Other related correspondence providing clear evidence of circumstances applied for</li> </ul>		
Claim submitted more than 4 weeks before or more than two weeks after the assessment deadline	See related situations	Exceptional cases	We will review each application on a case by case basis
Pet sickness or accident	<ul style="list-style-type: none"> <li>• Vet letter</li> <li>• Vet clinic bill</li> <li>• Pet insurance correspondence</li> </ul>	Exceptional cases	Needs to be reasonable and unforeseen
Technical problems such as corrupted disk, lack of printer, loss of work on computer with no back up.	n/a	Decline	Not an acceptable Extenuating Circumstance. Students are responsible for planning ahead and managing their assessment submission. Contact the EC Team if you are unsure.
Submission of incorrect file	n/a	Decline	
Complaints against staff or in relation to course delivery including group work issues	n/a	Decline	
Personal disruptions or events which could have been anticipated	n/a	Decline	
Travelling abroad during assessment period	n/a	Decline	Falls under category of 'personal disruptions or events which could have been anticipated'
Claim due to pressures of study workload	n/a	Decline	Students are responsible for planning and managing their assessment workload to meet deadlines.
Delay in receipt of items from 3rd party or pressures associated with 3rd party contribution that form part of the submission	n/a	Decline	3rd party e.g. publishers, printers, commissioned collaborators
Breakdown of vehicle or general transport issues	n/a	Decline	e.g. missed bus, lift no longer available, stuck in traffic

## EC SAMPLE SITUATIONS AND EVIDENCE REQUIREMENTS

SITUATION	SUGGESTED EVIDENCE (IF NOT SELF-CERTIFYING)	LIKELY OUTCOME	IMPORTANT NOTE
Loss of internet connection	n/a	Decline	Contact the EC Team if you are unsure.
<b>SUPPORT OF OTHERS</b>			
Unexpected/urgent support for a family member or partner (including dependants) in hospital, with serious illness or generalised illness	<ul style="list-style-type: none"> <li>• Hospital/Doctors correspondence</li> <li>• Appointment confirmation</li> <li>• Support from your course team who are aware of the situation</li> </ul>	Approve	Name of person who is ill and student's relationship with them required
Unforeseen paternity/ maternity health related issues regarding children or partner	<ul style="list-style-type: none"> <li>• Hospital/Doctors correspondence</li> <li>• Appointment confirmation (not including future appointments)</li> <li>• Support from your course team</li> </ul>	Approve	Applications only accepted after situation has occurred
Unforeseen childcare issues (e.g. closure of nursery/school or cancellation of babysitter)	<ul style="list-style-type: none"> <li>• Correspondence from childcare/education provider confirming unavailability</li> </ul>	Approve	Applications only accepted after situation has occurred
Planned support to family member or partner in hospital for mild illness or minor surgery	n/a	Decline	As an anticipated event, students are responsible for planning and managing their workload accordingly
Support of friends/housemates with health issues	<ul style="list-style-type: none"> <li>• Student Services recent contact</li> <li>• Doctor/ Counsellor letter</li> <li>• Appointment confirmation (not including future appointments)</li> <li>• Medication/prescription image</li> </ul>	Approve	Information in support needs to provide clear evidence regarding the impact of supporting friends or housemates on your ability to study and meet the deadline/s applied for.