

Extenuating Circumstances affecting study - Report Form

This form is for students who need to report circumstances that they consider have had an impact on academic performance and/or are adversely affecting ability to study. **Please follow the Guidance Notes** when completing the form. Incorrect or incomplete reporting may result in delays in providing appropriate advice or assistance.

1. Personal details			
Family name		Given name(s)	
Current contact address			
Telephone			
Email (UEA)		Email (other)	
INTO Student number		Programme	
Name of Personal Tutor			

2. Indicate below what type of adjustment you are seeking			
Extension to submission deadline <input type="checkbox"/>	Delayed Assessment/Reassessment		<input type="checkbox"/>
Consideration by Board of Examiners <input type="checkbox"/>		Other	<input type="checkbox"/>

3. What is the nature of the circumstances you are reporting?			
Medical <input type="checkbox"/>		Financial <input type="checkbox"/>	
Personal <input type="checkbox"/>		Other <input type="checkbox"/>	

3a. How long have your difficulties been impacting on your academic work?			
From		To	
3b. Are you still participating in your course?			
Yes <input type="checkbox"/>			
No <input type="checkbox"/>Please give the date that you last participated			
			<u>DD/MM/YYYY</u>

4. Please explain how your difficulties have impacted on your ability to study effectively or fulfil your course requirements/assignments. Continue on a separate page if needed.

5a  **Please attach supporting evidence.**

This might be, for example, a doctor's or hospital note, a notification of a court hearing or jury service, or a supporting letter from your personal tutor, counsellor, or Dean of Students' Office. (See Guidance Notes).

5b. Whom at INTO UEA or UEA have you consulted to help resolve your difficulties (e.g. Programme Manager, Personal Tutor, Student Services, Dean of Students' Office, Union Advice Centre, etc.)?

6. Please outline how and when you expect your personal difficulties to be resolved.

Student signature

Date

 **PLEASE SUBMIT THE COMPLETED FORM AND SUPPORTING DOCUMENTS TO THE ACADEMIC SUPPORT DEPARTMENT**

Academic Support Department use only:

Date received

Appropriate course of action

- concession
- report to examination board
- appeal
- complaint : academic
- complaint : non-academic
- other (please state)

Matter should be referred to

- Admissions Office
- Academic Director
- Student Services
- Personal Tutor
- Centre Director
- Academic Support Department
- Other (please state)

Date student advised of recommended action and/or referral

Staff initials

Extenuating Circumstances affecting study - Guidance Notes

The attached form should be used to report circumstances that you consider have had an impact on your academic performance and/or your ability to study.

1. If you require an extension to an assignment deadline this form must be submitted **in advance** of the assignment deadline. All requests must have supporting evidence.
2. Requests must state the extenuating circumstances that have led to the request. For information the following circumstances are normally considered to be acceptable grounds for requesting an extension:
 - Illness
 - Significant adverse personal/family circumstances
 - Bereavement of close relative or significant other
 - Other significant exceptional factors which have impacted on your studies

The following are NOT acceptable reasons for requesting a deadline extension:

- Bunching of coursework deadlines
- Personal computer/printer problems
- Holidays
- Financial issues

What happens next?

Your form will be considered via a number of processes depending on the nature of the submission.

You will be contacted with regard to the outcome of your application.

However, you should not assume that your application will be approved. You are advised to continue to work towards the original deadline until you receive notification of the outcome.