 **Extenuating Circumstances Application Form**
To be completed and signed by the student

|  |  |  |  |
| --- | --- | --- | --- |
| Student ID: | Click or tap here to enter text. | Name: | Click or tap here to enter text. |
| Course: | Choose an item. | Level: | Choose an item. |

***The Academic Regulations for students and the dates of the Extenuating Circumstances Panel meetings are available at:*** [*https://portal.leeds-art.ac.uk/academic-regulations-21-22*](https://portal.leeds-art.ac.uk/academic-regulations-21-22)

[ ]  I have applied for an Academic Support Extension

**Category in which the extenuating circumstances falls**:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Medical | [ ]  Bereavement | [ ]  Personal | [ ]  Other, please specify: |

Click or tap here to enter text.

**Evidence**:

You must submit supporting documents or evidence.

Please refer to the [Extenuating Circumstances Procedure](https://portal.leeds-art.ac.uk/node/6826) document if you have any questions on types of evidence accepted.

[ ]  I have attached supporting evidence [ ]  My supporting evidence is to follow

***You must submit this form*** ***and provide supporting evidence before the published deadline/s for submission or within 7 calendar days of the extenuating circumstance, whichever is sooner.***

**Group Working:**

|  |  |
| --- | --- |
| [ ]  I am working as part of a group for this submission | [ ]  I am not working as part of a group  |

**List of modules you are applying for:**

|  |  |  |
| --- | --- | --- |
| Module Code | Module Title | Submission Deadline(original or approved extension)  |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |

**Personal Statement:**

Please explain the nature of the circumstance and how you believe this has impacted on your ability to submit work to the original submission deadline.

Please add as much text as you feel is necessary.

|  |
| --- |
| Click or tap here to enter text. |

**Your preferred outcome:**

|  |  |  |
| --- | --- | --- |
| [ ]  One week extension | [ ]  Two week extension | [ ]  Other, please specify how many weeks requested: |

Click or tap here to enter text.

Standard outcomes are periods of 1-2 weeks, you may request longer but this is at the panel’s discretion.

You are advised to continue working on the assessment/s you are claiming for and aim to submit your work as soon as possible.

***Please be advised***

*If you submit your work by the submission date for the module/s you are applying for your extenuating circumstances application will not be considered by the Extenuating Circumstances Panel. By submitting your work it will be assumed that you are fit to study.*

*If you are a final year student and any extensions granted mean your deadline is after the advertised Graduation ceremony date you will not be able to graduate with your cohort****.***

This is a summary of the Academic Regulations – you are advised to refer to the regulations in detail.

You are responsible for ensuring that the University is notified of any extenuating circumstances at the time they occur and for supplying supporting documentation by the published deadline for submission.

If you are unable to submit or attend an assessment event because of extenuating circumstances, you must inform the University as soon as possible and provide supporting evidence before published deadlines for submission or within 7 calendar days of the extenuating circumstances, whichever is sooner.

If you cannot submit evidence by the published deadline for submission, you must submit details of the extenuating circumstances with an indication that evidence will be submitted within 7 calendar days. Medical evidence submitted in support of a claim for extenuating circumstances should be provided by a qualified medical practitioner. Letters in support of extenuating circumstances will be provided by Student Welfare only if you are receiving ongoing support. The University will verify the authenticity of any evidence submitted.

Extenuating circumstances that could have been raised before the meeting of the relevant Examination and Progression Board, but without compelling reason were not raised, will not be considered in the event of an appeal.

If you have any queries please contact headministrators@leeds-art.ac.uk

I confirm that the extenuating circumstances and supporting evidence are genuine and understand that any false claim would be subject to disciplinary action.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |

Please send your completed form and evidence to headministrators@leeds-art.ac.uk