**Extenuating Circumstances Application Form**

To be completed and signed by you, the student. You should retain a copy.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Number: |  | Name: |  |
| Course: |  | Level: |  |

***The Academic Regulations for students and the dates of the Extenuating Circumstances Panel meetings are available at:*** [***http://portal.leeds-art.ac.uk/academic-regulations-20-21***](http://portal.leeds-art.ac.uk/academic-regulations-20-21)

Category in which the extenuating circumstances falls:

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

You must submit supporting documents or evidence. This may be a medical certificate, other 3rd party confirmation of the circumstances, etc. Please tick the type of evidence submitted.

[ ]  Medical [ ]  3rd party confirmation [ ]  Other certificate, please give details:

If you are applying also for an extension through academic learning support please tick here [ ]

If you are working as part of a group for this submission please tick here [ ]

***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.***

Which modules were affected by the circumstances?

|  |  |  |  |
| --- | --- | --- | --- |
| Module Code | Module Title | Module Credits | Submission Deadline |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please explain the nature of the problem and how you believe this has impacted on your ability to submit work to the stated deadline. This will be your formal statement. Continue on a separate sheet as necessary.

**Your preferred outcome:**

[ ]  One week extension [ ]  Two weeks extension [ ]  Other
Normal outcomes are periods of 1-2 weeks, except for extreme cases. 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.*

*Any extensions granted may mean you will not be able to progress or graduate with your cohort****.***

This is a summary of the 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. Student Welfare will only provide you with a letter for evidence if you are receiving ongoing welfare 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 good reason were not raised, will not be considered in the event of an appeal.

If you have any queries please contact the Senior Higher Education Administrator, Scott Lee Crosby, on scott.crosby@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: Date: