

Extenuating Circumstances Process: Student Guidance

Wolfson Institute of Population Health

1. Extenuating Circumstances (EC) consideration process – Standard EC form:

- You must submit the EC form **before** your assignment deadline.
- Evidence of the precise extenuating circumstances will be expected to be provided in line with the QMUL guidance on ECs. (<https://www.qmul.ac.uk/student-experience/student-wellbeing-hub/extenuating-circumstances-a-guide-for-students/>)
- If your EC is approved you will be provided with a revised submission date which will be the next date from the following list: *e.g. if you submit an EC prior to your deadline on the 1st February and this is accepted your revised due date will be 19th March.*
 - ❖ Wednesday, 22 January 2025
 - ❖ Wednesday, 19 March 2025
 - ❖ Wednesday, 21 May 2025
 - ❖ Wednesday, 16 July 2025
 - ❖ Monday, 4 August 2025
 - ❖ Wednesday, 3 September 2025
- Please make your tutor aware of your EC submission as they may be consulted regarding this during the consideration process.
- Any extensions that would take a submission date past Wednesday 3rd September 2024 will delay your graduation.

2. Self-Certification

- You can 'self-certify' for three EC applications per academic year.
 - Self-certified ECs do not require evidence to be submitted.
 - Self-certified ECs will be automatically granted.

Please note that these will be automatically granted, only if they meet the standard requirements, as outlined in the QMUL guidance. All EC claims- whether self certified or standard- should be for "circumstances that are outside a student's control which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement". Please refer to the section "What does 'extenuating' mean?" in the QMUL guidance for more information: <https://www.qmul.ac.uk/student-experience/student-wellbeing-hub/extenuating-circumstances-a-guide-for-students>

- Self-certified ECs will be granted a seven-day extension only
 - It is not permitted to use consecutive self-certification applications. This means you cannot claim for two back-to-back seven-day periods using self-certification. Also, you cannot normally use a self-certified application more than once for the same assessment.
 - If you require longer than seven days then you must submit evidence with your Standard EC form.
 - We cannot guarantee that self-certified ECs submitted after the first week of September will be marked in time for graduation.
- You must still submit your self-certified EC **prior** to the deadline of the assignment that it relates to.

For all queries please review the extensive and comprehensive guidance at <https://www.qmul.ac.uk/student-experience/student-wellbeing-hub/extenuating-circumstances-a-guide-for-students/> in the first instance. For all other queries please contact your relevant course administrators.