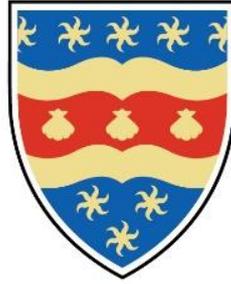


This regulation applies to all students in all UoP sites of delivery and in all UK and international partnerships, unless non-standard regulations have been formally approved.



**UNIVERSITY OF
PLYMOUTH**

**Extenuating Circumstances Policy and Procedures
2021-22**

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1. Introduction

We (the University) want you (our students) to have the best possible opportunities to demonstrate your academic abilities through the assessments we set you. During your studies, there may be times where you face situations that

- have an impact on your ability to attend or complete your assessments at the usual time, and
- are outside of your control or you could not reasonably have predicted

We refer to these situations as “Extenuating Circumstances”, often shortened to ECs.

Normally you will be able to reasonably predict if the situation impacting you relates to [religious observance](#) and/or [military duties](#) so we have separate guidance for this.

If you are affected by extenuating circumstances, we want to support you and can take these circumstances into account by allowing you to, for example:

- Submit your assessment slightly later than the published deadline, or
- Not submit your assessment at the usual time, but have an opportunity to be assessed at a later date, or
- Not attend a time-specific assessment (for example, an examination, a test, a presentation or performance, or field class), but have an opportunity to be assessed at a later date

2. Reasons for claiming extenuating circumstances

People are affected differently by different circumstances, so it is difficult to provide an exact list of reasons of what might or might not be approved. The key issue is whether the circumstances are as described in the introduction - that is, they had an impact upon your assessment and you neither could have controlled nor predicted them. There may also be times that, due to unforeseen circumstances affecting the entire University community, other reasons may be approved by the University. The lists below are not intended to be definitive, if in doubt please speak to your Faculty Office, partner institution, or the Doctoral College.

We do expect you to plan your studies to allow for the usual ups-and-downs of life, including minor illnesses or minor personal issues, so claims for extenuating circumstances relating to these might not be approved.

2.1. What reasons might be approved?

Your own health problems

- mental health issues
- major accident or injury,
- acute conditions,
- hospitalisation (including for operations), or those affecting a significant period of study
- personal or psychological problems for which you are receiving counselling, or have been referred to a counsellor or similarly qualified practitioner
- cough/cold/sore throats or other minor illness, such as minor viral infection, only if it is incapacitating and at its peak at the time of a time-specific assessment, such as an exam, test, performance or presentation

Significant life events

- Pregnancy-related conditions, childbirth (including a partner or surrogate in labour) or adoption
- Bereavement causing significant impact
- Separation or divorce of yourself or your parents
- Weddings or civil partnership ceremonies of close family members
- Representing the University at national level, or your country at international level, or participation in an event that is of benefit to the University’s national or international reputation.

Unexpected disruption or events

- Recent burglary, theft or serious car accident
- Jury service that cannot be deferred
- For part-time students in full-time employment, exceptional pressure of work or permanent change of employment circumstances
- Global/national events that impact you, such as terror attacks in your home city, or affecting family/friends
- Emergency or temporary measures enacted by the government such as lockdowns, limitations on movement or travel
- Serious accidents or illness affecting family/friends

Assessment issues

- Unavailability of the DLE where the module lead confirms that this would have a significant impact on your preparation for an assessment or exam
- Unavailability of GradBook
- Late diagnosis of, for example, dyslexia, meaning you have not had the appropriate support for assessment, including provision in exams
- Disruption in an exam or assessment, such as a fire alarm going off, or excessive noise from building works

2.2. What reasons might not be approved?

Your own time management

- You slept in or your alarm clock did not go off
- Your car broke down, or your train or bus (or equivalent) was delayed or cancelled, unless you can show that you'd made reasonable allowance for such disruption
- Misreading timetables of any kind, or time management problems, such as assessment deadlines close to each other

Life events

- Family celebrations, pre-booked holidays, house moves, or similar events, in which you either have input to or control over the date, or may choose not to participate without significant negative effects
- Appointments of any kind, including legal or medical appointments, which could be rearranged
- Minor accidents or illness affecting relatives or friends, unless you are a sole carer
- Childcare problems, or problems with similar caring responsibilities which could have been anticipated
- Financial problems, including debt sanctions imposed by the University. However, cases of exceptional hardship or significant sudden changes in financial circumstances since enrolment may be considered.
- Sporting, recreational or voluntary commitments, unless you are representing the University at national level or your country at international level, or participating in an event that is of benefit to the University's national or international reputation
- For full-time students, normal pressures of employment, because, by enrolling as a student, you have made a commitment to make time available to study.

Computer problems

- Corrupt data or media
- Poor internet connectivity
- Printer failure
- E-Submission of an assessment file in an incorrect format or of the wrong file by accident
- Re-submission of an assessment accidentally after the deadline
- Lack of access to IT facilities due to debt sanctions imposed by the University

Other

- Unspecified short-term anxiety from all sources, mild depression or examination stress
- Problems with postal or other third party delivery of work

2.3. How are temporary, acute conditions considered?

If you have a temporary, acute condition, we will try to support you to complete your assessment without extenuating circumstances if possible. You should contact your Faculty Office, the Doctoral College, or equivalent in partner institutions, as soon as possible. They can arrange for temporary additional support for study for you and put in place arrangements for assessments so you can still attend or submit your assessment on time. You should not need to use the extenuating circumstance procedures, unless the support in place does not address the problem sufficiently, or other issues arise.

Example: you have a broken wrist that prevents you from using a laptop to write an essay. We may be able to help you by providing dictation software or a scribe.

2.4. How do extenuating circumstances apply to long-term health conditions, including disability?

2.4.1. Disability

Please contact [Disability Services](#), or its equivalent if you are studying with one of our partner institutions, if you have a disability. Disability Services will normally be able to identify, provide or arrange reasonable adjustments for your situation, in the form of specific teaching and learning support, detailed in a Student Support Document. This document is shared with Module Leaders, relevant research degree supervisors and related staff, and the Examinations Office to ensure that the appropriate adjustments are made.

Because these adjustments have been made before assessment, you should not need to use the extenuating circumstance provision in relation to your disability. However, exceptional issues may arise, related to your condition, which mean you require consideration beyond the adjustments already made. In this case, the Student Support Document may be used as evidence to support a claim for extenuating circumstances. For extenuating circumstances unrelated to your disability, this Extenuating Circumstances Policy will apply as usual.

2.4.2. Long-term health conditions

A long-term health condition is a mental or physical condition that

- is persistent, typically lasting for more than three months and is often life-long
- cannot be resolved in a short time, or which will recur regardless of action, or which needs to be managed on a long-term basis
- may require you to seek help with some activities but is not otherwise disabling
- can be managed but can 'flare-up'

You can tell us about your long-term health condition once a year, by completing [this form](#) and submitting it to your Faculty Office, partner institution, or the Doctoral College with evidence providing clear confirmation of the nature, severity, duration and effect of your condition.

If you subsequently experience a flare-up of your condition affecting your ability to attend or complete an assessment, you must submit an extenuating circumstances claim for the specific assessment(s), detailing how the flare-up is affecting your ability to complete the assessment(s). However, we will additionally support you by not asking you to provide evidence, if normally required, for every claim.

Example: A student has severe eczema that they have had since childhood. It is generally well managed with medication, however, can flare up causing significant pain and difficulty in completing everyday tasks. The student submits a Long-Term Health Condition notification form with corroborating evidence from their GP, which is approved. The student's eczema is managed during their first semester of study and the student successfully submits all assessments on time with no issues. Unfortunately, the student experiences a significant flare up the day before an examination and their skin around their hands and wrists are particularly affected. The student is unable to sit the examination so submits an extenuating circumstances claim form for non-attendance at the examination. The student does not need to submit evidence as the claim relates to their Long-Term Health. The claim for extenuating circumstances is approved.

Please also consider contacting [Disability Services](#), or its equivalent in partner institutions, who may be able to provide further support for your learning.

You must inform your Faculty Office, partner institution, or the Doctoral College of any change in your condition, whether improvement or deterioration, so that your claim can be reassessed. The Faculty, partner institution, or the Doctoral College may require further evidence from time-to-time and we will contact you at the start of each academic year to review your case, to make sure you have the relevant support you need.

Example: A student has fibromyalgia and submits a Long Term Health notification form with corroborating evidence from their GP which is approved. The student's fibromyalgia is well managed during their studies and their ability to submit assessments is not impacted. The student wishes to claim extenuating circumstances as their sister is getting married on the same day as the student has an examination. The student must submit a claim form and corroborating evidence as the extenuating circumstance is not due to a flare up of their fibromyalgia.

3. How to claim for Extenuating Circumstances

To make a claim for extenuating circumstances you must complete this [extenuating circumstances claim form](#).

It is important that you fill in the form accurately and completely – we can take your circumstances into account only if you give us the right information, including the dates that the circumstances occurred and of the assessments affected. For postgraduate research students, this includes research degree milestones.

In very exceptional circumstances a Faculty Registrar, equivalent manager in a partner institution, or the Doctoral College Manager (or their nominee) may submit a claim for extenuating circumstances for you. Normally this will only occur if your circumstances prevent you from engaging with the process yourself.

Please note, if there are methodological reasons why an extension to a research degree milestone (Project Approval and/or Confirmation of Route) may be required, this Extenuating Circumstances Policy should not be used. In such instances, the Director of Studies will submit a request to the Doctoral College for an extension. Please refer to the [Research Degrees Handbook](#) for further information.

All claims and evidence will be treated confidentially and the personal information we ask you to provide is to enable us to consider your claim for extenuating circumstances. All personal data collected in this way will be processed in accordance with current data protection legislation and will normally only be used for this purpose. The information you provide will be confidential and will normally only be shared with University staff who are directly involved in the extenuating circumstances decision-making process.

Please note, there are circumstances where our commitment to confidentiality is overridden by the following other considerations:

- When your health and safety, or that of others, is considered to be at risk
- When you are considered to be at serious risk of abuse or exploitation
- When disclosure is required by law
- When your current behaviour or health requirements compromise our responsibilities to outside agencies, including professional placements and partner institutions
- When your current behaviour or health requirements compromise our responsibilities to other students to the extent that those other students are being adversely affected to the serious detriment of their academic progress

You can view the University’s full Student Privacy Notice [here](#).

3.1. When should a claim for extenuating circumstances be submitted?

Type of assessment	Deadline for submitting claim for ECs
Coursework	No later than 10 working days after the published deadline for submission of coursework
Presentation/Performance	No later than 10 working days after the date the presentation/performance was originally due to be delivered on
Test	No later than 10 working days after the date the test was originally due to be taken
Examination (this includes formal face-to-face invigilated examinations, online proctored examinations, and online time-limited open book assessments e.g. those with a 48 hour window for completion)	No later than 10 working days after the date the examination was originally due to be taken
PGR milestones	No later than 10 working days after the deadline of the research degree milestone

If you are still unsure when you should submit your claim for extenuating circumstances by please contact your Faculty Office, partner institution, or the Doctoral College.

3.1.1. Can I submit a claim for extenuating circumstances after the deadline for submitting claims for extenuating circumstances?

Claims submitted after the deadlines outlined above will not normally be accepted, unless you can demonstrate an exceptional reason why you were unable to submit your claim at the correct time, such as

- being in hospital or;
- unable to engage with the extenuating circumstances policy due to mental health issues affecting your judgment or;
- a late diagnosis of a condition which may have impacted your performance in an assessment, or your ability to engage with the extenuating circumstances at the correct time

Please note, the examples above are not an exhaustive list and you should contact your Faculty Office, partner institution, or the Doctoral College for further advice.

In situations such as those described above, you should normally submit your claim, and evidence, to your Faculty Office, partner institution, or the Doctoral College as soon as you can. However, if you want to claim for extenuating circumstances after either:

- the formal publication of results at the end of the year, this will be dealt with as an appeal against the decision of an Award Assessment Board or;
- confirmation of results by the Doctoral College Quality Sub-Committee, this will be dealt with as an appeal against an academic decision affecting progression.

In either scenario, you must use the appeal procedure, please see [section 7](#) for further information.

3.1.2. Can I claim for extenuating circumstances if I become unwell during a time-specific assessment?

A time-specific assessment means an assessment that takes place in a particular time-slot, such as an examination, test, presentation, or performance.

For this type of assessment, we operate a “fit-to-sit” policy. This means that if you attempt these types of assessment, you have declared yourself fit to do so. If you think extenuating circumstances may affect your opportunity to complete these types of assessment to the best of your ability you must:

- not attend the time-specific assessment
- submit a claim for Extenuating Circumstances

If you begin a time-specific assessment, but become unexpectedly unable to continue during the assessment, you should report your circumstances to the invigilator or other person facilitating the assessment before leaving. You may submit a claim for extenuating circumstances, which, if approved, will be for non-attendance. Please see [section 4.1.4](#) for further information

Example: A student has a two hour examination at 2pm in the afternoon and finds out at 10am that morning that their grandmother has passed away. The student begins the examination, however, after 20 minutes realises their grief is affecting their ability to continue with the examination. The student reports this to the invigilator and leaves the examination. The student submits a claim for extenuating circumstances and the invigilator report confirms the student left the examination early as they were unable to continue due to the personal circumstances affecting them. The claim for extenuating circumstances is subsequently approved.

3.2. Does evidence need to be submitted with the extenuating circumstances claim form?

3.2.1. Self-certification of short-lived circumstances, affecting you for up to five working days

If you are experiencing circumstances that affect you for up to five working days you only need to submit an extenuating circumstances claim form, you do not need to submit any evidence with it. You should clearly explain in your claim form what the issue is and how it is affecting your ability to attend or complete the assessment(s).

3.2.2. Circumstances which affect you for more than five working days

If you are experiencing circumstances that affect you for more than five working days, you must submit evidence with your claim form, unless you have previously submitted a Long Term Health Conditions notification form (see [section 2.4.2](#)).

You should clearly explain in your claim form what the issue is and how it is affecting your ability to attend or complete the assessment(s). The evidence submitted with your claim form should

- be independent and written by appropriately qualified professionals. Evidence from family and/or friends will not normally be accepted
- confirm the nature and timing of the circumstances, and that the circumstances were witnessed on the relevant date and not reported retrospectively
- be on headed paper, signed and dated by the author. If presented by email it should be sent by the author from the official domain name of the author’s organisation
- be in English. It is normally your responsibility to arrange for any translation

- be original, if in hard copy – copies will only be accepted in exceptional circumstances

You should scan your documents and attach them with your claim form to the email you send. It is important that any evidence you submit must be unaltered. It will be deemed unacceptable if it has been amended for any reason. Please be aware, we may need to take steps to verify your evidence and may not notify you beforehand. If the evidence cannot be authenticated to our satisfaction, it may be deemed unacceptable.

3.2.3. What sort of evidence is likely to be acceptable?

Examples of evidence likely to be acceptable include:

- A medical note confirming a mental or physical health condition, provided at the time when you were suffering from that condition. Your note must be from a registered healthcare professional in good standing, such as a GP or consultant, a specialist nurse involved in your care, a psychologist, or any other recognised healthcare professional.
- A letter from a counsellor, such as a member of the University Counselling Service or a qualified counsellor working outside the University, confirming a personal, psychological or emotional problem for which you have been receiving counselling. The University's Counselling Service will provide a letter of support only if it knows of your circumstances, and you were a client of the Service during the relevant period. You will not be able to see a counsellor just to obtain an extenuating circumstances letter.
- A letter from the Residence Life Office confirming a particularly severe accommodation problem
- An official document such as a police report including a police reference number, court summons or other legal document
- A letter from a solicitor, social worker or other official agency
- An insurance claim document supported by a letter from the insurance company.
- For part-time students in full-time employment, wishing to make a claim based on exceptional pressures in their employment, a letter from your employer that confirms the particular circumstances, explains why they are exceptional and outside your control and formally supports your claim. If you are self-employed, you must provide independent evidence to support the claim that the pressures are exceptional and outside your control.
- We also may accept evidence provided by University staff, such as your personal tutor, academic staff closely involved in your pastoral care, a member of the Residence Life team, or staff in Student Services. This may be for reasons which are difficult to obtain independent evidence for, such as a family bereavement.

Please be aware that if you provide evidence which simply verifies a report you made to the person providing the evidence that you were experiencing a situation which impacted you, it will not normally be accepted.

Example: A GP provides a letter for a student explaining that the student visited their surgery in March and reported to the GP that on 8th January 2021 they were experiencing significant pain in their wrist so were unable to sit an examination that day. This evidence is not accepted as it simply confirms what the student told the GP, not what the GP observed/diagnosed themselves.

If you feel uncomfortable sharing evidence, always submit an extenuating circumstances claim form explaining what your circumstances are and we may waive the requirement to submit evidence. Please speak to your Faculty Office, partner institution, or the Doctoral College for further guidance.

3.3 What happens if a member of a group needs to submit extenuating circumstances?

You may need to prepare assessments as a group and there may be instances where a member of your group whose ability to fulfil their role in the group is affected by their own extenuating circumstances. We expect you to have contingency plans for your group to manage members' absence, but sometimes the

impact makes it impossible for the group to attend or complete the group assessment task. In this case the member of the group affected by the circumstance should submit a claim for extenuating circumstances, as described in this policy. Other members of the group may also each submit a claim, citing the absence of their group member due to extenuating circumstances as their reason for submitting their own claim. You should also discuss with the module leader or appropriate member of teaching staff whether the group may be able to carry on in this situation, to avoid unnecessary reassessment.

4. What happens when a claim for extenuating circumstances has been submitted?

Once you have submitted your claim for extenuating circumstances it will be considered by your Faculty, partner institution, Academic Partnerships, or the Doctoral College. Normally a Programme Administrator, equivalent in partner institutions, or the Doctoral College Administrator, will consider straightforward claims.

A Senior Programme Administrator, Assistant Faculty Registrar, Faculty Registrar, equivalent manager in partner institutions, Partnerships Operations Manager, Senior Research Administrator or the Doctoral College Manager, will consider more complex and/or sensitive claims.

Each claim is considered individually and all students will be treated fairly and equitably. Decisions on whether to approve the claim will be based on whether:

- the claim was submitted on time and if not, whether evidence to demonstrate an exceptional reason for considering the claim late has been provided
- the circumstances meet the criteria of
 - Having an impact on your ability to attend or complete assessment(s) at the published/correct/usual time, and
 - Being outside of your control or you could not have reasonably predicted
- Any evidence (if required) is acceptable

Once a decision has been made, you will be notified by email to your University email address. Forms are considered as a matter of priority, however, this may take a few working days, therefore, if you have submitted a claim for an extension to your coursework deadline for a taught module **you should not wait for a decision on your claim before submitting your work**. You should submit the final version of your work within:

- five working days of the original published deadline for self-certified claims, or
- ten working days of the original published deadline for all other claims

If you have submitted a claim for an extension for a research degree milestone, you should submit the final version of your work within:

- one month for full-time students or two months for part-time students of the original deadline for Project Approval
- three months for both full-time and part-time students of the original deadline for Confirmation of Route

Please note, extensions to research degree milestones are only permitted if you have attempts remaining.

4.1. What happens when the claim for extenuating circumstances is approved?

Approved extenuating circumstances will not normally change your grade (unless, for example, a claim submitted after the deadline was exceptionally approved and resulted in a penalty for a late submission being removed), but will allow you to complete or attend your assessment(s) at a time when you are not affected by the extenuating circumstances. Approved extenuating circumstances most often allow you to:

- Submit your assessment slightly later than the published deadline, or
- Not submit your assessment at the usual time, but have an opportunity to be assessed at a later date, or
- Not attend a time-specific assessment (for example, an examination, a test, a presentation or performance, or field trip), but have an opportunity to be assessed at a later date.

4.1.1. What should I do if the claim is approved for an extension for coursework?

If your claim was for an assessment on a taught module, you will normally be allowed a maximum extension of:

- Five working days from the original published deadline for self-certified claims, or
- Ten working days from the original published deadline for evidenced claims

Your extension will be given to you in the email you receive when your claim has been approved, however, **you should not wait for a decision on your claim before submitting your work**. If you have already submitted your work pending the decision on your claim, any late penalty may be waived, or you may submit another version of your work if there is still time remaining during the extension.

Please be aware there may be occasions where your extension may be less than five or ten working days. These are rare and are normally if the original deadline is close to a Subject Assessment Panel where marks for assessments are confirmed. During the referral period an extension will be no more than five working days.

Please note, if your coursework is assessed with a numerical mark and you submit your work within 24 hours after the extended deadline, your work will be capped at the pass mark. If you submit more than 24 hours after the extended deadline a mark of zero will be awarded.

If you are a postgraduate research student and your claim related to your Project Approval or Confirmation of Route, you will normally be allowed a maximum extension of

- one month for full-time students or two months for part-time students from the original deadline for Project Approval
- three months for both full-time and part-time students from the original deadline for Confirmation of Route

Please note, extensions to research degree milestones are only permitted if you have attempts remaining.

4.1.2. What happens if I still cannot submit my work by the extended deadline?

If the extended deadline is in term-time and you have been unable to meet the extended deadline as you are still affected by extenuating circumstances, you must submit a further extenuating circumstances claim form, with evidence. If the claim is approved it will be for non-submission and you will normally be allowed to be re-assessed at the same attempt, please see [section 4.1.4](#) for further information.

4.1.3. When should I submit my coursework for a taught module if the extension falls in a vacation period?

If your extension falls in your vacation period, you should endeavour to submit your coursework by the new deadline, however, if you are unable to meet that deadline, your claim for extenuating circumstances will automatically be approved for non-submission and you will not need to submit another claim form. This is because we do not normally expect you to complete academic work during your vacation periods. As your claim will be automatically approved for non-submission, you will normally be allowed to be re-assessed at the same attempt, please see [section 4.1.4](#) for further information.

If you are unsure when your vacation period is, please check with your Faculty Office/partner institution/the Doctoral College.

4.1.4. What should I do if the claim is approved for non-submission or non-attendance of an assessment?

In cases such as these a zero mark for the assessment will be recorded and the Award Assessment Board will decide what action to take. Normally the Board will allow you to be re-assessed at the same

attempt as the submission that your extenuating circumstances were approved. The re-assessment will take place either

- during your programme's referral period (during the summer for most programmes but do check with your Faculty if you are unsure), or
- as a repeat of the module during the next academic year if the volume of credit you have not achieved is more than what is allowed for referrals.

The mark of zero will be replaced with the mark you achieve for the reassessment. Please refer to our [Academic Regulations](#) for more information on referral and repeat. Please note this applies to taught modules only and does not apply to research degree milestones.

4.2. What happens when a claim for extenuating circumstances is not approved?

If your claim for extenuating circumstances is not approved, you will receive an email giving reasons why. If you had submitted work pending the outcome of your claim, the mark you receive will be capped at the pass mark if you submitted it within 24 hours of the original published deadline (assuming the standard of your work is sufficient to warrant a pass mark). If you submitted more than 24 hours after the original published deadline, your work will not be marked, you will receive a mark of zero, and reassessment will be at the next attempt (subject to attempts remaining). If you submitted by the published deadline, the mark you receive will be the actual mark awarded and will not be capped.

If your claim for extenuating circumstances relating to a PGR milestone is not approved, you may:

- Be permitted a second attempt at the assessment if your claim for extenuating circumstances related to your first attempt at the assessment, or;
- Be withdrawn from your research degree if your claim for extenuating circumstances related to your second attempt at the assessment.

5. What happens if I submit several claims for extenuating circumstances?

We want to ensure you have the best opportunity to demonstrate your academic abilities, which is why we have the extenuating circumstances policy in place. If we notice a pattern to your claims, or you submit three claims within a six-month period, this may indicate there is an underlying issue we may be able to help or support you with. We may, therefore, refer you to either the [Study and Wellbeing Review Policy and Procedure](#) or, if your programme has a Fitness to Practise requirement, to the [Fitness to Practise](#) procedure. This is so we can discuss your claims with you and put in place any additional support you may need or signpost you to other services that can help you.

6. How does the extenuating circumstances policy and procedure link to other University policies/procedures?

We have a range of other services, policies and procedures that may be relevant to you. They can be accessed at:

[Study and Wellbeing Review Policy and Procedure](#)

[Disability Services](#)

[Fitness to Practise](#)

[Pregnancy, adoption and becoming a parent whilst studying](#)

[Interrupting study](#)

[Appeals](#)

[Academic Offences](#)

7. Is there a process for appealing an extenuating circumstances decision?

You may appeal an Extenuating Circumstances decision made during the academic year by the Faculty, partner institution, or the Doctoral College on the following grounds:

- The Extenuating Circumstances procedure was not followed correctly

- The decision reached, or the outcome, was unreasonable
- The claim for Extenuating Circumstances was not considered properly
- New material evidence is available which you were unable, for good reason, to provide earlier in the process
- There is a reasonable perception of bias during the process

Appeals should normally be made within ten working days of the date of the email communicating the extenuating circumstances decision to you.

However, if you want to claim for extenuating circumstances for a taught module after the formal publication of results at the end of the year as described in [sections 3.1.1](#) and [3.1.2](#), this will be dealt with as an appeal against the decision of an Award Assessment Board. You must, therefore, submit your appeal by the deadline specified when your results are published.

To submit an appeal you must complete the [appeal form](#) and submit it, with any supporting evidence, to the Complaints and Appeals Team at appeals@plymouth.ac.uk within the timeframes outlined above. Further information on the appeals procedure can be accessed at the [appeals procedure webpage](#).

7.1 What happens if my appeal is upheld?

If your appeal is upheld at the Formal Stage by the Complaints and Appeals Team, your claim will be referred back to the Faculty/Doctoral College/partner institution to be reconsidered. They will communicate the outcome of their reconsideration to you in writing to your University email address. You may not subsequently appeal the decision made following reconsideration of your claim and you will be deemed to have completed the University's internal procedures. If you remain dissatisfied, you may request a Completion of Procedures letter to refer your case to the Office of the Independent Adjudicator.

7.2 What happens if my appeal is rejected?

If your appeal is rejected at the Formal Stage by the Complaints and Appeals Team, you may apply for your appeal to be considered at the Review Stage. Further information can be accessed at the [appeals procedure webpage](#).

If the Complaints and Appeals Team does not find you have demonstrated grounds for your appeal to be considered at the Review Stage, you will be issued with a Completion of Procedures letter to refer your case to the Office of the Independent Adjudicator if you remain dissatisfied.

7.3 What is the Office of the Independent Adjudicator (OIA)?

The OIA runs an independent scheme to review student complaints and the University of Plymouth is a member of this scheme. If you are unhappy with the outcome of your appeal, you may be able to ask the OIA to review your case. You can find more information about making a complaint to the OIA, what it can and can't look at, and what it can do to put things right at <https://www.oiahe.org.uk/students>