

# Student Guide to UCFB/GIS Extensions and Extenuating Circumstances

## Introduction

We recognise that unplanned events, including ill health, may occur during your time at UCFB/GIS, which could impact your ability to study and complete assessments. This Guide has been designed to outline what you need to do and when, as well as the evidence you need to provide.

### What do you need to read?

As well as reading this Guide, make sure that you read :

- x your Course [A6A A A A • "É eÉ° î°f} A6pâ](#)
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- o [UCFB/GIS Post ühfÁ•f}É :A•hpÉ\\_eÉ° î°f} A6p](#)
- x UCFB/GIS Extension Policy and Procedure [â f 6 Á](#)
- x UCFB/GIS Extenuating Circumstances Policy and Procedure

### Why is it important to let us know that your circumstances are impacting your ability to study and complete assessments as early as possible?

It is important to let us know about any issues you are experiencing as soon as possible so if you delay contacting us. The longer you leave it, the fewer options there are!

### Who should you talk to?

If you feel that circumstances are affecting your ability to attend lessons and complete your assessments, you should talk to your Module Leader, Course Leader or the Student Support Team. Each of these sources will be able to offer advice on how you can best manage your situation.

## Extensions



- When you submit your wurotut< [42.2041

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will not be accepted.

Type of	Acceptable
Extenuating	g WÁ q   Hsa @ i! ' i'v !ñ \ S sf•œ!! øe
Circumstance	

Type of Extenuating Circumstance	Acceptable grounds	Unacceptable grounds	Acceptable evidence	Unacceptable evidence
Bereavement	<p>Death of a child, sibling, spouse or partner.</p> <p>Death of a friend or family member (such as a step grandparent, a cousin) or there's no family connection (such as the death of a friend).</p>		<p>Order of service .</p> <p>Death certificate</p> <p>Ongoing impact on the student if the bereavement happened some time ago (example GP letter, letter from counsellor).</p>	<p>Evidence not written in English.</p> <p>WhatsApp or text messages.</p> <p>News articles.</p>





Type of Extenuating Circumstance	Acceptable grounds	Unacceptable grounds	Acceptable evidence	Unacceptable evidence
Crime and offence investigation	Where the accusation of a crime or offence leads to either ill health or other serious impact on you.		<p>Evidence of a requirement from the Police to engage with them as part of their investigations .</p> <p>A letter from an appropriate medical professional, or from the Student Support</p> <p>É f 4 } A ° A 6 Î h 4</p> <p>the impact the investigation has had/is having on your s</p>	



- x Holidays, house moves or other events that were planned or could reasonably have been expected
- x Minor illnesses, such as common colds or hay fever, unless the symptoms are particularly severe and unforeseen and supported by a letter from an appropriate medical professional
- x Assessments that are scheduled close together
- x Misreading the exam timetable and/or Assessment Guide(s)
- x Poor time management
- x Minor and/or pre-planned transport disruption
- x Computer , internet access, or