



# Higher Education Course Regulations

## 2017/18

### Section 4: Extenuating Circumstances and Time Out from Study

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*The following regulations apply to all taught Higher Education courses at the University of the Arts London. Further Education regulations and guidance are provided by the University of the Arts London Awarding Body.*

# Extenuating Circumstances and Time Out from Study

## 4.1. Extenuating Circumstances Policy

- 4.1.1. There may, on occasion, be exceptional circumstances that might affect a student's ability to meet an assessment deadline or affect their performance in assessment. Students have an obligation to make known any special circumstances which have a bearing on the production or assessment of their work. Where appropriate these circumstances may be taken into account by the Exam Board in making a decision.
- 4.1.2. Where an Extenuating Circumstance affects more than one student, the Exam Board will consider each student claim on an individual basis. Grades must not be adjusted en masse for groups of students.

## 4.2. Extenuating Circumstances Claim Process

- 4.2.1. Students have an obligation to make any special circumstances known by completing the Extenuating Circumstances Claim Form and submitting it to the Student Administration Office. Supporting evidence, such as medical certificates, should accompany the completed form. You should be provided with a receipt for your claim.

### Claim Deadlines

- 4.2.2. Completed forms should normally be submitted as close as possible to the time the circumstance took place and ideally within two weeks of it commencing. All claims and evidence must be received at least one week before the Exam Board meeting.

### Late Submissions due to Extenuating Circumstances

- 4.2.3. Students should be advised to hand in work at a time where they are satisfied with their submission up to a maximum of fourteen days beyond that original deadline. A successful EC application in these circumstances would mean that a student's work would automatically be considered to have been submitted as if on time. Students are advised to discuss with their tutors when opting to submit late.
- 4.2.4. Where work is submitted beyond the fourteen day deadline, students with a validated EC will be offered the opportunity to resubmit without penalty. When considering whether to submit late, students should be aware that this may have an impact on their ability to attend Graduation.

**Confidentiality**

4.2.5. The Extenuating Circumstance Form allows matters which are confidential to be made known directly to the Clerk and Chair of the Extenuating Circumstances Panel and the Exam Board. Students are advised, in these circumstances, to inform their tutor that they are submitting confidential extenuating circumstances.

**4.3. Consideration of Claims**

4.3.1. All work will be marked as presented with no account taken of extenuating circumstances.

4.3.2. Each College is required to convene an Extenuating Circumstances Panel (ECP) to consider extenuating circumstance claims and make recommendations to the Exam Board. The EC Panel should comprise of the Chair and Clerk plus two members of senior academic staff e.g. Programme Directors, Course Leaders, Elective Unit Leaders, Stage Leaders or Subject Leaders. Where possible, the members of academic staff should change on a regular basis to ensure maximum sharing and awareness of the extenuating circumstances process across the College.

4.3.3. The Exam Board (or Sub-Board where appropriate) will receive the recommendations of the EC Panel, and determine an appropriate decision as laid out in 4.4 below.

4.3.4. In reaching a decision on a grade or classification, the Board will not take account of claims for extenuating circumstances which have not been upheld.

**4.4. Exam Board Decisions for ECs**

4.4.1. If an Exam Board is asked to consider a successful Extenuating Circumstances application, it may choose from the following options:

- a) To offer the student the choice of either: another opportunity to submit the work as if for the first time and without penalty OR To adjust the unit Letter Grade by a maximum of 1 increment i.e. B to B+ or C+ to B-.
- b) To condone the late submission of work and award the student an uncapped unit Letter Grade.

4.4.2. Where the Exam Board recommends 4.4.1a, the student may decline the deferral opportunity and accept the adjustment of one increment.

4.4.3. Where the student accepts the deferral opportunity, the student must notify the College of their decision within 2 weeks of the publication of results. The student will be set a deferral brief and a new submission deadline. Where the student requests a deferral, the submission will be marked without penalty.

4.4.4. Where a student fails or fails to resubmit after requesting a deferral opportunity under 4.4.3 above, the grade from the student's first attempt, including the adjustment of 1 increment, will be included in the calculation of the student's progression/ classification.

## 4.5. Requesting Time Out from Study

- 4.5.1. Wherever possible the University tries to accommodate requests from students to take time out from their studies and to return at a later stage.
- 4.5.2. Time out can lead to an advantage in assessment and cannot be used to avoid referral requirements or penalties. There are, therefore, some restrictions on when time out may be granted. There are also a number of implications for taking time out which must be addressed in advance of the application being approved.

### Full Year Out

- 4.5.3. A student may request a full year out when they have successfully completed a stage of the course. The student will return at the beginning of the next academic year.
- 4.5.4. Students will not normally be granted a full year out if they have any outstanding referrals or deferrals, unless there are valid extenuating circumstances. Any outstanding assignments must be submitted and passed before a full year out can be fully approved.

### Partial Year Out

- 4.5.5. A student may request a partial year out when they have started the year, but wish to withdraw part way through the year with the intention of returning at the same point at which they left.
- 4.5.6. A partial year out will not normally be granted beyond the half way point in any academic year. Where a student is more than halfway through the academic year, they will need to complete the year before a request can be made.
- 4.5.7. Students will not be readmitted or progressed to the next stage of the course until they have successfully completed all units. Any outstanding referrals or deferrals must be completed before the student returns to college.
- 4.5.8. Students will preserve any grades for fully completed units (i.e. where the student has been summatively assessed) and carry these forward. Incomplete units cannot be carried forward and the student will be expected to return at the start of such units and pay additional course fees pro-rata for any repeated tuition.

### Maximum Time Out

- 4.5.9. Students can apply for a maximum of one calendar year out at a time. If at the end of the approved period the student wishes to take further time out, a new application must be made. A student can take a maximum of 2 years out.

### Maximum Registration

- 4.5.10. All time out requests are subject to the rules on Maximum Registration. This means that the course must be completed within the normal course length plus 2 years.

## Visa Requirements

- 4.5.11. The University is required to ensure that all requests for time out from international students are approved by the University Visa Compliance Officer. The UK Borders Agency normally allows students on a visa a maximum of 5 years to undertake university study.

## Changes to the Course or the University Regulations

- 4.5.12. By taking time out the student agrees to accept:
- a) Any changes to the structure or content of the course, or its assessment requirements, as agreed through revalidation, review, minor modifications or major changes.
  - b) Any changes to the University's Course Regulations approved by the Academic Standards and Development Committee.
  - c) Changes to any other policies and procedures formally approved through the University's committee structures.

## Study Choices

- 4.5.13. The Course Leader is responsible for ensuring that the student is made aware, in writing and in a timely manner, of any requirements or study choices that need to be made ahead of the student's return to College such as choice of elective or option unit or preparation for the dissertation.

## 4.6. Requesting Time Out Process

- 4.6.1. Students wishing to take time out must seek formal approval. Until approval is granted, the student will remain enrolled on the course and will be expected to attend and complete any assignments due.
- 4.6.2. As there are a number of restrictions on student eligibility for time out, all applications must be supported by the Course Leader (or other senior member of the course team), who should help the student to complete a Request for Time Out Form available on the Course Regulations website.
- 4.6.3. Once complete, the student is responsible for submitting the Request for Time Out Form to the College Student Administration Office.
- 4.6.4. All eligible requests should be agreed by Exam Board Chair's Action and reported to the next meeting of the Board.
- 4.6.5. The decision will be confirmed to the student in writing within three weeks of submitting the form. The student will be entitled to leave the course once approval has been granted.