

## Guidance notes for medical practitioners

**University of the Arts London (UAL) has an extenuating circumstances process to ensure that students are not disadvantaged when their ability to complete work for assessment is affected by circumstances outside of their control.**

### What are extenuating circumstances (EC's)?

EC's are circumstances that are:

- Serious
- Unexpected
- Significantly disruptive
- Outside of a student's control

It is a student's responsibility to submit an EC claim if they feel that their ability to complete work for assessment has been adversely affected.

Students are not able to claim EC's for medical conditions which are ongoing, long-term or permanent as these conditions will normally constitute a disability. Disabled students are supported through a separate process which includes making reasonable adjustments to the assessment process.

### Acceptable evidence for an EC claim

Independent, objective and expert evidence is required to support a successful EC claim. This means that the person providing the evidence must not be related to the student and must be a recognised professional with appropriate expertise.

To support claims related to medical conditions students will often contact their GP for evidence. This guidance has been provided to assist GP's with providing evidence which supports a student's claim.

We would be grateful if you could please ensure that:

- Evidence is clearly dated and includes the student's full name
- Evidence clearly reports your own medical opinion about whether the student's ability to study is, or was, affected and over what period of time.
- If the student is affected by a permanent medical condition or disability, please give us your own medical opinion about whether the condition worsened and over what period of time.
- If the evidence is being gathered after the assessment has taken place, please give us your own medical opinion on the reasons why the student could not seek evidence at an earlier point.

It is helpful to note that:

- The University cannot normally accept evidence which simply states that the student is (or was) being treated, as it is not possible to make a judgment on whether or not the condition being treated would have had an impact on the student's studies.
- The University cannot normally accept evidence from practitioners of alternative medicine.
- The University cannot normally accept evidence gathered after the assessment has taken place. The exception will be where the EC's themselves prevented the student from seeking evidence for example where they have been affected by a mental health condition.
- In situations where the student has been affected by the serious illness of a close relative the evidence should relate to the impact on the student rather than the other party.