

## UAL Extenuating Circumstances Guidance

Please note that, if you are providing evidence from a medical practitioner, the evidence must clearly relate to the period of assessment for which you are claiming. Medical practitioners should be registered with the General Medical Council (GMC) and a list is available at <http://www.gmc-uk.org/doctors/register/LRMP.asp> The University has produced a guidance document which you can take to a registered medical practitioner to explain the evidence requirements <http://www.arts.ac.uk/study-at-ual/academic-regulations/course-regulations/6-extenuating-circumstances/>

If providing evidence from the University Counselling and Health Advice Service, or an external counsellor, the evidence must relate to the period of assessment for which you are claiming and it must clearly demonstrate that you attended more than one counselling session prior to the assessment deadline (see below).

Reason for Claiming	Acceptable Grounds	Evidence Required	Unacceptable Grounds
<b>Serious medical condition</b>	Serious personal injury, medical condition or mental health condition preventing attendance, completion of assessment or submission of work	Written evidence from a registered medical practitioner or the University Counselling and Health Advice Service	Ongoing conditions (including disabilities, learning difficulties or mental health conditions) Please contact the Disability Service for advice if you have an ongoing condition.  Elective medical treatment  Minor illnesses or injuries (such as colds, headaches, hayfever)
	Serious injury or illness to child, partner or close relative	Written evidence from patient's registered medical practitioner with evidence of relationship to student <b>AND</b> written evidence of impact on claimant from a registered medical practitioner or the University Counselling and Health Advice Service  <b>OR JUST</b> Written evidence of impact on claimant from a registered medical practitioner or the University Counselling and Health Advice Service	
	Serious worsening or acute episode of an ongoing medical condition, mental health condition or disability	Written evidence from a registered medical practitioner or the University Counselling and Health Advice Service which clearly demonstrates a serious worsening or acute episode of an ongoing condition	
<b>Bereavement</b>	Death of parent, (including step-parents and legal guardian) child, siblings, partner	Death Certificate or written evidence from a professional such as Undertaker, Coroner or Registrar  <b>OR</b> Written evidence of impact on claimant from a	

		registered medical practitioner or the University Counselling and Health Advice Service	
	Death of close relative or friend	Written evidence of impact to claimant from a registered medical practitioner or the University Counselling and Health Advice Service	
<b>Trauma</b>	Victim of serious crime (e.g. rape, assault, domestic violence, mugging)	Written evidence from the Police <b>OR</b> Written evidence of impact on claimant from a registered medical practitioner or the University Counselling and Health Advice Service	Minor crime  Financial problems or employment difficulties  Accommodation problems or house moves
	Theft of work required for assessment	Written evidence from Police or other investigating authority, Fire Service or University Department (e.g Estates)	General domestic / family problems Assessment / Exam stress
	Direct experience of terrorist incident or natural disaster		
	Major fire in residence		
	Family breakdown (such as divorce)	Written evidence of impact on claimant from a registered medical practitioner or the University Counselling and Health Advice Service	
<b>Caring responsibilities</b>	Unexpected caring responsibilities caused by sudden serious illness or worsening of ongoing medical condition to child, partner or close relative	Written evidence from patient's registered medical practitioner with evidence of relationship to student <b>AND</b> written evidence of impact on claimant from a registered medical practitioner or the University Counselling and Health Advice Service  <b>OR JUST</b> Written evidence of impact on claimant from a registered medical practitioner or the University Counselling and Health Advice Service	Ongoing caring responsibilities  Caring responsibilities for minor illnesses, accidents or injuries
<b>Court attendance</b>	Jury Service or attendance at court or tribunal as a witness, defendant or plaintiff	Official correspondence from Court or Tribunal Authority	Supporting friend or relative at Court or Tribunal
<b>Miscellaneous</b>	Serious disruption caused by terrorist incident or natural disaster	Evidence of serious disruption to travel or other plans preventing attendance at or completion of assessment or submission of work	Any circumstances which have not clearly impacted on academic performance or do not clearly relate to the timing of the assessment

	Failing of IT or technical equipment, preventing access to online resources		Visa problems Minor private or public transport failure, holidays or booked travel arrangements Slow upload times when attempting to submit work; Issues with file size and formatting when preparing work for submission
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### **Mental Health EC Claims:**

If providing evidence from the University Counselling and Health Advice Service, the evidence must relate to the period of assessment for which you are claiming and it must clearly demonstrate that you attended more than one counselling session prior to the assessment deadline.

UAL recognises that there may be times where a student will self-refer to a specialist practitioner. Evidence from a practitioner who is registered with a recognised professional association is accepted. Recognised professional associations include the British Association of Counselling and Psychotherapy, the UK Council for Psychotherapists, the British Association of Behavioural and Cognitive Psychotherapies or the British Psychological Society. The letter would be required to be on headed notepaper with details of professional registration and confirming dates of sessions

There may also be occasions where you could experience delays between a GP referral and your specialist treatment commencing. In these circumstances, evidence of the GP referral would be sufficient.