

EXTENUATING CIRCUMSTANCES (EC1) AND SELF-CERTIFICATION GUIDELINES FOR STUDENTS

Examples of Extenuating Circumstances

<p>Circumstances beyond your control which either prevented you from attending an examination or submitting part or all of your coursework by the due deadline.</p>	<p>If you attended an examination, or submitted coursework, but your performance was adversely affected by extenuating circumstances.</p>	<p>Anything which is unforeseeable or unpreventable may be considered an extenuating circumstance (e.g., a family bereavement)</p>
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When do I apply?

Examination	Coursework
<p>Submit on day 1 of illness/absence and no later than 5 days following the exam date</p>	<p>Submit on day 1 of illness/absence and no later than 5 days following the submission due date</p>
<p><i>Information submitted at a later date may be considered by Exam Boards under exceptional circumstances. Claims are reviewed by a Course, School or Faculty panel prior to Exam Board. (note - self certification covers up to five days)</i></p>	

What application method should I use?

Method:	EC1 form using either of the following options:	
Types of Evidence:	Self-Certification	Evidence Based Absence
When to use:	Absence of 5 working days or less	Absence of over 5 working days or absence where medical attention is required
Examples of use:	<p>A short illness where medical /GP attention is not required e.g., Noro-virus, gastroenteritis, acute period pain, flu, food poisoning, diarrhoea, fractured hand/arm on dominant side etc. (minor ailments e.g., colds, hay fever, hangover, sprains/fractures on non-dominant side etc. excluded)</p>	<p>Reasons leading to an absence of over 5 working days including personal, compassionate circumstances and/or the need to seek medical attention.</p>
Evidence supplied:	Complete relevant sections of form including a personal written explanation of your illness /absence	Complete relevant sections of form including personal written explanation of your circumstances plus a medical certificate and/or any evidence from a counsellor or therapist or Student Wellbeing team where appropriate.

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Nº of EC1 uses:	Normally 3 times across a course in a single academic year.	
Where to send EC1 form:	<p>Contact Course/Subject Director immediately then send completed form to Course/ Subject Director</p> <p>CEBE students submit to School Office only. School of Computing students send to EC1-Computing@ulster.ac.uk</p> <p>School of Geography & Environmental Sciences send to GES@ulster.ac.uk</p>	<p>Contact Course/Subject Director immediately (if possible) then send completed form to Course/ Subject Director (CEBE students submit to School Office only)</p> <p>Complete Notification of absence information on Student Banner</p>

Note for students with a disability or long term medical condition:

Students with an episodic or fluctuating medical condition who are known to Student Wellbeing and have reasonable adjustment recommendations in place will have to notify their Course Director of their inability to attend or submit, but will not need to self-certify for a disability related absence of less than 5 working days.

What will happen to my completed form?

- By submitting the EC1 form using self-certification or by providing evidence, you are declaring that the information is true and complete.
- Your submission will be considered through the appropriate channels and the outcome communicated to you.
- If the Self-certification or evidence is accepted, you will be given the opportunity to be assessed on a further occasion in the appropriate examination(s) or coursework.
- If you submit your EC1 within 5 days following attendance at an examination (or submission of coursework), this indicates that your examination script (or coursework) should be discounted and it will not be marked.
- Any students found to have submitted fabricated or falsified EC1 information to the University, will be subject to investigation and disciplinary procedures where the standard penalty is expulsion from the University.

Please note that a successful outcome will always involve further assessment or an extension of time to complete coursework in the module(s) concerned; the examiners will not give you additional marks to compensate for your extenuating circumstances.

What if I need extra support? If you have a medical condition or other disability and have not communicated this to anyone, please contact the Student Wellbeing team on your campus to get reasonable adjustment recommendations in place to support your study needs. For more information look at the website www.ulster.ac.uk/ss, or call 028 9536 7000 or email: studentwellbeing@ulster.ac.uk.

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