School of Nursing Extenuating Circumstances Decision Tree 2009

The following decision tree is to be used as an aide memoir to help you through the process of applying for extenuating circumstances. This should be used in conjunction with the guidance found on the EC1 form which can be found here;
http://www.ulster.ac.uk/academicservices/student/common/ec1form.pdf
In addition you should refer to the Faculty of Life & Health Sciences policy on extenuating circumstances which can be found here: http://www.science.ulster.ac.uk/tandl/app_ex_circ.html
Remember that every case is unique and therefore you should discuss your claim with your Course Director.
Whilst your Course Director may give you an indication of likely outcomes all decisions are provisional until after the Board of Examiners has met and endorsed decisions.

Extension to the Deadline for Coursework Submission

Taken from section 10 of:

http://www.ulster.ac.uk/academicoffice/download/Policies/ExtCircumstancesGuidelines.doc

Boards of Examiners have delegated to Course Directors responsibility for granting extensions to the deadline for submitting coursework, but only in cases where a compelling case has clearly been made. If the Course Director has any reservations, e.g. if insufficient corroboration is presented, then (s)he should warn the student that the EC1 form might not be accepted and the student should be advised to submit the coursework. Should the Board of Examiners subsequently accept the student's extenuating circumstances as valid, then EITHER the coursework will not be marked OR, if it has been marked, that mark will not be divulged and the student will have another opportunity to undergo the assessment in question.

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N.B. This is a guide only and you are expected to discuss your circumstances with your Course Director

I have extenuating circumstances* and cannot sit my exam or submit my coursework

*N.B. Extenuating circumstances are usually medical or are beyond your control

N.B. Supporting evidence is either a note from your G.P. or a letter validating your circumstances such as a letter from Student Services

Complete an EC1 form and send it to your Course Director (CD) with supporting evidence

You should submit your claim by the time the coursework was due or not more than 5 days after the exam

Your claim is considered by the CD, Course Committee and Board of Examiners and the outcome is communicated to you

If not accepted you will be asked to resit the exam or resubmit the coursework and a pass is the maximum mark achievable (40% @ undergrad, 50% @ postgrad or 'satisfactory' on placement)

If accepted you will be asked to sit the exam or submit the coursework as for the first time by the date agreed

What if I want to withdraw my EC1?

You may do this in one of two ways:

1. Submit the coursework accompanied by a statement withdrawing the EC1
2. Submit a statement withdrawing the EC1 to the Course Director before the exam

N.B. Failure to submit a withdrawal statement will result in the work being disregarded as the EC1 form takes precedence

The work is marked as normal and extenuation is not taken into account

For more information a copy of the Faculty of Life & Health Sciences policy can be found here: http://www.science.ulster.ac.uk/tandl/app_ex_circ.html