SCHOOL OF ARTS AND HUMANITIES
EXTENUATING CIRCUMSTANCES (EC1) AND SELF-CERTIFICATION GUIDELINES FOR STUDENTS

How do I apply for an EC1?

Apply by clicking here, to access the online EC1 form.

Examples of Extenuating Circumstances

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

When do I apply?

Examination	Coursework
Submit on day 1 of illness/absence and no later than 5 days following the exam date	Submit on day 1 of illness/absence and no later than 5 days following the submission due date
Information submitted at a later date may be considered by Exam Boards under exceptional circumstances. (note - self certification covers up to five days)	

What type of absence should I use?

Method	**EC1 using either of the following options:**	
Types of Absence:	**Self-Certification Absence**	**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:	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. **PLEASE NOTE** minor ailments e.g.colds, hay fever, hangover, sprains/fractures on non-dominant side, computer issues etc **ARE EXCLUDED**	Reasons leading to an absence of over 5 working days including personal, compassionate circumstances and/or the need to seek medical attention.
Evidence supplied:	Complete relevant sections of the form including an 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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№ of EC1 uses:	Maximum of three submissions across a course in a single academic year.	
Where to send EC1 form:	Contact Course/Subject Director immediately to inform them of your situation. Then go to the **EC1 electronic form** for your school and complete all sections as relevant	Contact Course/Subject Director immediately to inform them of your situation. Then go to the **EC1 electronic form** for your school and complete all sections as relevant Complete Notification of absence information on Student Banner

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 at the weekly School panel and the outcome will be communicated to you within 24hours of that meeting.
- 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.