### Request for Consideration of Personal Circumstances

|  |
| --- |
| Extenuating Circumstances Claim Form |

|  |
| --- |
| Section 1 – General Information |

|  |  |  |
| --- | --- | --- |
| **Surname/Family Name** |  | |
| **First Name(s)** |  | |
| **Student ID Number** |  | |
| **School** | Please select from the drop-down menu | |
| **Course** |  | |
| **Have you sought advice when completing this form?** | Yes  No  Prefer not to say | SU Advice Centre  Student Guidance Team  Other |
| **Have you read the Extenuating Circumstances** [**Procedural Guidance?**](https://www.hud.ac.uk/registry/current-students/taughtstudents/extenuatingcircumstances/ec-procedure/) | Yes | No |

|  |  |
| --- | --- |
| **Important Information on EXCEPTIONS to the Extenuating Circumstances Procedure**  **PLEASE READ** | |
| **Tutor Re-Assessment (TR)** | Please note that you are not permitted to submit an EC claim for a tutor re-assessment. If you can’t submit for your TR, your fail mark will be considered at the Course Assessment Board. |
| **Fit to Submit (coursework based)** | By submitting any element of an assessment, you are declaring you are **fit to submit** the assessment. Once submitted, you cannot then make a claim for Extenuating circumstances. If you had an EC claim approved prior to the deadline and then choose to submit, the claim for ECs will normally be removed. We do not normally accept EC claims for poor performance. |
| **Fit to Sit**  (exam/in-class test based) | By attending an examination or a test under exam conditions, you are confirming that you are **fit to sit** the assessment and cannot then make a claim for Extenuating Circumstances. If you had an EC claim approved prior to the deadline and then choose to attend the exam, the claim for ECs will be removed. We do not normally accept EC claims for poor performance. |
| **Important Information on Two Years No Credit and Maximum Period of Registration**  Please be mindful that if your EC is approved, this does not override the two year no credit regulation or the maximum period of registration regulation.  **PLEASE READ** | | |
| 7.4.12. **Two Years No Credit** | | An undergraduate student’s registration for an award of the University will be terminated if two academic years (including standard resit periods) elapse without the award of credit. The CAB will confer any interim award to which the student is entitled. |
| 7.4.13 **The maximum period of registration** | | If a student is unable to achieve their award within the maximum period of registration, they will be withdrawn from their course and any interim award will be conferred, as appropriate. |
| If you are nearing the end of your maximum period of registration (most likely if you have had a repeat year or an interruption of study) or have not achieved any credit for almost two years, then please make every effort to submit your work before this period ends. If you are not sure when this is, please contact your School office for confirmation. If you are unable to complete all your assessments within this period, you will be withdrawn from your course at the next Course Assessment Board. | | |

|  |
| --- |
| Section 2 – Assessment InformationPlease add additional lines if needed. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module Code and Name** | **Assessment Type**  (coursework, in-class test, exam presentation etc.) | **Title of Assessment** | **Did you attend the exam/in-class test or submit your assessment?** | **Current hand-in date (including extension periods)** |
| Code;  Name; |  |  | Yes No |  |
| Code;  Name; |  |  | Yes No |  |
| Code;  Name; |  |  | Yes No |  |
| Code;  Name; |  |  | Yes No |  |
| Code;  Name; |  |  | Yes No |  |

|  |
| --- |
| Section 3 – Claim Information Please give full details of your circumstances and their impact on your studies here: |

|  |
| --- |
|  |

|  |
| --- |
| Section 4 – Supporting Evidence Please see our supporting [**evidence guide here**](https://www.hud.ac.uk/media/assets/document/registry/forms/UniveristyofHuddersfieldSupportingEvidenceGuide21-22FINAL.pdf)  Please attach your evidence as a separate document to your email or explain when it is to follow and why it is going to be late. |

|  |
| --- |
| **IMPORTANT!**  Please **list** below the documents that you are submitting. Without supporting evidence, it is unlikely your claim will progress and may be pended or not approved. |

|  |
| --- |
|  |

|  |
| --- |
| Section 5 - Declaration |

|  |  |
| --- | --- |
| Signed: | Date: |

You should now submit your claim **electronically** to your School EC mailbox (as listed below) from your University email account.

|  |  |
| --- | --- |
| **Applied Sciences** | [appliedsciencesEC@hud.ac.uk](mailto:appliedsciencesEC@hud.ac.uk) |
| **Arts and Humanities** | [SAH.StudentSupport@hud.ac.uk](mailto:SAH.StudentSupport@hud.ac.uk) |
| **Business Education and Law** | [busEC@hud.ac.uk](mailto:busEC@hud.ac.uk) |
| **Computing & Engineering** | [sce.student.support@hud.ac.uk](mailto:sce.student.support@hud.ac.uk) |
| **Human & Health Sciences** | [humanandhealthsciencesEC@hud.ac.uk](mailto:humanandhealthsciencesEC@hud.ac.uk) |