

Extenuating circumstances

This Extenuation process applies ONLY for the UEL students enrolled for the BA (Hons) Business Management top-up and the MBA International Business programme through BCAS.

What are extenuating circumstances?

Extenuating Circumstances are circumstances which

- impair your examination performance prevent you from attending examinations or other types of assessment, **or**
- prevent you from submitting coursework or other assessed work by the scheduled deadline date, **or** within 24 hours of the deadline date

Such circumstances rarely occur and would normally be

- unforeseeable - in that you could have no prior knowledge of the event concerned, and
- unpreventable - in that you could do nothing reasonably in your power to prevent such an event, and
- expected to have a serious impact on performance

You are expected to make reasonable plans to take into account commonly occurring circumstances (such as transport or computer problems) even those which, on occasion, may have been unforeseeable and unpreventable.

Making a claim

Students wishing to claim Extenuating Circumstances should carefully read the Extenuating Circumstances – Student Guidance & FAQs – [Student Guidance & FAQs](#).

This guidance fully explains what extenuating circumstances are, how to apply, what supporting evidence you will need to submit and answers to frequently asked questions.

To claim Extenuating Circumstances students must submit an Extenuating Circumstances Form to the Academic Administrator at BCAS.

Please read the guidance notes on the form carefully. You must also attach ALL evidence and documentation supporting your case when you submit it (even if you have previously submitted this documentation for an earlier claim). The completed forms and all supporting evidence should be

submitted to the Program Administrator for BABM and MBA at the Academic Administration department. Incomplete claims or those without evidence will not be accepted.

Extenuating Circumstances Form Submission Deadlines

Claims can be submitted before the scheduled date and time for the submission of the assessed work. It is your responsibility to inform us as early as possible of any difficulties you have encountered which will affect your ability to submit coursework or attend exams. The designated deadlines for submission of claims for extenuation are:

- for assessment by examination: 5pm on the Tuesday after the final week of examinations.
- for assessment by submission of assessed work: no later than 3 working days before the submission date to the Academic Administration department work.
- Holidays and Bank Holidays are included in the week – if the day that falls one week after the assessment deadline is a Bank Holiday Monday, then the form should be submitted on the Friday or last business day before this.

However, it is recognised that there may be cases where you are unable to submit a claim for extenuation within the above time period (e.g. emergency in-patient hospital treatment occurring during the examination period). In this case, you should submit your claim at the earliest opportunity. There will be a published deadline for each term/semester by which all claims must be submitted. Beyond this date claims for extenuation will no longer be considered in order for a decision on the claim to be made and communicated to the relevant Department Progression and Award Boards. The final cut off dates for 2017-18 are as follows:

If your deadline is less than 7 days before the above dates then please contact the Academic Administrator for BABM and MBA for advice.

In the event a student is unable to request for Extenuation via online:

- Contact BCAS Program Administrator at Academic Administration department with all supporting documents.

Outcome of Extenuation claims:

- Your claim will be collected by the Academic Administrator and passed to the Panel for consideration. Outcome of the claim made will be informed via e-mail within 3 working days.