

EXTENUATING CIRCUMSTANCES GUIDELINE for Students

Joint Programme – Modules delivered by QMUL only

These regulations apply to **assessments taken in Nanchang for modules delivered by QMUL only**. Extenuating circumstances for modules taught by NCU will be considered by the NCU Programme Director. For extenuating circumstances for QMUL modules, these will be considered by an **Extenuating Circumstances (EC) Committee** which is comprised of at least one Chinese speaker, and will follow QMUL regulations. *All documentation and discussions relating to extenuating circumstances will be dealt with in confidence in line with [QMUL policy](#). (www.arcs.qmul.ac.uk/media/arcs/policyzone/Privacy-Notice-Extenuating-Circumstances.pdf).*

1. Extenuating circumstances (EC) definition

Extenuating circumstances application/claims must be for **unplanned** circumstances that are deemed to be **outside of your control**. These include medical and personal circumstances such as bereavement, but **not** events such as:

- planned holidays
- job interviews
- driving tests
- GRE or IELTS preparation or test
- misreading of timetables
- undocumented computer problems
- not being aware of rules or procedures

Extenuating circumstances that are based on medical and personal grounds must be sufficiently serious that they would have **a major effect on your performance in an examination or other assessment and must be properly documented by supporting evidence**.

2. Procedures for an extenuating circumstances (EC) claim

If you want to claim EC for an examination or coursework, you must:

- Complete an EC claim form in English available on the [Nanchang Joint Programme QMPLUS Landing Page](#) (<https://qmplus.qmul.ac.uk/course/view.php?id=3777>)
- Add original supporting evidence (for example, a medical certificate – see below)
- Submit these documents in hard copy and in electronic form to the NCU JP Administrator in Nanchang (Jane Qu: j.gu@qmul.ac.uk or the most current administrator) who will forward your claim to the EC committee.
- You will receive a receipt for your EC submission and documentation. This receipt will only confirm receipt of your claim and by no mean indicates its approval.

It is **your own responsibility** to submit EC claims using the appropriate forms and familiarise yourself with the criteria for the claims and also follow the procedures. QMUL Lecturers, JP Administrators and Student Counsellors **DO NOT** have the authority to individually approve EC claims for QM modules. They also cannot advise whether submission of an EC claim is appropriate or not. It is expected that you will submit an EC form for any assessment that has been missed if this is supported by a valid reason.

All documentation needs to be with the NCU JP administrator within one week of the deadline of affected examination/coursework (unless ill-health prevents this).

3. Protocol for considering EC claims

All EC claims are considered by a committee, the **Extenuating Circumstances (EC) Committee** **AFTER all the examinations are over** and a final decision will only be made by the Subject Examination Board (SEB), which takes place **AFTER** the examination period. **QMUL Lecturers and JP Administrators DO NOT have the authority to individually approve EC claims for QM modules.** Therefore, they **cannot** tell you at any stage whether your EC claim has been approved or rejected. Please make sure that only valid and well-documented claims are submitted to avoid missing an examination attempt, as the outcome will only be decided **AFTER** the examination period.

If the Board accepts the claim, there will be no cap on the sit mark. If the claim is relating to a resit, the resit mark will remain capped at 40% (meaning you can only get a maximum mark of 40%, no matter how well you have done in the resit examination). You will be able to take the missed examination at the next available semester-specific resit period (see [Nanchang Joint Programme QMPLUS Landing Page](#) for the semester-specific resit periods). If the claim concerns coursework, your mark will stand without penalty.

If the Board rejects the claim, the result will be shown as OFR on your transcript for examinations and any further resit will be capped at 40% and that will be counted as a missed attempt. If the claim is relating to coursework, your mark will be subject to late submission penalties (see below).

Note: If you have an EC claim for examinations for Semester B modules approved BUT do NOT meet the progression requirements (i.e. have failed more than 20 NCU credits for the whole year), you will be required to take your first attempt of the examinations **OUT OF ATTENDANCE** during the next Semester B examination period (usually in February/March of the following year). This means that you will not be able to progress nor retake the year and will have to wait until you have sat the examinations. If you pass enough NCU credits after sitting the examinations, you will progress to the next developmental year (e.g. progress from year 1 to year 2 or from year 2 to year 3) at the beginning of the following academic year. If you do not pass the examinations and do not have enough credits to progress, you will be offered a retake year at the beginning of the next academic year. Therefore, please **be mindful** when submitting ECs for **Semester B examinations** because, even if the ECs are approved **you might still lose one year** if you do not meet the requirements for progression.

Remember: Just because you have an official medical certificate from a registered medical practitioner does not mean the claim will be automatically approved. Medical certification needs to be issued in a timely manner with your illness and to support your claim.

In order to be valid, the extenuating circumstances must address the following criteria:

- unplanned
- outside of the student's control
- such that there has been a negative impact on the ability of the student to undertake or complete any assessment
- cast doubt on the likely validity of the assessment as a measure of the student's achievement.

4. Extenuating circumstances affecting examination attendance

If you are unable to attend an examination, you should inform the JP Administrator (Jane Qu), if possible. If you are unwell, you should visit a medical practitioner as soon as possible and while you still have symptoms of the illness, and ensure you obtain the relevant medical certification at the same time. The same applies for non-medical claims.

5. Extenuating circumstance during an examination

In attending an examination, students declare themselves “fit to sit” and EC claims are not normally considered if students leave an examination due to illness, but an EC claim should still be submitted in these circumstances.

6. Extenuating circumstances affecting coursework

Coursework here includes laboratories, reports and class tests. The extenuating circumstances that are considered or not considered are the same as those outlined in Section 1.

A claim needs to be made in an identical manner as outlined in Section 2. There will be a deadline for any substitute coursework or class test. This will also include instances where feedback has already been returned to your peers. If you submit your EC claim form after that date, it may not be possible to arrange any substitute assessment for you.

You are not allowed to miss a practical and submit a report based on another student’s results without the agreement of the Module Organiser, as this constitutes plagiarism.

You should also immediately contact the Module Organiser to inform them of an impending EC claim. The Module Organiser will not be able to assess the claim but should normally accept and mark work. This mark can later be adjusted according to whether the claim is (a) approved by the EC committee for marks to be awarded without penalty or (b) marks subjected to late penalties if the EC claim is not upheld.

QM late submission penalties are as follows:

- 5% of the total mark is deducted for each 24 hour period (or part thereof) after the submission deadline
- An assignment submitted more than 120 hours late (5 days after the deadline) will receive a mark of 0

QMUL lecturers DO NOT have the authority to individually approve EC claims for QM modules

7. Planned absences

Students may not be absent during term-time without the advance agreement of the Programme Director. To request such an absence, contact the Nanchang QM JP Administrator (Jane Qu: j.qu@qmul.ac.uk or the most current JP Administrator) who will collate the information for the **Programme Director**. Planned leave of absence is only usually granted in exceptional and unusual circumstances. **QMUL Lecturers DO NOT have the authority to individually approve requests for leave.**