

## **Codicil to Notification of Extenuating Circumstances Policy**

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#### **Extraordinary measures to manage the deactivation of international student's studies**

##### **1. Introduction**

- 1.1 This codicil is a temporary change to Quality Handbook (QH) Section 17A: Notification of Extenuating Circumstances Policy specifically related to paragraph 13.1d.
- 1.2 It applies to all international students whose studies were or are deactivated or temporarily withdrawn due to non-payment of fees to the University.
- 1.3 It applies to the academic year 2023/24 only.

##### **2. Requirements**

- 2.1 This codicil allows for 'loss of student account as a result of deactivation due to non-payment of fees to the University' to be an accepted reason for the submission and approval of a notification of extenuating circumstances for international students only.
- 2.2 NEC contacts and Boards of Examiners can therefore approve Notifications for Extenuating Circumstances for the above reason to allow:
  - a. An extension of up to 14 calendar days for an upcoming assessment where the student's studies have been deactivated in the period before an assessment is due.
  - b. An extension of up to 14 calendar days to an upcoming assessment where the student's studies are deactivated at the point of assessment submission.
  - c. Allow the student to be assessed at the next available opportunity where they will miss an upcoming examination or other 'on the day assessment' due to deactivation; or where the period of required extension for an upcoming assessment is longer than 14 days.
- 2.3 When agreeing a next opportunity assessment date, the student's visa end date must be taken into consideration.