

[02/2019]

PGR Notification of Extenuating Circumstances (NEC) Template for MPhil/PhD students

Student ID	
Name	
School	<i>[ART or A&H or ADBE or NBS or NLS or SOC or SST or ARES]</i>
Type of Study	<i>[MPhil/PhD]</i>
Mode of Study	<i>[Full Time or Part Time]</i>
Year of Study	
Tier 4 Student?	<i>[Yes or No]</i>
Enrolment Status	
Describe your circumstances	<i>[free text] Please limit your answer to 100 words</i>
Describe the outcome you are seeking	<i>[free text] limit to 50 words</i>
Date affected from	<i>[Date]</i>
Date affected to	<i>[Date]</i>
Have you self-certified and provided evidence?	<i>[Yes or No]</i>
Are your circumstances due to a disability or long-term health condition which has occurred for 12 months or more?	<i>[free text] Please limit your answer to 100 words.</i>
Have you approached NTU Student Support Services for support?	<i>[Yes or No]</i>
Do you have current Statement of Access?	<i>[Yes or No]</i>
Was the monitoring point submission attempted?	<i>[Yes or No]</i>
Further details	<i>[free text] Please limit your answer to 100 words</i>
List the relevant supporting documents that you are submitting with this form.	<i>[List of documents that you are submitting with this form. Please refer to the list of typical examples of evidence at the end of this form. Note 1]</i>
Is there any further information that is not covered by the above questions, that you would like us to consider?	<i>[free text] Please limit your answer to 100 words.</i>
Have you considered making a request for an Extension or Suspension of your studies? (Note 2 NTU QHS Section 16D Paragraphs 6 and 7/ NTU QHS Section 16E Paragraphs 10 and 11)	<i>[Yes or No]</i>
Please write your full name in the box to the right to confirm you are happy for this information to be shared with relevant members of NTU staff (i.e. Doctoral School Administrators; Postgraduate Research Tutors; CRDC/Progression Board Panel members; Supervisory Team)	<i>[Please give your full name]</i>
Date	<i>[DD/MM/YYYY]</i>

FOR OFFICE USE ONLY:

Independent Assessor (PGRT/ProfD CL)

- Substantiated
- Unsubstantiated
- Constitute a Panel

Panel Decision

- Substantiated
- Unsubstantiated

Overall Decision:

- Substantiated
 - Unsubstantiated
 - Request student to consider Extension/Suspension request
-
- Recorded on Student File
 - Student notified of outcome by NTU Doctoral School Administrator

NOTE 1: Guidance on types of extenuating circumstances and evidence

The following table provides guidance on circumstances which will be considered through this process and corresponding examples of appropriate evidence. The entries below are indicative, and the list is not exhaustive. The University accepts that other circumstances may arise which are not detailed in this list provided. In such cases, students should submit their NEC form, providing specific facts and with appropriate supporting evidence. Students are strongly advised to seek guidance from their Postgraduate Research Tutor (PGRT) or Professional Doctorate Course Leader.

Circumstances	Examples of appropriate evidence	Guidance
Illness, Injury (over seven days)	An original medical certificate which must be a confirmed diagnosis by a registered medical practitioner and be specific about the nature of the illness and the likely impact it has had upon the student.	This may include sudden deterioration in a long-standing medical condition or disability for which the student has Individual Requirements in place. Minor illnesses such as colds, sore throats, headaches, digestive problems, etc. do not normally constitute extenuating circumstances.
Hospitalisation	An original medical certificate / letter from the relevant hospital confirming the nature and severity of the circumstances and the dates of hospitalisation. It would be helpful if this letter could also confirm the likely period of impact on the student's ability to undertake formal assessment and / or study.	
Acute personal / emotional circumstances (over seven days)	An original medical certificate / letter from an appropriate medical professional or counsellor.	
Serious illness or death of a family member or close friend	An original medical certificate / letter from an appropriate medical professional or a copy of a death certificate of a letter from the family doctor or a Coroner's Report. This may be accompanied, if necessary, by formal documentation confirming relationship with the deceased.	
Funeral not covered by the circumstances above	A letter or note on headed paper confirming the date of the funeral, or a copy of a funeral service.	
Crime victim	Crime report and number	Where the impact of the crime has resulted in the student suffering serious injury, illness or hospitalisation lasting more than seven days, or has required other support (e.g. counselling or other

mental health or wellbeing support), then the extenuating circumstances may fall within one of the other categories in this table.

Legal proceedings	Documentary evidence from the court or a solicitor
Jury service	Documentary evidence from the court

The following table gives examples of circumstances which are not considered extenuating:

Circumstances	Guidance
Failure to adhere to monitoring and progression deadlines properly	Students are responsible for ensuring they read and understand the monitoring and progression deadlines, seeking clarification as appropriate.
Pressure of assessments, assessment deadlines	Many students experience a degree of pressure and / or anxiety before and during monitoring deadlines. These circumstances are not considered extenuating unless a medical diagnosis of illness has been made and evidence can be provided. Where a medical diagnosis has been made, the student can submit a Notification of Extenuating Circumstances application with appropriate evidence.
Deactivation as a result of non-enrolment or non-payment of University fees or debts to the University	An NEC submission will not be considered where a student has lost access to their student account and other University facilities following the deactivation of their student record due to non-enrolment and /or outstanding debts to the University.
Authorised late start	Student whose start is delayed due to exceptional circumstances will remain within the cohort of the nearest official start date. All progression and monitoring points will be measured from the official start date and not the actual start date. Students are not entitled to claim extensions on any submission due to a later start
Minor illnesses (e.g. coughs, colds, sore throats, etc.)	
Self-induced conditions (e.g. hangovers)	
Religious festivals	The University respects the rights and religious views of its students and will make every attempt to schedule exams avoiding any holy days, but this is not always possible. However, there is already provision in place for students to email the Academic Registry and their School with any individual circumstances prior to the published deadlines. Religious festivals do not therefore constitute extenuating circumstances.
Personal disruptions which could have been anticipated (e.g. holidays)	Students are expected to plan around monitoring deadline dates. Students can view their personal deadlines on the Doctoral School App.
Accommodation disturbances (e.g. moving house, housemate disagreements)	Accommodation disturbances do not generally constitute extenuating circumstances.

Transport issues

Students are expected to plan their travel, including contingency time for moderate delays, to ensure timely arrival at the assessment venue (including monitoring meetings, and viva examination). However, significant, unavoidable delays or cancellations may constitute extenuating circumstances.

IT and / or computer failure / and / or failure to save work properly

Students are responsible for saving and backing up all electronic work. Loss or corruption of files or failure to save work properly do not constitute extenuating circumstances.

Reluctance to disclose circumstances for any reason (e.g. describing oneself as a “private person”)

The University can only consider circumstances if they are disclosed in accordance with this guidance.

The University recognises there may be instances in which students are unwilling to disclose their circumstances by email due to their highly sensitive nature. In such cases, it is important that the student discloses these circumstances to the Postgraduate Tutor or Professional Doctorate Course Leader and that a confidential written record of any discussion is retained on a password protected electronic file for reference should it be required in a Request for Reconsideration or Academic Appeal investigation. The password for the protected record will need to be shared with the relevant Postgraduate Research tutor (PGRT) Professional Doctorate Course Leader and may be shared with the independent Postgraduate Research tutor (PGRT) and Doctoral School Administrator if necessary.

Where students fail to notify the University of circumstances which may impede their academic performance, they must be aware that this non-disclosure may affect any future application for Request for Reconsideration or Academic Appeal if the University deems that the late disclosure and the evidence provided could have previously been made available to the Postgraduate Tutor, NTU Doctoral School or supervisory team.

Criminal conviction

Investigation of a criminal offence or subsequent sentence does not constitute extenuating circumstances. Court proceedings dates are often known well in advance, and it is expected that students involved in such proceedings plan their studies around relevant dates.,

NOTE 2: Relevant excerpts from Sections of the NTU Quality Handbook 2018/19

Section 16D MPhil/PhD

http://www4.ntu.ac.uk/adq/document_uploads/quality_handbook/148646.pdf

6. Extensions to the registration period

6.1 A CRDC may, because of circumstances beyond a student's control, exceptionally extend a student's period of registration beyond the permitted maximum, normally for not more than one year.

6.2 Appropriate evidence is required to support requests for extension.

Guidance note 6.1

Students should be made aware that taking up a full-time job will not be taken as evidence of "exceptional circumstances" justifying an extension of registration.

7. Suspension of studies

7.1 Where the student is prevented, by ill-health or other cause (such as accidents, death or serious ill-health of a close relative, maternity, problems beyond the control of the student), from making progress on the course, the registration may be suspended by the CRDC for a period of not less than a month and not more than a year at a time. Appropriate evidence is required to support all requests for suspension. Retrospective suspension of registration will not normally be granted for more than three months.

7.2 The total number of suspensions a student is permitted should total no more than one third of the maximum registration period. Students who are suspending studies for maternity or paternity leave are exempt from this regulation.

7.3 When returning from a period of suspension of studies, a student is required to meet with the supervisory team to agree targets and to establish whether previously achieved project approval remains valid.

8. Withdrawal

8.1 Where a student has discontinued the course, the withdrawal of registration must be notified to the CRDC.

Section 16E ProfD

10. Extensions to the registration period

10.1 A progression board may, because of circumstances beyond a student's control, exceptionally extend a student's period of registration beyond the permitted maximum, normally for not more than one year.

10.2 Appropriate evidence is required to support requests for extension.

11. Suspension of studies

11.1 Where the student is prevented, by ill-health or other cause (such as accidents, death or serious ill-health of a close relative, maternity, problems beyond the control of the student), from making progress on the course, the registration may be suspended by the progression board for a period of not less than a month and not more than a year at a time. Appropriate evidence is required to support all requests for suspension. Retrospective suspension of registration will not normally be granted for more than three months.

11.2 The total number of suspensions a student is permitted should total no more than one third of the maximum registration period. Students who are suspending studies for maternity or paternity leave are exempt from this regulation.

11.3 When returning from a period of suspension of studies, a student is required to meet with the supervisory team to agree targets and to establish whether previously achieved project approval remains valid.

12. Withdrawal

12.1 Where a student has discontinued the course, the withdrawal of registration must be notified to the progression board.