

Extenuating Circumstances and Personal Tutors

Student Services Information Desk

<https://www.sheffield.ac.uk/ssid>

Extenuating Circumstances

<https://www.sheffield.ac.uk/ssid/forms/circsnotes>

‘Exceptional, short-term events which are outside of a student’s control and have a negative impact upon their ability to prepare for or take (sit) an assessment.’

Can apply to coursework or exams or general study

If you inform the Department of any problems then we may be able to allow for this when considering your performance in course work or exams.

Acceptable Extenuating Circumstances include

- **Bereavement** - death of close relative/significant other.
- **Serious short term illness/accident/hospitalisation** .
- **Deterioration or fluctuation** of a disability or long term health condition.
- **Significant adverse personal/family circumstances.**
- **Other significant exceptional factors for which there is evidence of stress caused**, i.e. victim of crime. Evidence (police crime reference, letter from hospital/doctor treating condition, etc) of any of these is likely to be required by the department.

Unacceptable Extenuating Circumstances include

- **Medical circumstances without supporting medical documentation or later medical evidence (i.e. a doctor's note stating that the student was seen after the illness occurred).**
- **Medical circumstances which do not relate to the assessment period in question.**
Minor illness or ailment, which if you were working would be unlikely to lead to absence from work.
- **If there is a reasonable case that the circumstances were foreseeable and/or preventable**
- **Financial issues.**
- **Holidays/family events.**
- **Transport difficulties** such as delayed flights, strikes or traffic jams.
- **Late disclosure of circumstances** on the basis that the student did not feel comfortable bringing the circumstances to the attention of the academic department prior to the relevant meetings/boards.
- **Poor time management** (pressure of work, conflicting assessment deadlines, unavailability of books etc).
- **Missing exams due to misreading of examination timetable or oversleeping.**
- **Loss of computer data/printer problems .**
- **A long-term condition where treatment or additional support/arrangements are in place to mitigate.**

Extenuating Circumstances forms are available from outside F10 or can be downloaded from <https://www.sheffield.ac.uk/ssid/forms/circs>

If you are registered with the University Health Service (UHS) and wish to report extenuating circumstances which require supporting medical evidence to be provided by UHS, you should complete the electronic version of the Extenuating Circumstances Form located at:

www.shef.ac.uk/health

You can also use the UHS mobile app.

A copy of the form will then be printed off and provided to you with a stamped doctor's statement attached.

If you think you have a problem that is affecting or will affect your studies you should try and meet with one of
Lizzie Ibbotson e.m.ibbotson@sheffield.ac.uk (office F10)
David Mowbray (office E19)
Or your personal tutor.

When you have completed an EC form you should submit to the office F10. David Mowbray will review and sign if appropriate.

Email to: phy-support@sheffield.ac.uk

Will be moving to Google Form for extension requests - information about this will be circulated in due course

Short-term Absence, Self-Certification

Where you are absent from the University for a relatively short period of time (less than 7 working days) you should complete the Student Self-Certification Form.

Completed forms should be returned to F10

This is especially important for International Students

Personal Tutors

- Every student is assigned a personal tutor who will be an academic member of staff in the Department
- They are someone you can go and see to discuss problems, ask for advice etc
- You will have two formal meetings with your tutor: one early in semester 1 and the second once your semester 1 exam results become available in semester 2
- If at any time you have a problem or wish to discuss something with your personal tutor you should contact them to arrange a meeting
- You will be told who your personal tutor is within the next two weeks.
- If you wish to change personal tutor then you can go to F10 to make a request.

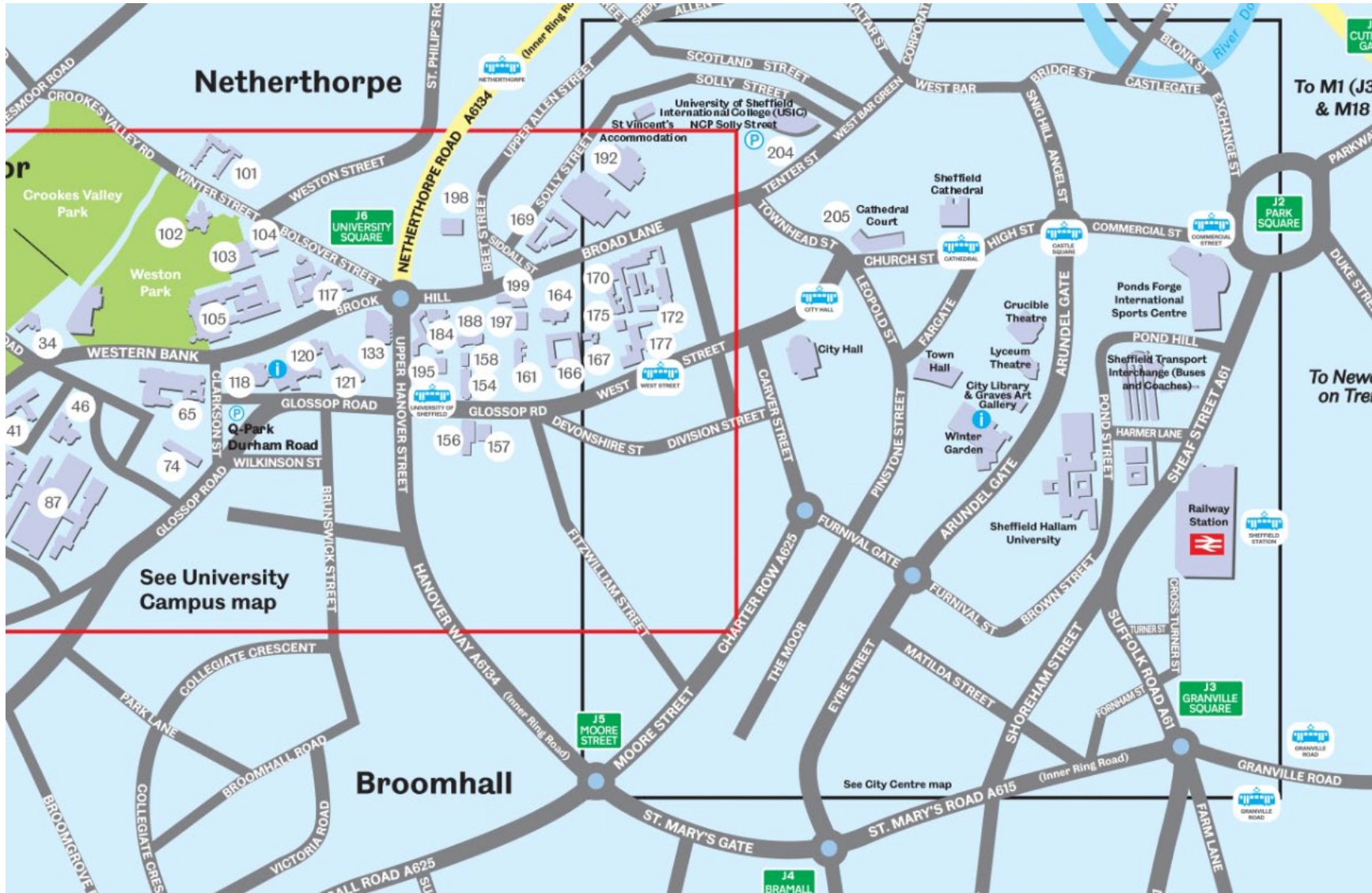
Personal tutors can provide advice/help including:

- Careers
- Study skills
- Dealing with personal issues
- Completing EC forms
- Advising where to go for more detailed help.
- Providing a reference
- Advice on CV
- Advice on avoiding plagiarism / collusion
- Timetabling issues but also see Sally Merritt in F10 or email phy-timetable@sheffield.ac.uk
- Not necessarily the best person to answer specific academic questions

Visit to York – Wednesday 4th September

Meet in entrance hall of Sheffield station at 9:35 Wednesday







Ticket for train from Sheffield to York



Ticket for train from York to Sheffield



Seat on train from Sheffield to York

Departure time and date

Carriage / coach and seat number