



Exceptional Circumstances Reporting Form

'Exceptional Circumstances' (previously known as 'Mitigating Circumstances' or 'Mitigation') is the process by which ARU makes allowance for any matter or circumstance which may have seriously affected your performance in an assessment task(s) (including a task(s) submitted for re-assessment). **Before completing this form, you are strongly advised to seek advice and guidance from the Student Advice Service and/or the Students' Union Advice Service.** In order to ensure that you understand the possible outcomes and **the potential implications of a successful claim on your continued academic progress or graduation date** go to:

<http://arul.ink/excep-circs>

Monitor the progress of your claim, including the eventual outcome, via e:Vision (<https://e-vision.aru.ac.uk/>)

An *Exceptional Circumstances* claim, once formally submitted, may be withdrawn at any point prior to an outcome decision being made

YOU NEED TO SUBMIT EVIDENCE TO SUPPORT YOUR EXCEPTIONAL CIRCUMSTANCES CLAIM

ARU has re-introduced the requirement to submit documentary evidence to support Exceptional Circumstances Claims

(this requirement had been temporarily suspended due to the Covid-19 pandemic)

NB: Claims without supporting evidence will not be successful and lead to a reject outcome

DEADLINES

All *Exceptional Circumstances* claims are required to be submitted no later than FIVE working days after the submission/completion date for assessment task to which the claim pertains.

Submit your claim **as soon as possible**. If documentary evidence is not immediately available, state that evidence will follow. **Do NOT delay the submission of your claim whilst waiting for evidence to become available.** Such delays will not be accepted as a reason for late submission.

SECTION A - YOUR DETAILS

Title:		Surname:		Forename(s):		
Course Title:						
SID Number:		Faculty:	AHSS <input type="checkbox"/>	B&L <input type="checkbox"/>	HEMS <input type="checkbox"/>	S&E <input type="checkbox"/>
			ARU-P <input type="checkbox"/>	ARU-L <input type="checkbox"/>	ARU-C <input type="checkbox"/>	UCP <input type="checkbox"/>

SECTION B – LATE EXCEPTIONAL CIRCUMSTANCES CLAIMS ONLY

- All claims received by the Academic Registry after the 5 working day deadline are deemed as **LATE**
- Any late claims for which this section has not been completed will be automatically rejected
- In this section, explain the reason why you were unable to submit your claim by the correct deadline and provide supporting documentary evidence to verify the lateness of your claim

SECTION C – ASSESSMENT TASKS FOR WHICH YOU ARE SUBMITTING A CLAIM

Please specify each module AND the relevant assessment task for which you are claiming exceptional circumstances

Module Code	Module Title	Task Number <small>(eg: 010, 011 etc.)</small>	Assessment Date
MOD00_ _ _ _			
MOD00_ _ _ _			
MOD00_ _ _ _			

SECTION D – DETAILS OF YOUR EXCEPTIONAL CIRCUMSTANCES

(a) I am submitting a claim on the grounds of (as specified in Section 6 of the Academic Regulations): (✓)

<i>a serious short-term illness or exacerbation of a long-term condition</i>	<i>the death, or serious illness, of a close family member, a friend or person for whom I have responsibility of care</i>	<i>other sudden or unforeseen circumstances beyond my reasonable control</i>
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(b) Please give details below of your circumstances; explain how the circumstances you describe have adversely impacted on your performance in, or absence from, the assessment tasks listed in Section C of this form.

SECTION E – SUPPORTING DOCUMENTARY EVIDENCE

**You need to submit evidence to support your Exceptional Circumstances claim
Claims without supporting evidence will not be successful and lead to a reject outcome**

SELF-CERTIFYING AN ILLNESS

To self-certify for illness, please complete and attach the [ARU Self-Certification form](#). Please note:

- The absence of any evidence in support of a claim is NOT deemed as self-certifying by default. To self-certify, the ARU Self-Certifying Form must be completed.
- Self-certifying can only be used to cover a maximum period of 5 working days. A claim that references a period longer than 5 working days will therefore need to be supported by a certificate or letter from a medical professional.
- As self-certifying can only cover a maximum period of five working days, it follows that self-certifying is not permitted to support late claims. Late claims will therefore need to be supported by a certificate or letter from a medical professional.

(a) Have you attached supporting documentary evidence?	Yes/No
(b) Please list the items of documentary evidence you are attaching in support of your claim – NB: you <u>cannot</u> self-certify a late claim: <i>[If some or all of the documentary evidence is not immediately available, state that such evidence will follow. Do NOT delay the submission of this form whilst waiting for evidence to become available. Such evidence must follow within <u>TEN working days</u> of the submission of this form.]</i>	
(i) (ii)	
(c) If you have a SORA (Statement of Reasonable Adjustments) and would like this reviewed as evidence for your Exceptional Circumstances claim, please confirm here	Yes/No

SECTION F – ADVICE AND GUIDANCE

You are strongly advised to seek advice and guidance on your claim prior to its submission.

If you have sought and received advice from the Student Advice Service (www.aru.ac.uk/studentadvisers) and/or the Students' Union's Advice Service, please provide the name of the adviser with whom you have discussed your claim:

If, following the submission of this claim, you would like to access support yourself please contact the Counselling & Wellbeing Service (www.aru.ac.uk/wellbeing) or, for independent advice & support, the Students' Union Advice Service (www.angliastudent.com/advice).

SECTION G – DECLARATION

By signing this declaration:

- I declare that the above statements and any submitted documentation is true;
- I understand that the possible outcome of a successful exceptional circumstances claim may delay my progression to the next year of my course and/or my expected graduation date;
- I understand ARU will hold the information that I have provided in paper form and/or electronically. It will be retained on my student record and disposed of securely thereafter;
- I understand that the information that I have provided will be disclosed to authorised members of ARU staff for the purpose of processing my claim in accordance with the Academic Regulations;
- Where I have provided contact information, I understand that the ARU Exceptional Circumstances Panel may use this information to contact the person(s)/organisation(s) cited to discuss my claim, if necessary;
- I confirm that I have sought permission from any third party to use their personal data as evidence for my exceptional circumstances claim.

Please see our [Privacy Notice](#) to understand more about our legitimate interests in using your data for this purpose

Signed _____

Date _____

STUDENT'S SIGNATURE

ONLY SUBMIT YOUR FORM BY E-MAIL TO: excep-circs@aru.ac.uk. PLEASE DO NOT POST