

EXTENUATING CIRCUMSTANCES POLICY (RESEARCH STUDENTS)

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EXTENUATING CIRCUMSTANCES POLICY (RESEARCH STUDENTS)

The University's Student Life Teams offer a comprehensive range of support services, including counselling, wellbeing resources, disability and dyslexia support, and financial advice. In addition, the Students' Union operates an independent Student Advice service to provide students with neutral support and guidance on a range of personal and academic-related matters. The services in the Centre for Student Life and Student Advice are available to research students and all are free, impartial, confidential and non-judgmental.

1. Scope and purpose

1.1 This policy applies to research students for the duration of their candidature, including the 'thesis completion' stage, pre- and post-examination, and during any resubmission period. It does not apply to undergraduate or postgraduate taught (including MRes) students, for which a separate extenuating circumstances policy exists.

1.2 The policy defines extenuating circumstances in the context of research degree programmes and outlines the range of remedies to help mitigate against disruptive events. It also explains the application procedure and the decision-making process.

1.3 Broadly, the purpose of the policy is to ensure that:

- students and staff are aware of their responsibilities regarding the reporting and management of extenuating circumstances;
- students who report extenuating circumstances are supported by their School and the University;
- students who experience difficult circumstances during their studies will not be academically disadvantaged;
- extenuating circumstances cases are managed fairly and equitably across the University.

1.4 Students undertaking Professional Doctorates should adhere to this policy only in relation to the research stage of the programme. In the case of Professional Doctorate programmes that do not have distinct 'taught' and 'research' stages, the Programme Director shall determine whether this policy or the separate Extenuating Circumstances Policy and Procedure (Undergraduate and Postgraduate Taught Students) applies, as appropriate to the stage of the candidature.

2. General statements

2.1 As a research student, you are responsible for your academic progress. Continued registration on your programme of study is conditional on you maintaining adequate progress in accordance with the Policy and Procedure on the Monitoring of Research Students.

2.2 The expectation is that you will manage your workload and complete your studies alongside any personal circumstances or life events. It is not unusual

for doctoral study to involve a level of pressure which may lead to feelings of stress and anxiety. Unless you experience severe and exceptional circumstances which are either unforeseen or unavoidable, you are expected to progress with your studies in line with your Research or Completion Plan.

- 2.3 If you become unwell or need to take a clear break from your studies for other personal reasons, you should apply for a leave of absence (up to 28 days) or interruption of study (more than 28 days) in accordance with the Interruption of Study Policy (Research Students).
- 2.4 Short absences or limited periods of reduced progress should be managed by adjusting your Research/Completion Plan where necessary and should not affect your ability to meet a monitoring deadline or submit your thesis within your time limit. Your supervisor(s) and Review Panel will discuss your progress with you and, if necessary, recommend any adjustments to your Research/Completion Plan.
- 2.5 If you are a funded student, particularly if you are in receipt of a UKRI studentship, it is your responsibility to familiarise yourself with the terms and conditions of your studentship and where necessary seek guidance from your School or funder before seeking remedial action for extenuating circumstances.

3. Definitions

- 3.1 An 'extenuating circumstance' (sometimes known informally as 'ECs' or 'ex circs') is something that adversely affects or prevents you from completing an assessment or progressing in line with planned milestones and objectives. As a research student, this may apply to a progress monitoring event (the Initial, 9-month, Interim or Annual Review points), the final submission of your thesis, or your oral examination (viva). Extenuating circumstances may also impact a Warning of Exclusion/Downgrade period or occur during the '12-week thesis corrections' or resubmission periods.
- 3.2 Extenuating circumstances are serious and exceptional situations, incidents or events that are unexpected, unavoidable and typically occur outside of your control. This means that you did not know that they were going to happen and therefore could not plan to avoid or mitigate the impact.
- 3.3 A 'remedy' or 'remedial action' is a step taken by the University to help mitigate against the detrimental impact of an extenuating circumstance. It is a supportive measure to ensure that you are not disadvantaged by your difficulties and to help you get back on track with your studies.
- 3.4 All references to 'days' in this policy relate to calendar days.

4. Grounds for extenuating circumstances

- 4.1 We recognise that during your studies you may face particularly challenging personal circumstances that have a substantial adverse impact on your progress. To be considered 'extenuating circumstances' and justify remedial action, they must relate to one or more of the following grounds:

- .1 Ill health: a serious time-limited illness or injury, or a long-term health condition or disability that has been newly diagnosed or has worsened or is fluctuating.
 - .2 Compassionate grounds: a substantial change in your personal, domestic or family circumstances, such as the death of a close family member or significant person, an unanticipated change in caring responsibilities (ill health of a dependent, for example), severe and unanticipated financial issues, or being a victim of a serious crime.
 - .3 Exceptional professional commitments (part-time students only): an unexpected and unavoidable change to your work commitments, if you are a part-time student working alongside your studies. Taking up employment is considered a normal outcome of doctoral study, and new employment-related grounds are not permissible when a student (regardless of their mode of study) is in their thesis completion stage.
 - .4 Unavoidable practical/logistical difficulties: unavoidable and disruptive difficulties beyond your control that affect your progress for a discrete period of your candidature.
- 4.2 If you are unable to conduct any research or writing or otherwise engage with your programme due to severely disruptive circumstances, you must either apply for an interruption of study or consider withdrawing from the programme. Note that an extension will not be permitted at a later stage for circumstances which should have led to an interruption of study. (See Interruption of Study Policy (Research Students).)
- 4.3 The following are not extenuating circumstances and remedies will not be applied on any of these grounds:
- .1 Minor illness or ailment (such as a cough or common cold), which in an employment context would not satisfy the requirements for sickness leave.
 - .2 Holidays, weddings or other family-related occasions, religious events, or house moves, since these are foreseeable and can be planned for: annual leave allowance should be used for this purpose.
 - .3 Professional (work) commitments when registered as a full-time student or taking up employment during the thesis awaited period, regardless of previous mode of study.
 - .4 Insufficient academic progress or poor time management: remedial action will not be taken simply because more time is needed to complete work or meet a deadline.
 - .5 General pressure of your studies, since this is expected and common to all students. Unless this causes you to become unwell,

the expectation is that you will progress with your work in line with your Research/Completion Plan.

- .6 A change in the scope or direction of the research project, including following any planned departure of a member of your supervisory team.
 - .7 Minor IT problems, as it is your responsibility to ensure that your work is appropriately backed-up.
- 4.4 Unless they are severely disruptive, issues surrounding supervision, training or other elements of your programme are unlikely to be accepted as extenuating circumstances. Any problems relating to academic matters should be reported to your School's Director of Postgraduate Research at the time they occur and, if unresolved, via the Student Complaints Procedure.
- 4.5 Long-term health conditions or disabilities are not considered extenuating circumstances, but if you experience an unexpected change or worsening of your condition that severely disrupts your studies, or if you encounter unrelated mitigating circumstances, you may request that these be taken into account. Students with ongoing conditions and/or disabilities are encouraged to meet with the University's Student Disability Service so that appropriate support to study can be considered.
- 4.6 It is important that extenuating circumstances are reported at (or as close as possible to) the time that they occur, and that remedies are requested promptly and in line with this policy (see section 5).
- 4.7 Remedial action will not be taken where:
- .1 extenuating circumstances have not previously been disclosed, and no justification can be provided for the non-disclosure;
 - .2 an application is submitted outside of the timeframes stated in section 5 without justifiable reason;
 - .3 an application is insufficiently evidenced or is incomplete;
 - .4 there is a more apt solution or form of mitigation (where an interruption of study is appropriate, for example);
 - .5 a remedy has already been implemented for the same circumstances and in relation to the same period.

5. Available remedies

- 5.1 The remedies available to you in response to accepted extenuating circumstances will vary depending on the stage of your candidature. In some cases, a minor adjustment for a time-limited or isolated event will be sufficient; in other instances, a more substantial remedy will be appropriate.

The remedies and associated timeframes are as follows:

**Brief postponement to progress monitoring or Warning of Exclusion /
Downgrade deadline (considered by Director of Postgraduate Research)**

- 5.2 If you are unable to submit work for a progress monitoring event by your deadline because of extenuating circumstances that occurred during the reporting period, or if you are unable to attend the meeting where the work will be discussed, you may request that the deadline or meeting be postponed. This should be for the briefest possible period, and no more than 28 days.
- 5.3 If you have been placed on a Warning of Exclusion/Downgrade because of concerns raised about your progress or engagement, and you are unable to submit work or otherwise demonstrate re-engagement by your deadline because of extenuating circumstances that occurred in the warning period, you may request a postponement of up to 28 days.
- 5.4 A brief postponement may be appropriate in the case of a single, short-term incident or event, such as a brief but acute period of ill health, hospitalisation or bereavement, where submission of work by the deadline is not possible.¹
- 5.5 If you encountered unforeseen circumstances for which you did not interrupt your study, but which have impeded your ability to make the expected progress against your Research/Completion Plan or Warning of Exclusion/Downgrade objectives, you should report these to your School at least 14 days before your deadline. Any circumstances reported less than 14 days before your deadline will not be considered, unless you provide clear justification for late reporting.
- 5.6 Where you report extenuating circumstances and these are considered by your Director of Postgraduate Research to warrant remedial action, they will be taken into account when determining progression recommendations.
- 5.7 For progress monitoring, it may be appropriate for your progress to be '*considered satisfactory in the circumstances*'. This means that the unforeseen circumstances are recognised to have had a considerable detrimental impact on your progress but continued registration on your programme of study is confirmed as a suitable remedy to the extenuating circumstances. You may be required to adjust your Research/Completion Plan in either scope or timing to ensure that you remain on track to complete your thesis within your time limit. Where sufficient adjustment to your Plan is not possible, your School may support you in making an application to extend your thesis submission deadline as a remedy to the extenuating circumstances reported (see 5.21 below).
- 5.8 If you are under a Warning of Exclusion/Downgrade, your supervisor(s) and an independent reviewer will consider the work you submitted against the agreed objectives. It may be appropriate that your Director of Postgraduate Research permits one further attempt at meeting the objectives, within a

¹ If you are unable to study for more than 28 days, you should apply for an interruption of study. If approved, your progress monitoring deadline will be adjusted by a period commensurate with the length of your interruption. You will not be required to submit work for review while on a period of approved interruption.

period not exceeding 12 weeks.

Studying at reduced or limited capacity (agreed with your lead supervisor)

- 5.9 If you are registered on a full-time programme, your time commitment to your study should equate to that of full-time employment, and this should be a pro-rata equivalent if you are studying part-time. For ill health or other personal/family related reasons (such as a disability with fluctuating symptoms, an unanticipated short-term change in caring responsibilities, or as part of an agreed phased return to study), you may need to study briefly at a slower pace.
- 5.10 Where this is the case, you are encouraged to discuss the situation with your supervisor(s) and agree a temporary reduction in your working hours. You should take into account any forthcoming deadlines (including the proximity to your thesis submission deadline) or research-related commitments that may be affected and, where agreed, a clear plan for resuming your normal study pattern should be put in place. Your Research/Completion Plan should be updated to reflect this period of limited progress.
- 5.11 Any reduction in study hours should be limited to a single, defined and consecutive period of no more than 28 days per 12-month rolling period. Where reduced hours are required over a longer period or on multiple occasions, you should consider alternative options, which may include a transfer to part-time study or an interruption of study. Alternatively, it may be appropriate that you withdraw from the programme.
- 5.12 Temporary changes in working hours should be managed between you and your supervisory team, and you are advised to keep a record of the agreement in your supervision meeting logs. Studying at a reduced or limited capacity is a short-term supportive measure and there is not a formal application procedure. Changes will not appear on your student record.²
- 5.13 Since short periods of reduced progress should be subsumed within the overall time limit for the programme, future extension requests are not expected on these grounds. Studying at a reduced or limited capacity may, however, impact your next progress monitoring event. You may be unable to meet a monitoring deadline or feel that the quality or quantity of your work has been adversely affected. Where this is the case, you should report the circumstances in line with this policy and request appropriate remedial action (see paragraphs 5.2 – 5.8).

Programme transfer (considered by Director of Postgraduate Research)

- 5.14 If your personal circumstances change during your studies and this impacts your ability to engage with your research as planned, you may apply to transfer to part-time study, or curtail your doctoral-level project and submit

² If you are a UKRI-funded student and a phased return has been agreed following your return from sickness leave, you may be entitled to receive sick pay during the phased return period. Please see UKRI [terms and conditions](#) for details. There will be no changes to funding end dates or additional stipend payments as part of any other period of reduced/limited working.

instead for an MPhil award (or other lesser award permitted by the programme regulations).³

- 5.15 A transfer from full-time to part-time study (or vice versa) is only permissible during the fees-payable stage of your programme. Where possible, changes of study mode or degree programme should take effect from the beginning of a calendar month.

Extension to your thesis submission deadline (considered by PGR Extenuating Circumstances Adjustment Panel)

- 5.16 The expectation is that you will make up for limited periods of disruption or brief absences during your studies by adjusting your Research Plan and/or by using the contingency provided by the total period of your candidature (i.e. the 'thesis completion'/unfunded period, where available). Advice from supervisors and reviewers should be taken to help mitigate disruption.
- 5.17 If attempts have been made to adjust the Research/Completion Plan to enable submission of a viable thesis by the current deadline, but further adjustment is not feasible, you may apply to extend your time limit by a period commensurate with the time affected.
- 5.18 An application for an extension must be made 2 to 4 months before your submission deadline to allow time for the request to be considered and processed.
- 5.19 Applications received less than 2 months before the deadline will be rejected, unless there are justifiable reasons (which are likely to be outside of your control) for a late application. In such cases, the outcome of your application may be communicated to you after your current submission deadline. You are advised to continue working on your thesis while the application is under consideration.
- 5.20 Applications will be rejected where the deadline for thesis submission has passed, unless there are compelling reasons for the lateness (hospitalisation or incapacitation, for example). Lack of awareness or misunderstanding of the submission deadline will not be accepted as justification.
- 5.21 If you are in your fees-payable period and your progress has been affected by intermittent extenuating circumstances (but interrupting your study was not appropriate), you may apply for an extension. There should be explicit evidence from your Annual Review that (further) mitigation and adjustment to your Research Plan is not feasible, and your School should be prepared to support a request to extend your time limit as a remedy.
- 5.22 You may apply to extend your time limit on more than one occasion, but an application for a further extension must demonstrate new or ongoing extenuating circumstances which have occurred since your last application.

³ If you are a funded student, you should check the terms and conditions of your studentship before requesting a programme transfer. Some funders may prohibit changes of modes of study or only permit transfers in line with stated criteria. Visa holders should contact International Student Support for guidance on restrictions and visa implications relating to a transfer.

- 5.23 In addition to the grounds stated in section 4, an extension may be granted in relation to a placement or internship, where this was undertaken with the support of your supervisor during the fees-payable period, and an interruption of study was not permitted under the terms and conditions of your studentship/sponsorship.
- 5.24 Unless there are compelling grounds, an extension will not be granted for circumstances that should have been managed as an interruption of study.

Oral examination (viva) (considered by Director of Postgraduate Research)

- 5.25 If you report extenuating circumstances following the submission of your thesis, it may be appropriate for your viva to be delayed or rescheduled. It is important that you inform your School as soon as possible if you are unable to attend the planned date of your viva, or if you have a justifiable reason to delay the scheduling of the examination, to allow for the necessary arrangements to be made. The viva must be held within 12 months of submission, unless there are exceptional circumstances.
- 5.26 Any extenuating circumstances that have occurred in the course of your studies will remain separate from the final academic decision on your thesis, so it would not be usual for the circumstances to be reported to the Examining Board unless they will impact on your performance in the viva.
- 5.27 If you have a disability, specific learning difficulty or chronic health condition, you should discuss your needs and any concerns with your supervisor and the Disability Support Service in good time before your viva to explore what reasonable adjustments are available (see Reasonable Adjustments Policy and Procedure). These should not be reported as extenuating circumstances.

12-week thesis corrections period (considered by Director of Postgraduate Research or PGR Extenuating Circumstances Adjustment Panel)

- 5.28 If you are unable to submit the final, corrected version of your thesis within the 12-week time limit because of extenuating circumstances that have occurred in the period following your oral examination (viva), you should report the circumstances to your School and request that your deadline be extended. Where this is considered an appropriate remedy for your extenuating circumstances, an extension of up to 28 days may be granted by the Director of Postgraduate Research. Your School will notify Education Governance (PGR Quality and Operations) for your student record to be adjusted.
- 5.29 Where an extension of more than 28 days is requested, you may make an application for the consideration of the PGR Extenuating Circumstances Adjustment Panel (as explained below). Unless the circumstances are exceptional, the deadline will not be extended by a period of more than 12 weeks from the original deadline.

6. Disclosing and reporting extenuating circumstances

- 6.1 You should make your supervisor(s) aware of any incidents or events that are impacting your studies as soon as possible; ideally at the time they occur. It may be discussed at a regular supervision meeting or other appropriate time, or disclosed as part of your next progress monitoring self-assessment. We understand that this may be very difficult for you, and you may feel uncomfortable disclosing personal details outside of your support network. Rest assured that the University is sympathetic to students in difficult circumstances, and we wish to support you.
- 6.2 If you would prefer not to disclose the circumstances to your supervisor(s), you should notify another member of the School's academic or professional services staff, such as the Director of Postgraduate Research or a member of the School Office. You may also wish to seek support or guidance from one of the University's Student Life Teams or Student Advice, who can advise if your circumstances are extenuating and may justify remedial action.
- 6.3 Where the circumstances have caused – or are likely to cause – considerable and irrevocable disruption to your studies, you should report them formally to your School at the earliest opportunity and request a remedy. It is your responsibility to report your extenuating circumstances promptly and in accordance with the timeframes stated in section 5 (as relevant to the particular remedy requested). Requests for remedial action will not be considered outside of the stated timeframes, unless there are compelling grounds to justify the late reporting.
- 6.4 You must complete an Extenuating Circumstances (Research Student) Form to provide a description of the circumstances, the period affected, and the impact that they have had on your work. As part of the form, you must indicate the requested remedy/ies, which should be one or more of the remedies listed in section 4 (as relevant to the stage of your candidature).
- 6.5 Your statement must be supported by independent and relevant evidence which is either current/recent or contemporaneous (meaning from the time that the incident or event happened). Evidence must be:
- submitted on documentation that is recognisably authentic and signed and dated by the relevant authority: if the evidence is not on headed paper or from a recognised authority, you should submit the evidence that is available to you and explain why this evidence is submitted;
 - provided in English or Welsh (translated into English/Welsh and authenticated, if necessary) and ideally unaltered. Minor redaction is acceptable for confidentiality purposes where personal data relates to other individuals, providing that this does not impact the legibility or usefulness of the evidence. You are responsible for covering any costs for providing the documents, including translation.
- 6.6 Where an extension to your thesis submission deadline is requested, a statement from your lead supervisor must form part of your application. Requests for extensions of over 2 months must also include your latest

progress monitoring documents (your most recent Interim Review and Annual Review self-assessments, supervisor reports, and the Review Panel report). You should liaise with your School Office to provide copies of the reports if they are not readily available.

- 6.7 If you are requesting an extension to your submission deadline and an Annual Review has not been held in the last 12 months (where, for example, you are outside the fees-payable period and you had expected to submit your thesis at an earlier stage), your Director of Postgraduate Research may convene a Review Panel to assess your work prior to taking a decision on the application. This is to help evaluate the impact of the extenuating circumstances on your progress since the previous monitoring event.
- 6.8 The information that you submit will be treated sensitively and shared only with staff who process your request.⁴ If you would prefer to provide part or all the application directly to a decision-maker (as outlined in section 7), your School Office can provide instructions on how to do this.
- 6.9 If you disclose a disability or support issue, you will be encouraged to meet with the relevant university support service so that they can help you and, where appropriate, discuss reasonable adjustments with you.
- 6.10 It is important to note that reporting extenuating circumstances does not mean that they will automatically be accepted or that your requested remedy will be permitted.

7. Reviewing your application: stage 1 (Director of Postgraduate Research)

- 7.1 Some remedies, such as the postponement of a monitoring event or transfer to part-time study, can be approved by your School. Others, such as an extension to your thesis submission/resubmission deadline, require approval from the PGR Extenuating Circumstances Adjustment Panel: a panel comprising a Dean for Postgraduate Studies from each of the three Colleges, which meets regularly to consider remedy requests.
- 7.2 Your School's Director of Postgraduate Research will receive the application from you in the first instance. They may contact you to discuss the request and/or seek additional information or clarification to enable them to make their decision/recommendation.
- 7.3 Where the Director of Postgraduate Research is also a member of your supervisory team, your application will be received instead by the Head of School or their nominee.
- 7.4 The Director of Postgraduate Research will:
- consider verifiable, evidence-based information only;
 - consider the severity of the problem and the period affected;

⁴ The University may be required to share details of your application with your funder for the purpose of administering your studentship. For UKRI-funded students, this forms part of the terms and conditions of your studentship.

- determine whether academic progress has likely been affected by the circumstances;
- estimate the likely extent of the impact on your academic progress;
- determine whether the remedy requested is fair and reasonable.

7.5 Following their review of your application, the Director of Postgraduate Research will either:

- .1 Approve or refuse remedial action, where the remedy requested can be agreed at School-level. Where changes to your student record are required, the Director of Postgraduate Research will notify Education Governance (PGR Quality and Operations) of the decision. For progress monitoring adjustments, they will also consult with the Review Panel convened to assess your progress; or
- .2 Refer the application back to you for further information on one occasion only; or
- .3 Make a recommendation to the PGR Extenuating Circumstances Adjustment Panel to approve or refuse remedial action, where the remedy requested requires higher approval. Applications will be forwarded to Education Governance (PGR Quality and Operations) with the recommendation, for processing ahead of the next Panel meeting.

8. Reviewing your application: optional stage 2 (School Extenuating Circumstances Group)

- 8.1 The Director of Postgraduate Research may choose to refer your application to the School's Extenuating Circumstances Group for their guidance and expertise before making their decision/recommendation. This is an optional stage in the application review process and the decision whether to consult the group is entirely at the Director of Postgraduate Research's discretion.
- 8.2 Each School has an Extenuating Circumstances Group that meets regularly to consider requests for adjustments. Members are nominated by the Head of School and include academic and professional services staff and disability/wellbeing representatives. In some cases, the Chair considers requests on behalf of the group. The group (or Chair) may review requests for all students in the School, or the Head of School may convene a separate Extenuating Circumstances Group to consider requests from research students.
- 8.3 If a separate Extenuating Circumstances Group is established to consider postgraduate research matters, it will be chaired by a member of the School's academic staff, who may consider requests on behalf of the group. All members of the group, which may include other academic or professional services staff, will have received training appropriate to the role.
- 8.4 If a member of your supervisory team is part of the School's Extenuating Circumstances Group, they will not receive or comment on your application in that capacity. This is because it is important that extenuating

circumstances decisions are taken by individuals who are independent of you and your supervisors.

8.5 Applications may be referred to the Extenuating Circumstances Group where, for example, the described events are particularly complex or unclear, the remedy requested is substantial, or other remedies have been granted previously.

8.6 If approached by the Director of Postgraduate Research, the Extenuating Circumstances Group will review your application and advise whether:

- the supporting evidence is valid, authentic and appropriate;
- the described incident(s) or event(s) meet the criteria for extenuating circumstances;
- there is demonstrable evidence of impact on your studies;
- the remedy requested is reasonable and proportionate.

8.7 The Director of Postgraduate Research will receive the report of the Extenuating Circumstances Group and make a decision/recommendation accordingly.

9. Reviewing your application: stage 3 (PGR Extenuating Circumstances Adjustment Panel)

9.1 The PGR Extenuating Circumstances Adjustment Panel meets regularly to review all applications for extensions to submission deadlines as well as other remedy requests and related matters requiring higher approval.

9.2 One Postgraduate Dean will act as Chair of the Panel and will record the Panel's decisions. The Panel will be supported by members of Education Governance (PGR Quality and Operations) who are suitably experienced in extenuating circumstances matters.

9.3 The Panel will receive your application and supporting documentation and will consider the recommendation of the Director of Postgraduate Research. This may include a recommendation to reject your request. The Panel will not receive any reports from School Extenuating Circumstances Groups.

9.4 The Panel will take one of the following decisions:

- Approve the requested remedy;
- Approve an alternative remedy;
- Refer the application back to you (or your School) on one occasion only for additional information, which may include the requirement to provide further supporting evidence;
- Refuse the remedy, where the case is not compelling and/or the request is not permitted in line with this policy.

10. Unsuccessful applications

10.1 If your application is unsuccessful and your remedy request is rejected, the outcome will be as follows (as relevant to the stage of your candidature):

- 10.2 Progress monitoring or Warning of Exclusion/Downgrade:
Your deadline remains unchanged; failure to submit work by the deadline will be considered evidence of non-engagement, and/or your submitted work will be assessed in accordance with the Policy and Procedure on the Monitoring of Research Students / Unsatisfactory Progress or Engagement Policy and Procedure (Research Students).
- 10.3 Programme transfer:
No action will be taken in response to the information provided.
- 10.4 Oral examination (viva):
No action will be taken in response to the information provided.
- 10.5 Extension to thesis submission/resubmission deadline/12-week corrections period:
Your thesis submission deadline will remain unchanged; failure to submit a thesis for examination by the deadline may result in your registered status being withdrawn. A late submission may be considered (see Policy on Late Submission of Research Degree Theses).

11. Communicating the outcome

- 11.1 You will be informed of the outcome in writing, via your university email, within 14 days of the decision being made by the Director of Postgraduate Research or the PGR Extenuating Circumstances Adjustment Panel.
- 11.2 If your application is referred back to you for additional information, you will have 14 days from the date of notification in which to provide a response. Where a response is not received within 14 days, a decision will be taken on your application based on the information available.
- 11.3 Where the remedy is approved at School-level, the Director of Postgraduate Research will communicate the decision to you. Education Governance (PGR Quality and Operations) will notify you of a decision made by the Panel.
- 11.4 If your application is rejected, the rationale for the decision will be explained to you, as well as your options. This will include the opportunity to request a review of the decision (see section 12).
- 11.5 The Director of Postgraduate Research or Education Governance (PGR Quality and Operations) will liaise with appropriate academic and/or professional services staff to ensure that any necessary follow-up action is taken and any adjustments to your student record are made accordingly.

12. Appealing the decision

- 12.1 You may appeal the decision in accordance with the University Review Procedure. You are advised to seek independent support and guidance from Student Advice on your rights and responsibilities, and the procedure to submit a review request.

12.2 Review requests must be made within 14 days of receiving the decision, unless you can demonstrate why it was not possible or reasonable for you to submit the review request within the specified timescale. You are expected to provide evidence in support of the reason(s).

Appendix: Alignment with the Expectations and Core Practices of the revised UK Quality Code for Higher Education

This policy and procedure aligns with the following relevant Expectations and Core Practices of the UK Quality Code for Higher Education:

Expectations for standards	Expectations for quality
	From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.
Core practices for standards	Core practices for quality
	The provider has sufficient appropriately qualified and skilled staff to deliver a high-quality academic experience.
	The provider has sufficient and appropriate facilities, learning resources and student support services to deliver a high-quality academic experience.
	The provider actively engages students, individually and collectively, in the quality of their educational experience.
	The provider has fair and transparent procedures for handling complaints and appeals which are accessible to all students.
	Where the provider offers research degrees, it delivers these in appropriate and supportive research environments.
	The provider supports all students to achieve successful academic and professional outcomes.
Common practices for standards	Common practices for quality
The provider reviews its core practices for standards regularly and uses the outcomes to drive improvement and enhancement.	The provider reviews its core practices for quality regularly and uses the outcomes to drive improvement and enhancement.
	The provider engages students individually and collectively in the development, assurance and enhancement of the quality of their educational experience.