**Application for consideration of Serious Adverse Circumstances (SAC)**



***It is important that you read the grounds of acceptable serious adverse circumstances on the reverse of this form before you complete and submit this form.***

* Fill out ALL sections, **incomplete forms will not be accepted** – Use the category number from the table in part B of the form. Only circumstances shown as acceptable will be valid for an SAC application.
* Forms without appropriate evidence, covering the correct dates and duration will not be accepted
* All claims for SACs must be submitted in totality (with evidence) before published deadlines:

|  |  |  |
| --- | --- | --- |
| Semester A Assessments | 17th January 2019 | 16:00 |
| Semester B Assessments | 16th May 2019 | 16:00 |
| Referred/Deferred Assessments | 25th June 2019 | 16:00 |
| Semester C Assessments *(PG Only)* | 2nd September 2019 | 16:00 |
| Referred/Deferred Assessments (PG Only) | 18th October 2019 | 15:00 |

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| **A** | **Your Details** | |
| Your **FULL** Name |  |
| Your Student ID Number |  |
| Your email address |  |
| Your phone number *(optional)* |  |
| Your Programme of Study (name) |  |
| Your Programme of Study (code) |  |

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| --- | --- | --- | --- | --- | --- |
| **B** | Module Name | Module Code | Assessment Information  **Title** and hand in **date** | Handed  in or  taken (**Y**es/**N**o) | SAC  No. (see  over) |
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|  |  |  |  |  |
| Please indicate when you are requesting to resubmit your work: | | | | |
| Request to defer the submission of your work until later in the **CURRENT** academic year | | | *(tick)* | |
| Request to defer the submission of your work until the **NEXT** academic year | | | *(tick)* | |
| Submitted a SAC form because you have decided to **REST** from your studies | | | *(tick)* | |
| ***For International Students only, if you are resting please also indicate if you are studying with a TIER4 Visa*** | | | Yes / No | |

|  |  |
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| **C** | **Reason for this application** |
| *Briefly outline how your circumstances has prevented you from completing the assessment. What impact has it had on you? What is the time frame of your circumstance?* |

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| **D** | **Supporting Evidence Attached** *Clearly list all the supporting evidence you are attaching. No final decision can be made without evidence. Evidence should be clearly dated and should cover the timeframe mentioned in part C above* | |
| Tick box if you wish the matter/evidence to remain confidential to the chair of the panel | *(tick)* |

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| **E** | **Student Signature** |  | *(date)* |

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| --- | --- | --- | --- | --- | --- |
| **Office Use Only** | | | | | |
| Received in School | *(on date)* | By | *(name)* | | |
|  | | | | | |
| Recommendation (select option) | **Defer / Request Further Information / Reject (give reason)** | | | | |
| Recommendation by | *(name)* | *(signature)* | | | *(date)* |
|  | | | | | |
| Module Leader(s) Informed | *(on date)* | Student Informed | | *(on date)* | |

**Notes for Students – Categories of SAC & Evidence Required** (see the Detailed Guidance for fuller explanations)

|  |  |  |
| --- | --- | --- |
| **SAC**  **No** | **Type of Circumstance** | **Evidence Required** |
| **1** | **Medical (serious)** – not a recognised disability. Examples: broken limb, problem with eyesight, influenza, vomiting or migraine at time of assessment, infectious condition. Flu does not refer to the common cold. | Medical certificate (self-certification for the first seven days of illness is permitted if the student provides evidence that it is the policy of their GP practice not to issue medical certificates), or there is evidence from the invigilator’s log |
| **2** | **Medical (minor).** includes coughs and colds, ongoing conditions like asthma IBS etc (**unless, in the case of an examination/in-class test, the symptoms are so bad on the relevant day that the student is too unwell to attend**, in then the condition will be treated as serious as in 1 above): | **NOT AN ACCEPTABLE SAC (seek guidance from tutor)** |
| **3a** | **Disability & Mental Health:** Agreed SNA adjustment, not implemented | Confirmation in writing that the agreed adjustment was not implemented |
| **3b** | **Disability & Mental Health:** Late request for SNA adjustment | Confirmation in writing from a member of Student Wellbeing that the SAC is valid plus any medical evidence |
| **3c** | **Disability & Mental Health:** Unable to take assessment for reasons directly related to disability or mental health |
| **3d** | **Disability & Mental Health** You sat the assessment but your mental state at the time of sitting meant that you did not realise you were unfit to do so. | Completed and signed “SAC Medical Practitioner form” (Form MP2) is the only acceptable evidence |
| **4a** | **Bereavement:** Death in immediate family or closefriend | Death certificate, additional information (location of funeral, any religious observance requirements for mourning, etc). |
| **4b** | **Bereavement:** Attend funeral at the time of the assessment. |
| **4c** | **Bereavement:** Death of a relative or friend outside the semester, or the funeral is not at same time as assessment. | **NOT AN ACCEPTABLE SAC (seek guidance from tutor)** |
| **5** | **Serious illness in family** (particularly where a student has duty of care) | Medical certificate, plus evidence of relationship, evidence of carer responsibilities |
| **6a** | **Other Commitment (work):** Work commitments (part-time and online students only) (eg, heavy workload at the time an assessment is due). | As appropriate (eg, letter from employer). |
| **6b** | **Other Commitment (outside of the student’s control)** (eg, emergencies, including unexpected loss of childcare or other carer support) on the day of an assessment | As appropriate (eg, letter from employer or nursery, letter in support of a carer). |
| **7a** | **Transportation problem – serious;** (eg, exceptional circumstance such as a serious rail delay or road traffic accident, snow causing serious delays to traffic, puncture). | As appropriate (eg, copy of ticket, compensation slip from rail company, traffic report - with evidence of timing). Late arrival at an exam needs a slip from the exams office. |
| **7b** | **Transportation problem – routine;** (eg, predictable or partly predictable transport problem (eg, traffic jams, late train or bus, etc), planned strike. | **NOT AN ACCEPTABLE SAC (seek guidance from tutor)** |
| **8** | **Misunderstood examination timetable.** |
| **9** | **Overslept** |
| **10** | **Financial** |
| **11** | **Religious reasons, where not working is a requirement** | Requests must be notified to the University at least two weeks in advance, with appropriate evidence, or by the deadline published by the Examinations Office in the case of examinations. |
| **12** | **Serious personal problem not medical** (eg, separation from spouse/partner, victim of crime) within the semester. | As appropriate (letter from counsellor, landlord, crime reference number, etc). |
| **13a** | **Computer Problem:** *( \*see note below)*  Failure of own computer or software – leading to loss of time to complete coursework or loss of files/data/work | Receipt from repairer, or evidence of legitimate warranty claim, screen shot etc. |
| **13b** | **Computer Problem:** Failure of UH/partner supplied equipment, infrastructure or software. | Written evidence from technical team detailing the nature of the failure and duration. |
| **13c** | **Computer Problem:** *( \*see note below)*  Failure of 3rd party equipment, infrastructure (could be ISP or power failure, or failure of 3rd party online assessment system/invigilation) or other software. | Written evidence from provider, screen shots, support from UH technical teams etc. |
| **14** | **Re-instatement** following barring of access to StudyNet. | Evidence from the student record system (Quercus) |
| **15** | **Holidays** (only when booked prior to joining UH) | Booking information. |

\* Note: On degree programmes that specify proper data backup procedures as part of their standard professional practice, 13a and 13c will not be accepted as valid reasons for a short term extension.