

UG - EC Form

HOW TO COMPLETE THIS FORM

- Please read all the information available on the Extenuating Circumstances webpages and also the 'Student Guide to Extenuating Circumstances 2022/23' before starting your application. Links to these important resources are in the USEFUL LINKS section below.
- You will need to complete this form in one sitting (all in one go), because there is no 'save' function. You will need to have all the relevant information and evidence ready to submit.
- It is YOUR responsibility to ensure you have fully completed all sections of this form, and all information provided is concise and relevant.
- **If your form is not fully completed and/or does not have the appropriate documentary evidence, your application will not be considered.** For more detailed information about applicable circumstances please read the 'Student Guide to Extenuating Circumstances' and/or the information on the Extenuating Circumstances web page.
- If you require any assistance in completing this form, please read the guidance on the Extenuating Circumstances Webpages or consult your Personal Tutor or the Students' Union.

USEFUL LINKS

Extenuating Circumstances web pages

<https://intranet.royalholloway.ac.uk/students/study/exams/extensions-and-extenuating-circumstances/extenuating-circumstances.aspx>

Student Guide to Extenuating Circumstances 2022/23

<https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/student-guide-to-extenuating-circumstances-202223.pdf>

Student Union Advice Centre

<https://www.su.rhul.ac.uk/advice/>

WHAT WILL HAPPEN NEXT?

- At the end of the form you will be asked if you want a copy of your completed application form. It is recommended that you keep a copy for your future reference.
- You will receive an email acknowledgement that we have received your application. If you do not receive the acknowledgement within one week, please email ECs@royalholloway.ac.uk.
- Your application will be reviewed by the Extenuating Circumstances Committee who meet at regular intervals throughout the year. They will decide if your application and evidence meet the criteria to be accepted.
- The Committee will make recommendations for appropriate action according to the College Regulations.

- Accepted applications and Committee recommendations will be put forward to the Department Assessment Board for your course who will make the final decision. You will receive an outcome according to the schedule published on the Extenuating Circumstances website.
- It's important to note: there are a limited number of actions that the College can take in response to accepted Extenuating Circumstances. Outcomes might include the lifting of a late submission penalty or the opportunity to take the assessment again at the next available opportunity (this may be the next academic year). **We cannot increase module marks, a year or degree average, or classification.**

PLEASE NOTE

This form SHOULD NOT be used to apply for an extension to a submission deadline. Please log in to your Campus Connect account and apply through the Extension System (under My Studies) before the submission deadline.

1 - About You

1. Student ID *

This is your personal 9 digit student ID starting with 10XXXXXXX.

101009730

2. Student Candidate Number *

This is a 7 digit number. You can find your candidate number for this academic year on Campus Connect - under 'My Studies'.

2310325

3. Family Name (Surname) *

ALTUN

4. First Name/s (Forename/s) *

Muhammed Ismail

2 - About your studies

5. Which School are you studying with? If you are a joint or combined honours student please indicate your home school. *

- ☐ School of Business & Management (SBM)
- ☐ School of Engineering, Physical and Mathematical Sciences (EPMS)
- ☐ School of Humanities
- ☒ School of Law and Social Sciences (LSS)
- ☐ School of Life Sciences and the Environment (LSE)
- ☐ School of Performing and Digital Arts (PDA)
- ☐ Integrated Foundation Degree (IFD)

6. Degree Course Title? *

Please enter your full course title, eg. MSc Economics, BA Media Studies with French, etc.

Economics International Relations and Politics

7. When did your course start? *

The majority of Undergraduate courses start in September each year. Students studying with Kaplan Singapore have different course start times. If you are unsure please check with your School.

- ☒ September
- ☐ May (Kaplan Singapore Only)
- ☐ November (Kaplan Singapore Only)

8. Please select from the list below your year of study. If you are resitting or repeating please indicate the year you are resitting or repeating. *

1st Year undergraduate



3 - About the support you are receiving

9. Are you registered with the Disability & Neurodiversity team (D&N)? *

☒ Yes

☐ No

10. Are you receiving support from any other of the university Wellbeing teams? *

E.g. Counselling, Mental Health, Support & Guidance, Financial, International, Multi-faith Chaplaincy.

☐ Yes

☒ No

4 - About the assessment that was affected by your circumstances

YOU CAN ONLY APPLY FOR ONE ASSESSMENT ON THIS FORM

- Please ensure that you explain how your circumstances impacted the assessment you are applying for, and that the timeframe of the circumstances matches the assessment.
- If more than one assessment was affected by your circumstances, please complete an additional form for each one. You will need to provide all the information and attach your supporting evidence to all applications, even if some of the information is duplicated across forms, as the committee will need to know how your circumstances have affected each of the individual assessments.
- If your circumstances are longer term and are affecting multiple assessments, then extenuating circumstances may not be the most appropriate means of support. Please seek advice from your personal tutor, the Students' Union Advice Centre or any university support services you are engaged with such as D&N or Wellbeing.

USEFUL LINKS

Students' Union Advice

<https://www.su.rhul.ac.uk/advice/>

Disability & Neurodiversity Team

<https://intranet.royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/home.aspx>

Wellbeing Services

<https://intranet.royalholloway.ac.uk/students/help-support/accessing-wellbeing-support.aspx>

11. Module Code *

This is the 6 (7) character course code: starting with two letters followed by four numbers, and occasionally an additional letter at the end, e.g. MN2345 or PH1234X.

EC1108

12. Module Title *

If you are unsure, you can find the full module title in your course handbook or on Moodle.

Data Skills for Economists

13. Assessment Title *

The Assessment title should be available on Moodle or your Exam Timetable depending on the type of assessment.

Final Exam

14. Type of Assessment *

- ☐ In class test
- ☐ Moodle Quiz
- ☒ In Person Exam
- ☐ Recital/performance
- ☐ Presentation
- ☐ Open Book Exam (online 23 hour window)

- ☐ Online Exam
- ☐ Lab report
- ☐ Dissertation/Final Project
- ☐ Coursework - Essay/Report
- ☐ Coursework - Other

15. Date of assessment affected *

This is the published submission or assessment date. (For open book exams that span across 2 days please provide the 1st day of the assessment window).

3.05.2023



16. Assessment Time *

This is the time the assessment was due to be submitted or the **END** time of your exam. E.g. 12:30pm, 4:00pm, 10:00am.

6:00 pm

5 - About your Circumstances

17. The nature of the circumstances that affected this assessment *

Please indicate the nature of your circumstances.

Please note that if you select 'Combination of Issues' you will need to be able to evidence **all the issues** and also to provide details of each of the issues affecting you at the time of your assessment in a Student Statement which should be uploaded in Section 7.

Serious Illness



18. Date circumstances started *

3.05.2023



19. Date circumstances ended *

If your circumstances are ongoing please select today's date - remember you should not apply in advance of affected assessment.

3.05.2023



20. Did your circumstances prevent you from accessing the resources you needed to complete your assessment? *

This could include IT/Media resources, access to the library, lab spaces, practical or practice spaces.

If you answer YES you should give details in the student statement you upload and provide appropriate evidence in Section 7.

☒ Yes☐ No

21. Please indicate the level of disruption to your studies you experienced as a result of your circumstances. *

Please consider this carefully - there are no right or wrong answers.

☐ Moderate☐ Severe☒ Extreme

22. Were you present for/did you submit this assessment? *

☒ Yes I was present for/submitted my assessment on time (to the original published deadline)☐ Yes I was present for/submitted my assessment on time with an approved extension (to the approved extended deadline)

- ☐ Yes but I submitted after the published deadline and did NOT have an approved extension
- ☐ Yes I had an approved extension but submitted AFTER the EXTENDED deadline
- ☐ No I did not complete/submit this assessment

23. What outcome are you hoping for from this Extenuating Circumstances Application? *

REMEMBER: **We are unable to increase your module marks, a year or degree average, or classification.**

The full list of possible regulatory outcomes available to Undergraduate Students in response to an Extenuating Circumstances application is available here:

<https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/possible-outcomes-of-ecs.pdf>

- ☒ A further uncapped attempt at this assessment
- ☐ Another outcome as allowed by the regulations

6 - How to provide a Student Statement to support your application

If you wish to tell the EC Committee more about your circumstances you will need to:

- Upload a Word/PDF statement summarising your circumstances at the next step. This is called a Student Statement.
- Remember to refer to the 'Student Guide to Extenuating Circumstances'.
- Please keep your summary statement concise - a maximum of 300 words should normally be sufficient.
- You should only include relevant extra information that you have not been able to record elsewhere on the form.
- Please do not repeat information that you have already provided.
- Where appropriate please reference the evidence you have provided.
- If you selected 'Combination of Issues' in Section 5 you should also include details of all the circumstances that affected your ability to complete/submit this assessment. Remember to include the dates each of the circumstances occurred.

USEFUL LINKS

Student Guide to Extenuating Circumstances 2022/23

<https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/student-guide-to-extenuating-circumstances-202223.pdf>

How to Evidence an EC Application

<https://intranet.royalholloway.ac.uk/students/study/exams/extensions-and-extenuating-circumstances/evidence.aspx>

7 - Evidence to support your application

The burden of proof to support your application lies with you at all times.

Please attach clear photographed or scanned evidence (in English). You must provide relevant evidence with each application.

You will need to provide evidence to support your application, this should be in line with the information provided in the 'Student Guide to Extenuating Circumstances' and on the Extenuating Circumstances webpages.

You must submit at least one piece of supporting evidence and up to a maximum of six. A student statement will not be sufficient evidence on its own to support an extenuating circumstance. Your evidence and any supporting statement will only be shared with the EC Committee.

Please name your evidence file/s in the following format:

Student ID/evidence description

eg 100123456 Student Statement, 100123456 3rd party statement, 100123456 Medical certificate

We can only accept uploaded evidence in the following file formats: **WORD, PDF, IMAGE FILES (JPEG or PNG ONLY)**. The file size limit is 100MB.

iPhone users with iOS 11 or later - if you are photographing evidence you must ensure you have your photo settings to MOST COMPATIBLE. **We are unable to accept the default photographic HEIC files.**

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24. Evidence to support your application (Anonim olmayan soruⁱ) *

 M.ISMAIL ALTUN RAPOR.pdf

8 - Applicant's Declaration

Please read and acknowledge the following statements very carefully.

25. I have read the instructions at the start of this form and the 'Student Guide to Extenuating Circumstances 2022/23'. *

☐ Yes

26. I understand that it is my responsibility to provide the information and evidence requested on this form and failure to do so may result in my application being rejected. *

☐ Yes

27. I understand that there are a limited number of actions that the College can take in response to accepted Extenuating Circumstances. **I understand that my module marks, a year or degree average, or classification cannot be increased.** *

☐ Yes

28. I understand that if I seek to gain advantage or benefit by providing false or misleading information, the matter will be referred to the Student Discipline Committee and may result in the discontinuation of my registration with the College. *

☐ Yes

29. ELECTRONIC SIGNATURE (Type your full name) *

Muahmmmed Ismail ALtun

30. Today's date *

25.05.2023



Bu içerik, formun sahibi tarafından oluşturulur. Gönderdiğiniz veriler form sahibine gönderilir. Microsoft, bu form sahibinininkiler de dahil olmak üzere müşterilerinin gizlilik veya güvenlik uygulamalarından sorumlu değildir. Parolanızı asla vermeyin.

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