

## Extensions & Exceptional Circumstances (EC) Dataset

### 1. Introduction

This dataset serves as a comprehensive guide for students regarding Extensions, Exceptional Circumstances (ECs), Suspension Requests, and related assessment support. It provides definitions, eligibility criteria, supporting document requirements, application processes, appeal mechanisms, and example cases. It is structured to function as a handbook that can be ingested into an AI system to provide timely and accurate information to students.

### 2. Definitions

- **Extension:** A request to extend the deadline for coursework submission due to valid reasons such as illness or personal difficulties.
- **Exceptional Circumstances (EC):** Significant events outside the student's control which affect their ability to complete assessments or attend exams.
- **Suspension of Studies:** Temporary withdrawal from studies due to health or personal reasons.
- **Appeal:** A formal request to review a decision made on an EC or extension claim.

### 3. Eligibility Criteria

Students are eligible to apply for Extensions or ECs under the following circumstances:

- Medical illness (physical or mental health).
- Bereavement of a close relative or dependent.
- Victim of crime or serious incident.
- Unavoidable personal or family emergencies.
- Unexpected caring responsibilities.
- Independently verified IT failure (for online submissions).

Not typically eligible:

- Minor illnesses lasting less than 24 hours (unless affecting exams).
- Last-minute IT or printer problems without evidence.
- Poor time management.
- Travel disruptions (unless major and verifiable).

### 4. Supporting Documents

Acceptable supporting evidence includes:

- Medical certificates from GP, hospital, or healthcare provider (must be dated, signed, and relevant).
- Police reports (in case of crime).
- Death certificates (for bereavement).
- Letters from counsellors, therapists, or University wellbeing services.
- Employer letters confirming unexpected work-related issues.

Not acceptable:

- Screenshots of injuries.
- Unverified personal notes.
- Social media posts.

- Documents not in English without certified translation.

## 5. Application Process

For Extensions:

- Submit request via the online form before the coursework deadline.
- Attach appropriate supporting evidence.
- Some Schools allow self-certification for illness up to 7 days.

For Exceptional Circumstances (ECs):

- Submit EC form within 5 working days of the affected assessment (exam or coursework).
- Provide relevant evidence (medical, crime, bereavement, etc.).
- Late claims may only be accepted with justification.

For Suspension Requests:

- Apply through your School office with supporting documents (medical or personal).
- Suspension usually lasts for one teaching block or academic year.

## 6. Appeals Process

- Students may appeal within 10 working days of notification of a rejected claim.
- Appeals must include a written statement explaining why the decision should be reconsidered.
- Additional or clarified supporting documents should be included.
- Appeals must be submitted through the University Appeals portal or via the School office.

## 7. Special Cases

- Short-term illness: Up to 7 days – self-certification form may be sufficient.
- Postgraduate Research students: Should liaise directly with supervisor or PGR director (Senior Tutor not applicable).
- International Foundation Programme (IFP): Special procedures apply – contact the IFP Office.

## 8. Example Dataset Entries

ID	Type	Eligibility	Documents Required	Deadline	Form Link
EXT-UG-CW	Extension (UG Coursework)	Medical illness, family emergency	GP letter, counsellor note	Before coursework deadline	<a href="#">forms/extension.pdf</a>
EC-UG-EXAM	Exceptional Circumstances (Exam)	Bereavement, serious incident	Death certificate, police report	5 working days after exam	<a href="#">forms/ec.pdf</a>
SUSP-PGT	Suspension (PGT)	Serious health condition	Medical report	Before next term starts	<a href="#">forms/suspension.pdf</a>

## 9. Contact Information

### EC & Extensions Support Team

Email: [ec-support@bristol.ac.uk](mailto:ec-support@bristol.ac.uk)

Phone: +44 117 900 1234

Office Hours: Monday to Friday, 09:30–16:30

For urgent matters, also contact your School Office or Senior Tutor.