



Extenuating Circumstances Committee

Terms of Reference and Membership

Scope:

The Extenuating Circumstance Committee has responsibility for ensuring students with temporary and unexpected/unforeseen personal circumstances (e.g. illness or bereavement) that prevent them from attending and actively participating in timetabled activities for their programme of study and/or undertaking assessments as expected are treated fairly and in a manner that optimises their attainment overall whilst maintaining academic rigour.

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| Reports to: Academic Council | |
| Frequency of meetings: 2 weeks before each Assessment Board or as required. | |
| Membership: | |
| Director of Student Lifecycle (Chair) | Mary Kenyon-James |
| Academic Director | Professor Gary C Wood |
| Programme Lead (MEng/BEng Integrated Engineering) | Professor Gary C Wood (for the interim) |
| Programme Lead (Foundation Year) | Dr Sarah Peers |
| Secretary | Natalie Hanson |

Quorum:

The quorum for the Extenuating Circumstances Committee (ECC) shall be 75% of the committee membership. In the event of a tied vote the chair will have a casting vote.

Terms of Reference:

- a) To ensure the timely processing of all applications for Extenuating Circumstances to support student wellbeing.
- b) To ensure all applications for Extenuating Circumstances are considered in a fair and consistent manner and in accordance with the Academic regulations.
- c) To ensure all applications for Extenuating Circumstances are accurately and securely recorded.
- d) To communicate the high-level outcomes of Extenuating Circumstance applications to the Assessment Board to ensure the accuracy of the student record.
- e) If appropriate make recommendation for consideration of borderline classification of the student award to the Assessment Board.
- f) To provide regular reports to the Academic Council to show anonymised data/trends to inform action plans.

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| | Director of Student Lifecycle | |
| Version Number | 3.0 | |
| Date Policy (Re)Approved | TBC | |
| Approval authority | Academic Council | |
| Date of Commencement | TBC | |
| Equality Impact Assessment (EIA) completed | N/A | |
| Amendment History | Date | Reason for Update |
| | May 2024 | Change of membership |
| | December 2023 | Change of membership |
| Summary of changes made to this version | Membership updated. VC update to new version Addition of paragraph 'e' | |
| Date for next review | 01/08/2025 | |
| Related Policies, Procedures, Guidance, Forms or Templates | Extenuating Circumstances Policy Assessment Policy Extenuating Circumstances Claim Forms | |
| Policies superseded by this Policy | EC TofR_V2_AY22_23 | |