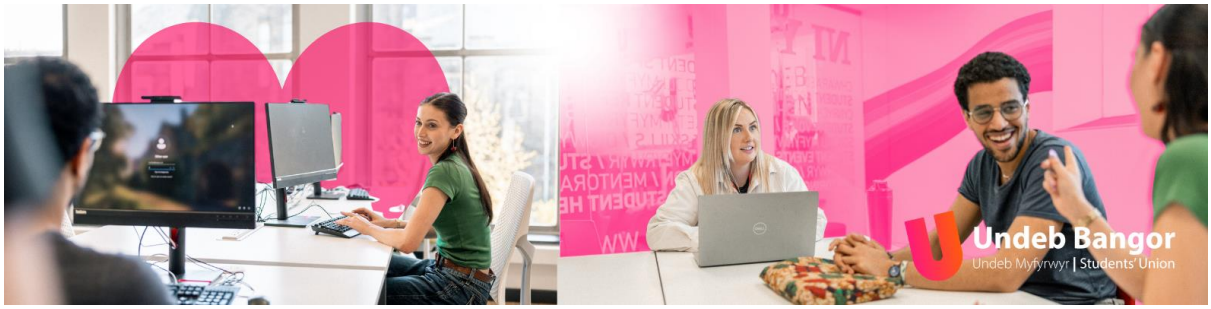


Special Circumstances

If something happens that you feel may affect your ability to complete your assessments, attend classes, or engage with your studies, it is important that you let your Tutor know as soon as possible.

You should also make sure that any other relevant members of staff are aware of your circumstances if they may have an impact on your academic progress.

The Board of Examiners can take special circumstances into account when making decisions about your results. However, they can only consider circumstances that have been reported through the correct process.

If you believe your academic performance has been affected by circumstances outside of your control, you should inform your Tutor and submit a Special Circumstances request through the Request Centre on MyBangor as soon as possible.

Some common examples of special circumstances are:

- Bereavement
- Illness
- Family circumstances
- Personal Issues
- Injury
- Anything else that has affected your academic performance

When submitting a Special Circumstances request, make sure you provide enough information for the University to understand how your circumstances affected your studies.

You should include:

- Details of any assessments, exams, placements, or other academic activities that have been affected.
- A clear explanation of what happened and when the circumstances occurred.
- How these circumstances impacted your ability to complete your work, attend, or perform to your usual standard.
- Any supporting evidence you have available to confirm your circumstances

Your Special Circumstances request will be considered by the Special Circumstances Committee. You will be notified of the outcome through the Request Centre on MyBangor.

If your circumstances are approved, they will be shared with the Board of Examiners, who will take them into account when making decisions about your progression and any appropriate outcomes.

If your Special Circumstances are not approved, or if you miss the deadline to submit but believe your circumstances should still be considered, you may need to submit an Academic Appeal explaining why you were unable to report them at the time.