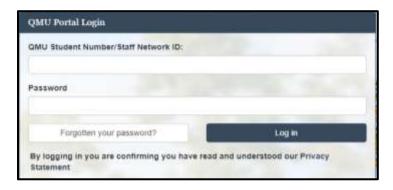
Overview



Guidance

Log on to the QMU student portal https://u.qmu.ac.uk/



Under "Your Student Record" click on "Extenuating Circumstances: Apply for EC's"

Extenuating Circumstances: Apply for EC's

The first page displays the EC Policy. Please read this information carefully to understand what does and does not count as extenuating circumstances. When you are ready, click on the "Begin EC Application" button.



You will see a list of your assessments for the current academic year. Select the assessment you wish to apply for EC's for.

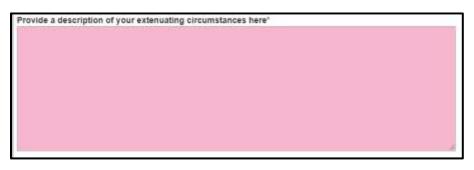


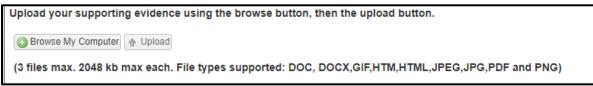
Click on the "Next: Details & Evidence" button.

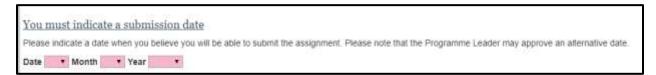
Online Extenuating Circumstances Application Process

In this section you must provide

- A description of your extenuating circumstances in the box
- Evidence of your extenuating circumstances via the browse and upload function
- A desired submission date that you believe you will be able to submit the assessment. The Programme Leader may decide on an alternative date.







Click on the "Submit EC Application" button.



The system will send an email to the Programme Leader to inform them of your application for EC's and ask them to review it. This email will also be sent to your QMU email address for your own records.



Once your Programme Leader has reviewed your application an email will be sent to your QMU email address to confirm the outcome.