

## Online Extenuating Circumstances Application Process

### Overview



### Guidance

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

The image shows the QMU Portal Login page. It has a dark blue header with the text "QMU Portal Login". Below the header, there are two input fields: "QMU Student Number/Staff Network ID:" and "Password". Below the password field, there is a link "Forgotten your password?" and a "Log in" button. At the bottom, there is a small text line: "By logging in you are confirming you have read and understood our Privacy Statement".

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.

Begin EC Application

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

The image shows a screenshot of a table titled "Your assessments for this year". The table has four columns: "Module", "Assessment", "How often", and "Apply for EC's?". There are two rows of data. The first row shows "English for Academic Purposes" with a "Final Project" assessment, occurring "Once per year", and a "Yes" button to apply for EC's. The second row shows "Business Management" with a "Final Project" assessment, occurring "Once per year", and a "Yes" button to apply for EC's.

Module	Assessment	How often	Apply for EC's?
English for Academic Purposes	Final Project	Once per year	Yes
Business Management	Final Project	Once per year	Yes

Click on the “Next: Details & Evidence” button.

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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.

Provide a description of your extenuating circumstances here



Upload your supporting evidence using the browse button, then the upload button.

 Browse My Computer  Upload

(3 files max. 2048 kb max each. File types supported: DOC, DOCX,GIF,HTM,HTML,JPEG,JPG,PDF and PNG)

### You must indicate a submission date

Please indicate a date when you believe you will be able to submit the assignment. Please note that the Programme Leader may approve an alternative date.

Date  Month  Year 

Click on the “Submit EC Application” button.

Submit EC Application

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.

Dear

I have used the QMU portal to submit this application for Extenuating Circumstances for the following assessment:

Module	Assessment	Original Due Date	ILP Due Date	Existing EC Due Date	Requested Submission Date	EC Reference #
TEST1: The Week	001: ESSAY	30/Sep/2019	10/Oct/2019		10/Sep/2019	00007631_67143387

Please log in to the QMU Portal to review my extenuating circumstances and supporting evidence:

<https://u.qmu.ac.uk>

Yours sincerely,

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