



London School
of Jewish Studies

EXTENUATING CIRCUMSTANCES FORM

(Revised January 2023)

Overview

Extenuating circumstances are situations which are out of your control that prevent you from submitting a submission on time.

Examples that constitute Extenuating Circumstances include (but are not limited to)

- *Bereavement*
 - Loss of a close family member. It may appear to be callous but any bereavement claim must be supported by the original death certificate. *(Once the certificate is seen by the office, this will be marked on your form and may take it away. We will not retain such a certificate)*

- *Illness*
 - All illness claims must be supported by a medical certificate.

- An unforeseen sudden change in work commitments.
 - This must be supported by a signed letter from your line manager.

- A serious family related issue
 - This may relate to a change in caring responsibilities or the breakdown of a relationship
 - As each case is individual, the EC Panel will provide you with details of the accompanying evidence that is required upon receipt of your application

Weddings and other celebrations are not classed as extenuating circumstances as these are known about in advance and good time management will enable you to submit work around such events.

Loss of work due to IT failure remember to always back up your work on a minimum of a daily basis into a 'Cloud' account or onto an external drive to protect yourself against system failure.

IT issues will not be considered as valid extenuating circumstances.

LSJS Procedure for Extenuating Circumstances

The Extenuating Circumstance Panel will meet at various points in the year.

The Panel will consist of the Director of Academic Studies, the Director of Academic Quality, a Course Leader and a Module Leader.

Outcomes of the extenuating process:

- Assessment to be marked with no penalty
- Student must submit an alternative assignment with no penalty
- Student must retake the module with no penalty
- Student is asked to submit further evidence and the case will be reconsidered at the next extenuating circumstances assessment board.
- Extenuating circumstance claim is not accepted and relevant penalties will be enforced.

Appeals

Should you feel that your application has not be reviewed fairly or you have collated additional evidence to support your claim, you may appeal following the appeals procedure which is detailed in your Student Handbook.

To proceed with any appeal, you will need to discuss this with the Director of Academic Studies or the Director of Academic Quality in the first instance.

EXTENUATING CIRCUMSTANCES FORM

Please ensure that you complete this form in as much detail as possible.

- ❖ Please ensure that part 3 of the form clearly outlines the reasons for your application and refers to the evidence you have provided to support your application.
- ❖ Please provide as much detail as possible so that your application can be processed. Failure to engage appropriately with part 3 of the form will delay the decision from the EC panel, as the application will be returned to you requesting further information. This could have an impact on the outcome of your application and may incur penalties if you have missed your submission deadline.
- ❖ Please note that extenuating circumstances cannot be provided retrospectively unless in the event of an illness, disability or an event out of your control (for example a natural disaster, loss of energy/power/internet provision or a governmental direction such a COVID restrictions).
- ❖ Extenuating circumstances applications that provide minimal information or that do not have the appropriate supporting evidence attached to the application are likely to be unsuccessful.

PART 1 – PERSONAL DETAILS

NAME	
STUDENT ID (if known)	
DATE OF BIRTH	
RESIDENTIAL ADDRESS	
EMAIL ADDRESS	
TELEPHONE (best for contact)	
Are you registered as Disabled with LSJS?	
DEGREE PROGRAMME AND YEAR OF STUDY	

PART 2 – ASSESSMENT DETAILS

MODULE CODE & TITLE	
TYPE OF ASSESSMENT	
DUE DATE OF SUBMISSION OR PRESENTATION	
HAS THE ASSESSMENT BEEN COMPLETED?	

PART 3 – YOUR EXTENUATING CIRCUMSTANCES:

REASON FOR EXTENUATING CIRCUMSTANCE APPLICATION <i>(Please provided brief overview)</i>

PLEASE DESCRIBE IN DETAIL THE SPECIFIC CIRCUMSTANCES AND HOW THEY MAY AFFECT YOUR PERFORMANCE IN THE ASSESSMENT. <i>(Continue on a separate sheet if necessary)</i>

PART 4 – EVIDENCE/ATTACHMENTS

PLEASE PROVIDE AN OUTLINE OF YOUR ACCOMPANYING EVIDENCE/ATTACHMENTS BELOW

(Examples can include: A letter from a medical practitioner, a death certificate and proof of your relationship to the deceased, a letter from your employer/line manager, a letter from your Rabbi

You may submit additional evidence provided that you do so within 10 working days of the original submission date. Evidence received after this time may be disregarded.

PART 5 – DECLARATION

- ✓ I DECLARE THAT I HAVE READ AND UNDERSTOOD THE LSJS EXTENUATING CIRCUMSTANCES REGULATIONS
- ✓ I DECLARE THAT THE INFORMATION GIVEN ON THIS FORM AND THE ATTACHED DOCUMENTATION IS TRUE

SIGNATURE AND DATE:

PART 6 – Decision

GRANTED

NOT GRANTED

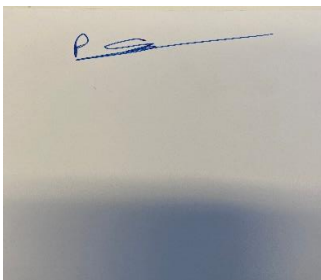
REVISED DATE OF SUBMISSION:

COMMENTS (INCLUDING REASON IF NOT GRANTED)

Signed on behalf of LSJS:

Date:

Signed on behalf of LSJS:

A photograph of a handwritten signature in blue ink on a light-colored surface. The signature is stylized and appears to be 'P. Gould'.

(Paul Gould, on behalf of senior leadership team, LSJS).

Date: January 2023

To be reviewed in January 2025