**Information for UG/PG Taught Students Only**

Hello

As we reach the period of final coursework deadlines and examinations, we would like to take this opportunity to extend our best wishes for a successful outcome.

We want to remind you of the following policies and regulations, which may be of use to you to note prior to the key dates listed below.

**Key dates:**

* Main Exam Period: Tuesday 7 May - Friday 24 May 2024
* Deadline for submission of coursework for modules without formal examinations: Friday 24 May 2024
* Re-sit Exam Period: Monday 1 July - Friday 5 July 2024 (one week)

**Travel Disruption**

The University is aware that planned rail line works may cause disruption to local train services during the up-coming May 2024 exams period. We do hope that as this disruption is planned with advance warning you can make alternative travel arrangements to be able to attend your exams.

**However,** if you are not able to attend an exam, for this or any other reason, you must submit a claim for Extenuating Circumstances (ECs). We would expect you to contact your school office or tutor on the day of the exam to advise them that you are unable to attend. A copy of this email should be included with the evidence to support your EC claim. Further guidance about EC evidence requirements can be found via the link below. Travel disruption for coursework-based assessments will not be grounds for an EC.

If you arrive **late** for an exam, please consider whether it would be more appropriate to submit an EC claim rather than starting the exam late as extra time will not be given at the end and you will not be able to make a claim for poor performance due to the Fit to Sit policy, detailed below.

**Extenuating Circumstances (EC)**

If you feel that your ability to attend an exam or submit an assessment has been affected by your personal circumstances you must use the Extenuating Circumstances (EC) procedure. An EC claim must be submitted online within the regulatory deadline (no later than 5 working days after the assessment deadline/examination date), with supporting evidence. You will find guidance on these procedures, including the EC Form, here [Consideration of Personal Circumstances - University of Huddersfield](https://www.hud.ac.uk/registry/current-students/taughtstudents/considerationofpersonalcircumstances/)

Please note that if you defer exams or other assessments and you are a **final year** student, you will **not** be qualified to attend the July Graduation Ceremonies. Once you successfully complete all outstanding assessments and receive your final ratified results by September, you will be invited to the November Graduation Ceremonies.

**‘Fit to Sit’ Policy**

By attending an examination or a test under exam conditions, you are confirming that you are fit to sit the assessment and cannot then make a claim for Extenuating Circumstances. If you had an EC claim approved prior to the deadline and then choose to attend the exam, the claim for ECs will be removed. We do not accept EC claims for poor performance during the exam if you choose to sit it, unless you are affected by an incident which could not have been predicted in advance.

If you fall ill during the examination then you must make the exam invigilator aware and obtain evidence at the earliest opportunity, to confirm you could not have continued with the examination. In addition, you must also submit a claim for an EC including the evidence you have gathered within 5 working days of the exam.

**How will ‘Fit to Sit’ apply to on-line exams?**

If you download the exam paper, then this will be considered as acknowledgement that you are confirming that you are fit to sit. If there are any technical problems or other emergencies which arise during the exam period which affect your ability to complete the assessment, you must contact the module tutor immediately. You must also submit an EC claim, with supporting evidence, as soon as possible after the exam and within the 5 working day deadline.

**‘Fit to Submit’ Policy**

By submitting any element of an assessment, you are declaring you are **fit to submit** the assessment. Once submitted, you cannot then make a claim for extenuating circumstances. If you had an EC claim approved prior to the deadline and then choose to submit, the claim for ECs will normally be removed. We do not normally accept EC claims for poor performance.

**50 Credit Rule**

If you are on a full-time undergraduate programme and fail to achieve 50 credits on your current course this year and you do not have approved Extenuating Circumstances, you will fail your course. More details can be found here <https://www.hud.ac.uk/regs/>

**Two years with no credit**

It is expected that you will engage with your studies, assessments and examinations, however, please note that your registration for an award with us will be terminated if two academic years (including standard resit periods) go by without you receiving any credit.

**Results Release**

The University will release results following the main exam period on 18 June 2024

Please note that due to the high number of EC claims we receive at this point in the year, not all claims will have been considered prior to the CAB. If you have submitted an EC claim that has not been considered prior to results day, please be assured that if the claim is approved subsequently, your School will take Chair’s Action to amend your record and your results will be re-released.

**Support**

You may find it useful to contact the Student Union advice centre to discuss any support you might need with your upcoming assessments; they can be contacted at: Email: [advice-centre@hud.ac.uk](mailto:advice-centre@hud.ac.uk).

Kind Regards

Professor Jane Owen-Lynch (Pro-Vice Chancellor Teaching and Learning)