

## Termination of Study

**Table 1: Circumstances normally eligible for consideration**

Circumstance	Examples	Supporting Documentation
Serious illness or accident of the student (physical or mental health)	Illness, accident or severe trauma at the time of an assessment, or during preparation for it earlier in the academic year. It should be a serious illness or an unanticipated deterioration in an ongoing illness or chronic medical condition. It can also be an assault of which the student is victim.	Doctor's note or letter confirming the illness or accident and attesting to its impact on the student. If you are a victim of an assault, you should provide a crime number or Police report.
Death of someone close to the student	Bereavement at assessment time or in preparation for it earlier in the academic year. 'Someone close' can mean parents or guardians, children, siblings, a spouse or partner.	Copy of the death certificate
Deterioration of a permanent condition you have already told us about (physical or mental health)	Where this permanent condition has already been adequately adjusted for through special exam arrangements or other reasonable adjustments only the deterioration counts as a mitigating circumstance.	Copy of letter from Disability Services, Student Affairs and Welfare, GP.
Bullying, harassment, victimisation or threatening behaviour	Only eligible if student is victim or alleged victim.	Report from Academic Mentor, Director of Academic Student Affairs and Welfare. Copies of emails or screenshots from social media platforms or other communications or police report.

**Table 2: Circumstances not normally eligible for consideration**

<b>Circumstances</b>	<b>Examples</b>	<b>Sources of Support</b>
Serious illness or accident of someone close to the student (mental or physical health)	Issue arising at assessment time or in preparation for it earlier in the academic year. ‘Someone close’ can mean parents or guardians, children, siblings, a spouse or partner.	Doctor’s note or letter confirming the illness or accident.
Abrupt change in personal circumstances of the student or other serious unforeseen event	Divorce; fire or burglary; the requirement to appear in court at or near the time of the relevant assessment; acute accommodation issues; serious and unforeseeable transport disruptions (for example road closure due to fatal road traffic accident)	Copies of relevant documentation (e.g., court summons).
Significant change in employment circumstances beyond control of student affected	Transfer to other country; multiple business trips, sudden unemployment	Copy of letter from employer.
Diagnosis of Specific Learning Difference	Only eligible when diagnosis is obtained too late for reasonable adjustments to be made by way of special exam arrangements or in other ways.	Copy of diagnosis letter and confirmation from Department that it was submitted too late for reasonable adjustments to be made in other ways.
A permanent condition which you have already told us about unless you can provide appropriate evidence that there has been a worsening of your condition during the assessment period (see Table 1).	An ongoing mental or physical health condition, or specific learning difference or disability. You should tell the College, (Disability Services) and your Academic Mentor or Director of Academic Studies about any disability, specific learning difference, or ongoing mental or physical health condition as soon as possible in your college career so that appropriate adjustments can be made to support you. If in doubt speak to your Academic Mentor or Director of Academic Studies.	<ul style="list-style-type: none"> <li>• GP or hospital</li> <li>• Academic Mentor or Director of Academic Studies</li> <li>• Student Affairs and Welfare</li> </ul>
Minor illnesses or ailments	Aches and pains, colds, sore throats and coughs where these are not symptoms of a more serious medical condition. However, if you feel that your ailments are impacting on your ability to study you should seek medical attention and notify your Academic Mentor or Director of Academic Studies.	<ul style="list-style-type: none"> <li>• GP or hospital</li> <li>• Academic Mentor or Director of Academic Studies</li> <li>• Student Affairs and Welfare</li> </ul>

Examination stress and worry	Exams and other College assessments are tests of your performance and inevitably involve a certain amount of stress. Having feelings of stress or worry at such times does not necessarily mean you are unwell or have an eligible Mitigating Circumstance. However, if you experience a more acute form of anxiety (a ‘panic attack’ or ‘anxiety attack’) it may be eligible and you should seek medical or professional attention, as well as notify your Academic Mentor or Director of Academic Studies.	<ul style="list-style-type: none"> <li>• GP or hospital</li> <li>• Student Affairs and Welfare</li> <li>• Academic Mentor or Director of Academic Studies</li> </ul>
Computer, printer or other IT failure	Failure to keep adequate back-ups; computer ‘crash’. However, theft of computer equipment may be eligible if you have reported it to the police and can provide a crime number.	<ul style="list-style-type: none"> <li>• Academic Mentor or Director of Academic Studies</li> <li>• IT Services</li> <li>• Police report</li> </ul>
Pressure of academic workload	Essay deadlines falling on the same day or in close proximity. However, this may be eligible as an aggravating factor if you also have a diagnosis of a relevant medical condition (see Table 1, above).	<ul style="list-style-type: none"> <li>• GP or hospital</li> <li>• Academic Mentor or Director of Academic Studies</li> <li>• Student Affairs and Welfare</li> </ul>
Non-academic activities and foreseeable events	Holidays, weddings, rites of passage ceremonies whether religious or secular, sporting fixtures or training in preparation for them and other similarly foreseeable events.	
Temporary self-induced conditions	Hangovers; ill-effects from the use of recreational or performance-enhancing drugs, whether legal (e.g., caffeine, energy drinks) or illegal. If in doubt please consult one of the sources of support in the box immediately to the right.	<ul style="list-style-type: none"> <li>• GP or hospital</li> <li>• Academic Mentor or Director of Academic Studies</li> <li>• Student Affairs and Welfare</li> </ul>