**Personal Circumstances – During Covid-19**

**What are the possible outcomes of the application?**

**If accepted:** Your work will be deferred to the next available opportunity. For example, if this was your 1st attempt at the work, you will have a new 1st attempt at the next available opportunity.

**If not accepted:** Your work will be deemed as ‘non-attempt’ which results in a fail for the assignment. If this was your 1st attempt at the work, you will be offered a 2nd attempt known as a referral at the next opportunity.

*Please note, both outcomes may impact on your progression into the next academic year.* The JMSU Advice service, Student Advice and Wellbeing or your tutor can provide advice on your options.

**What can I do in the first instance?**

In line with the no detriment policy, you can request an extension on coursework deadlines, up to the point when it is no longer feasible for your work to be graded, moderated, and marks presented to the Board of Examiners.

You should contact the module leader for the affected assignment in the first instance if you feel that you need an extension. If this is beyond the point where this cannot be offered then you would submit a personal circumstances application.

**What is the Personal Circumstances Application?**

If personal exceptional factors outside of your control impact your ability to submit work on a final deadline, or impact on a timed assessment, you will need to submit a personal circumstances application through ‘my services’ at <https://my.ljmu.ac.uk/>

This can only be used for non-submission of work and must be submitted within 5 working days after the effected deadline. In certain circumstances, late applications may be eligible if you can evidence this.

If you have evidence to support your application, such as a medical note, then you should include this. *However, in line with the universities current no-detriment framework, verification will not be required. Decisions on applications will be made in line with the personal circumstances policy* [Found here](https://www.ljmu.ac.uk/~/media/sample-sharepoint-libraries/policy-documents/203.pdf?la=en)

Personal circumstances are usually only able to be used once per module except in exceptional circumstances.

Once you have submitted your application you should receive an electronic receipt, it is important that you keep hold of this as this evidences your submission.

**Other sources of support if you are experiencing personal circumstances:**

*JMSU Advice service:* Email [JMSUadvice@ljmu.ac.uk](mailto:JMSUadvice@ljmu.ac.uk)

*Student, Advice and Wellbeing*: This service offers a range of support from mental health, well-being, counselling and more. You can contact them [here](https://www.ljmu.ac.uk/discover/student-support).

*Money Advice Team:* This service offers advice and information on student funding, finance and the student hardship fund for those experiencing financial hardship. You can contact them here – [moneyadvice@ljmu.ac.uk](mailto:moneyadvice@ljmu.ac.uk) or 0151 231 3153/3154

*We would also strongly encourage you to keep in touch with your personal tutor or module leader if any circumstances occur that are having an impact on your ability to study and submit work. They will be able to advise you on possible options at this point.*