

## Special Considerations and Enabling Services

### What are Special Considerations?

The Special Considerations process is for you to inform your faculty of circumstances which you feel are likely to affect your academic performance (including requesting an extension). These circumstances could include such issues as illness, bereavement, family crisis or injury.

The University has a policy that governs how you can apply for Special Considerations. The policy regulates what circumstances are deemed appropriate and the types of evidence that are acceptable. You can find out more information on this process and download a copy of the application form on the following website: [Special Considerations](#).

### What evidence can I get from Enabling Services?

In some circumstances Enabling Services (including First Support, Counselling, Disability and Specific Learning Difficulty Support) can provide evidence to support a student's application for Special Considerations.

To be eligible for evidence from Enabling Services **you must have been receiving support for the specific issue(s) during the time they were occurring**. In almost all situations this will mean that you will need to have had at least two appointments with a member of the Enabling Services team during the period for which your application for Special Considerations is being made.

In circumstances where Enabling Services can provide evidence, this will be in the form of an email sent directly to your Faculty Office. It will include the dates of your engagement with Enabling Services, a brief overview of the nature and timescale of the extenuating circumstances and an assessment of the likely impact on your academic performance.

### What if I am not eligible for evidence from Enabling Services?

If you feel that you do not meet the above criteria there are alternative forms of evidence that may be more appropriate (see the Special Considerations policy for more details by clicking [here](#)). These include a self-certificate, evidence from a third party that was witness to the circumstances and evidence from a doctor. If you are registered with the University Health Service the following webpage has some helpful information about obtaining evidence from your doctor: [Sick Notes & Medical Reports](#).

If we cannot offer you evidence to support your application it may still be worth getting in touch – as we can explore support options for the future with you. If you feel this could be helpful then the rest of our website has lots of useful information on the support available whilst at University and you are very welcome to come along to our drop-in to find out more.