



Extenuating Circumstances Policy

Introduction

This policy describes how Matrix College (Matrix) considers extenuating circumstances claims.

This policy applies to students studying on the BSc (Hons) programme and is designed to ensure that students are treated in a fair manner.

Extenuating Circumstances

All students have a responsibility to manage their learning during their training and will be required to submit a range of assessments.

Assessed coursework is an integral and important part of the course and you are expected to organise your time to enable you to complete it and hand it in by the deadline. The deadlines are given at the start of the course in the Assignment Handbook so you have plenty of time to plan.

However, we do recognise that from time-to-time students will encounter exceptional circumstances that prevent them, through no fault of their own, from submitting work or being assessed according to the published schedule.

We encourage students with mitigating circumstances to inform their Programme Lead at the earliest opportunity to discuss the situation.

Extensions for the submission of assignments are only given in exceptional circumstances. Failure to submit a piece of work without negotiating an extension will result in a fail grade. Extensions for journal submissions are not granted (see below).

Missing a Deadline

If you fail to submit your written work by the specified deadline, and you have not applied for an extension (see below), you have up to five calendar days after the original deadline to make the submission. However, your grade for this piece of work will be capped at a minimum Pass (16). ***This will negatively affect the overall classification of your degree award.***

If you fail to submit within this 5-day window, you will be given an automatic 'fail' grade and be required to re-submit (also with a capped grade) within two weeks. If the written work is not submitted within the two weeks the work cannot be assessed, therefore the module will be failed. You may have the opportunity to re-take the module by taking the Part-time Pathway in the following academic year, or by repeating the year (with full attendance and payment of the relevant tuition fees).

Extensions for the submission of assignments are only given in exceptional circumstances and may be requested for:

- Essay submission
- Diploma case study submission (for those eligible)
- Final BSc case study submission
- Continuation of more than one year post completion of the taught aspects of the course
- Failure to complete the course within 6 years of registration

Please note there are no extensions to a journal submission as this is an ongoing piece of work. If you (because of exceptional circumstances) need to submit your journal in an alternative form please negotiate this with your Programme Lead

Essay Submission

If you wish to be considered for an essay extension you must submit an extension form (available from your Programme Lead) to the Head of Training stating the extension period for which you would like to be considered. This must be sent in advance of the deadline. Unless there are very exceptional circumstances this should be at least one week in advance of the deadline. You will need to discuss your reasons in a personal telephone call with the Head of Training, then the Head of Training and the Programme Leads team will consider your request and the Head of Training will formally inform you in writing of the decision.

You may request a:

Seven-day extension – you may be granted up to seven days' extension for **unforeseen** circumstances such as a minor illness, unusual work circumstances or problems with your computer.

One-month extension – you may be granted up to a one-month extension for such things as a major illness, major life event or serious emotional circumstances. Where a one-month extension is requested, supporting evidence (in the form of a medical certificate, a personal statement or letter from a counsellor etc.) will be required.

Final BSc case study submission

You may request a up to a one-month extension for such things as a major illness, major life event or serious emotional circumstances. Where a one-month extension is requested, supporting evidence (in the form of a medical certificate, a personal statement or letter from a counsellor etc.) may be required.

You must submit an extension form (available from the Principal) stating the reasons for an extension. This must be sent in advance of the deadline. Unless there are very exceptional circumstances this should be at least one week in advance of the deadline. The Principal and the Programme Leads team will consider your request. The Principal will formally inform you in writing of the decision.

Continuation of more than one year post completion of the taught aspects of the course

Any student who has not completed their final assessment within a year of completion of the course must request an extra year to complete by completing an extension to studies form (available from the Principal). Extensions are only generally granted for such things as a major illness, major life event or serious emotional circumstances or failure to reach the required clinical hours (for which a valid reason must be given).

Failure to complete the course within 6 years of registration

The maximum period of Registration with Middlesex University is six years. Extensions to this are only generally granted for such things as a major illness, maternity leave, major life event or serious emotional circumstances. A mitigating circumstances form (available from the Principal) must be completed and will be sent to the Assistant Academic Registrar at Middlesex University. Please note if an extension is granted it will only be for a maximum of one year.

Document name	Extenuating Circumstances Policy		
Owner	Principal	Review Lead	Quality Manager
Approving Committee	Ops Team		
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Amendments since last review	Detail of Revision	Date of Revision	Revision approved by
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