

Personal Extenuating Circumstances FAQ and Useful Contacts

FAQ

What should I do if I am feeling unduly stressed and anxious about my studies?

You can contact your Personal Tutor to talk through why you are feeling this way. It is always best to tell us if you are struggling with any aspect of your course. Your Tutor can offer you advice on how to cope with the workload and help you decide the best way forward. Your Tutor is likely to encourage you to visit your GP and/or Student Health and Wellbeing for support. Your tutor may encourage you to complete a PEC form and recommend you meet with the Learning & Teaching Coordinator (Student Support), Kelly Weightman.

If you don't feel comfortable talking to your Tutor or you would just like to chat with someone more removed from your course, you can arrange a meeting with Kelly Weightman.

Kelly is here to help students with general wellbeing issues. Kelly is a listening ear, here to offer moral support when needed but also here to advise students on their options and help students apply for adjustments when they need them. Kelly can also signpost you in the right direction of other services available within the University. Please note that Kelly is not a trained counsellor and can offer general advice and guidance.

Should I complete a PEC form if I have personal circumstances which are effecting my studies but I don't want to request an extension or any other form of adjustment right now?

You should always complete a PEC form whenever you are experiencing any difficulties which impact upon your studies. The PEC form is a good way to alert us to any problems you are facing which are impacting upon your studies at present, or whether due to your circumstances your performance is likely to be affected in the near future. Under these circumstances your PEC would be kept on file for future reference and possibly consideration by the PEC Committee, if appropriate.

*Please note that Stage 1 Undergraduate students are not eligible for Board of Examiners Consideration.

Should I complete a PEC form if I have an ongoing medical condition or disability?

If you have an ongoing medical condition or disability you should be in contact with our central Student Health and Wellbeing Team. This team will provide you with the support needed and produce a Student Support Plan (SSP), which outlines your particular adjustments. To receive an SSP please contact our Student Health and Wellbeing Team, <http://www.ncl.ac.uk/students/wellbeing/>. We would not expect you to need adjustments put in place through the PEC system as your SSP should cover these.

What happens next if I submit a PEC form?

Following submission of a PEC form you will always receive an email. This email will confirm receipt and also let you know if your request was approved, where an adjustment has been requested.

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What should I do if I am struggling to meet a deadline?

If you need to seek an extension you must complete a PEC form before your submission deadline to formally request the extension. You should explain the reasons why you feel the extension is needed and state how long you would like the extension to be. If there is a genuine reason why you can't submit on time we will support students and offer extensions whenever possible. However, extensions will not be offered unless there is good reason.

Here are some examples of when an extension may be granted:

- You have been dealing with recent upsetting family problems which have affected your concentration and motivation
- You have suffered a bereavement within your family or a close friend
- You have been unwell
- You have been suffering unduly with stress and anxiety. This is different to the normal anxiety or stress that an examination or assessment may bring.
- You have been injured and your injury has impacted upon your ability to work

Here are some examples of when an extension would be rejected:

- You slept in and missed the hand in date/time
- You forgot you were supposed to submit work
- You miss-judged how long it was going to take you to complete your assignment
- You had trouble with the printer or miss-judged how long it would take you to print
- You were on holiday

What should I do if I am unwell and can't attend university?

If you are ill and can't attend lectures, seminars or Crits you should complete a Student Absence Request Form and submit this online via S3P:

<https://s3p.ncl.ac.uk/login/index.aspx>

If you fall ill at a crucial time, i.e. just before a hand in date you should also submit a PEC form via the S3P system.

If you have any questions about PEC you should email saplpecforms@ncl.ac.uk

What should I do if I will be away from university during term time?

You should complete an Absence Form and submit this online via S3P:

<https://s3p.ncl.ac.uk/login/index.aspx>

Please note: Absence from university during term time is not authorised. If you choose to take time off from university you do so at your own risk. Extensions will not be granted as a result of absence from university unless there are personal extenuating circumstances which explain the reason for the absence.

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What should I do if personal problems are impacting upon my studies?

You should complete a PEC form via the S3P system. You should also arrange to meet and discuss your problems with your Personal Tutor and/or Kelly Weightman.

What should I do if I am ill on the morning of an assessment?

You should email the relevant Module Leader and your Personal Tutor ASAP to explain why you are unable to attend. You should seek a doctor's note for medical evidence if possible. You should complete a PEC form and submit your PEC and medical evidence as soon as you can via the S3P system. You will also need to complete an Absence Request via S3P.

What should I do if I need someone to talk to?

Your Personal Tutor is always your first port of call. You can also contact Kelly Weightman for a meeting. You can talk to your tutor and Kelly in confidence. You can also seek professional counselling support by contacting the Student Health and Wellbeing Service via Kings Gate Student Helpdesk. Please note neither your Personal Tutor nor Kelly Weightman are trained professional counsellors and cannot replace the service they provide.

What will happen if I miss a deadline without valid reasons?

If you fail to submit a piece of work on the deadline date you will be subject to late submission rules which state that students who submit within one week of the deadline date will be marked at a maximum score of 40% for UG and 50% for PG. If you don't submit your work until after seven days from the deadline date you will receive a 0% mark. Where both a hardcopy and digital copy of your work is required for submission, both must be submitted by the deadline to count as on time, if one part is late, then the late policy and cap is applied.

Please be aware there are certain modes of assessment which don't conform to late submission rules, for example assessment by presentation.

If you fail to submit a re-sit piece of work by an established re-sit deadline, without an approved extension you will receive a 0% mark. There is no seven day grace period when submitting a resit assignment as it is already capped under submission regulations.

What will happen if I miss a presentation/design review?

We are not obliged to offer an alternative assessment date if you miss a presentation and/or design review. Sometimes it is not possible to provide an alternative date and where this is the case you would be marked as 0% for this element of your assessment.

If you had no genuine reason for missing the assessment you would automatically receive 0%. If you did have genuine reasons why you were not present you need to tell us ASAP. You should email your Tutor and the relevant Module Leader to explain why you were missing. If your circumstances are deemed acceptable and it is possible to offer an alternative date you may be given another opportunity.

If you have genuine reasons and no alternative date can be offered the PEC Committee could decide to allow you to re-sit at the next possible occasion as a first attempt.

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What happens if I am given a support rating by the PEC Committee- Non-applicable to Stage 1 Undergraduates?

If you request in your PEC application to be considered for a Board of Examiners support rating, your PEC case is reviewed by the PEC Committee, the panel will consider your circumstances and the strength of evidence supplied, based on this they will determine if a support rating should be applied from 0-3, (3 being the most supportive). If your case is given a support rating by the panel this information will be given to the Exam Board for consideration when reviewing your marks. Please note only the support level number is fed into the Board, your circumstances will be kept confidential. This rating will not be confirmed back to you. *Please note that Stage 1 Undergraduates cannot request this.*

How are support ratings used by the Board of Examiners?

If you are given a high support level rating, notwithstanding your results, and without prejudice to the requirements for professional accreditation, the Board of Examiners may, in its ultimate discretion deem a student to have passed modules, passed a stage, or (for final year students) award a higher degree classification.

Please note: The Board can't change your marks but can pass you by discretion or award you your degree by discretion, the marks you achieve would remain the same. Whilst the Board is obliged to consider the use of discretion they are not obliged to apply discretion.

Will it go against me if I submit a PEC form?

PEC forms remain on your student file but don't negatively impact upon you in any way.

Will everybody find out if I have submitted a PEC form?

PEC applications are dealt with very discreetly, only members of the PEC Committee will see your PEC form.

Who sits on the PEC Committee?

The PEC Committee consist of a Chair who is the Discipline Director, Secretary Kelly Weightman and three senior members of academic staff, two from within the School and one from a different School within the University.

Will information I share with the Student Wellbeing Service get back to APL?

Student Wellbeing is a confidential service and they will never share information unless you request them to do so.

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Will anyone know if I have been to see *Kelly Weightman*?

Meetings with Kelly can remain entirely confidential. Sometimes it may help your case if you are happy for Kelly to confirm she has seen you, for example Kelly can write supporting statements for your file to strengthen your case where other evidence may be lacking but it is up to you whether other staff members are informed you have been to see Kelly. Kelly will never discuss what you reveal to others unless you give your permission for her to do so or she believe you or someone else is at physical risk

Who should I talk to if I need some academic support?

You should arrange to meet with your Tutor as the first port of call. You could also request a meeting with the Senior Tutor for your discipline or you could have a meeting with your programme DPD.

Who should I talk to if I need some emotional support?

You should again talk to your Tutor if you are comfortable to do so or you can arrange a meeting with Kelly Weightman. If you would like professional wellbeing support you should make an appointment with the Student Health and Wellbeing Service. Please note neither your Personal Tutor nor Kelly Weightman are trained professional counsellors and cannot replace the service they provide.

What should I do if I have any questions about the PEC process?

You can read the PEC guide for further details or contact Kelly Weightman at: sappecforms@newcastle.ac.uk

Useful Contacts

Learning & Teaching Coordinator (Student Support)- *Kelly Weightman*

Email: sappecforms@newcastle.ac.uk

Phone: 0191 208 8818

Office Location: Building Science Room M.07, 1st Floor.

Student Health and Wellbeing Service

Phone: 0191 208 3333

Location: Student Helpdesk, Level Two, Kings Gate

Director of Architecture

Professor Graham Farmer: graham.farmer@ncl.ac.uk

Director of Planning and Urban Design

Professor John Pendlebury: john.pendlebury@newcastle.ac.uk

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Contacts by Programme

BA Architecture

- Stage 1 Co-ordinators :
 - Simon Hacker: simon.hacker@newcastle.ac.uk
- Stage 2 Co-ordinators
 - Christos Kakalis: christos.kakalis@newcastle.ac.uk
- Stage 3 Co-ordinators:
 - Matthew Margetts: matthew.margetts@ncl.ac.uk
 - Cara Lund: Cara Lund: cara@edablearchitecture.co.uk
- Senior Tutor – Carlos Calderon: carlos.calderon@newcastle.ac.uk
- Degree Programme Director -Samuel Austin: samuel.austin@ncl.ac.uk
- Learning and Teaching Assistant – Nishath Hussain: nishath.hussain@ncl.ac.uk

Master of Planning MPlan/BA Urban Planning

- Senior Tutor: Raymond Abdulai: raymond.abdulai@ncl.ac.uk
- Degree Programme Director: David Webb: david.webb@ncl.ac.uk
- Learning and Teaching Assistant – Cen Cong: cen.cong@newcastle.ac.uk

BA Architecture and Urban Planning

- Senior Tutor: Raymond Abdulai: raymond.abdulai@ncl.ac.uk
- Stage Co-ordinator and Degree Programme Director: Armelle Tardiveau: armelle.tardiveau@ncl.ac.uk
- Learning and Teaching Assistant – Ruth Daghish: ruth.daghish@ncl.ac.uk

BA Geography and Planning

- Senior Tutor: Raymond Abdulai: raymond.abdulai@ncl.ac.uk
- Degree Programme Director: Diego Garcia Mejuto: diego.garcia-mejuto@ncl.ac.uk
- Learning and Teaching Assistant – Cen Cong: cen.cong@newcastle.ac.uk

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Master of Architecture - MArch (Part II)

- Stage 5 Co-ordinators:
 - Semester 1- James Craig: james.craig@ncl.ac.uk
 - Semester 2- Ivan Marquez Munoz: ivan.marquez-munoz@ncl.ac.uk
- Stage 6 Co-ordinator – Matt Ozga Lawn: matthew.ozga-lawn@ncl.ac.uk
- Degree Programme Director - Steve Parnell: stephen.parnell@ncl.ac.uk
- Learning and Teaching Assistant - Stephanie Haskell: Steph.Haskell@newcastle.ac.uk

PG Diploma in Architectural Practice & Management (Part III)

- DPD & Senior Tutor – John Kamara: john.kamara@ncl.ac.uk
- Learning and Teaching Assistant – Nicola Rutherford: nicola.rutherford@ncl.ac.uk

Architectural Practice Graduate Certificate (GCAP)

- DPD & Senior Tutor – John Kamara: john.kamara@ncl.ac.uk
- Learning and Teaching Assistant - Nicola Rutherford : nicola.rutherford@ncl.ac.uk

Planning Practice Certificate (CPP)

- DPD & Senior Tutor –Teresa Strachan: teresa.strachan@ncl.ac.uk
- Programme Secretary – Ruth Daghish: ruth.daghish@ncl.ac.uk

Personal Tutors/DPD List – Postgraduate

Design Programmes

- MA Urban Design
 - Georgia Giannopoulou: georgia.giannopoulou@ncl.ac.uk
- Advanced Architecture Design MSc (pathways below)
 - Computation - Martyn Dade- Robertson: martyn.dade-robertson@ncl.ac.uk
 - Sustainable Buildings and Environments- Neveen Hamza: Neveen.hamza@ncl.ac.uk
 - Architecture and Cities- Martin Beattie: martin.beattie@ncl.ac.uk
 - Property Development- Raymond Abdulai- Raymond.abdulai@ncl.ac.uk
- MA Landscape Architecture Studies
 - Ian Thompson: i.h.thompson@ncl.ac.uk
- Urban Energy Technology and Policy MRes
 - Carlos Calderon; carlos.calderon@ncl.ac.uk
- Learning and Teaching Assistant
 - Nicola Rutherford: nicola.rutherford@ncl.ac.uk

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Planning/Non-Design Programmes

- MA Planning and Environmental Research
 - Maggie Roe: maggie.roe@ncl.ac.uk
- MSc Urban Planning
 - Cat Button: Cat.button@ncl.ac.uk
- MPlan- Master of Planning Stage 4
 - Georgiana Varna: georgiana.varna@ncl.ac.uk
- Learning and Teaching Assistant
 - Vicky Young: vicky.young@ncl.ac.uk