



# My Role and Remit

- **Senior Tutor**
- **Disability Liaison Officer**
- **In addition to Claire Kirk, I am involved in a number of more complex welfare situations:**
  - **Extenuating Circumstances**
  - **Disability and Academic Support matters**
- **[gail.hopkins@nottingham.ac.uk](mailto:gail.hopkins@nottingham.ac.uk)**



# Circumstances Affecting your Study

- A number of policies and procedures are in place to assist you if you have circumstances affecting your study
- <http://www.nottingham.ac.uk/academicsservices/qualitymanual/assessmentandawards/extenuating-circumstances-policy-and-procedures.aspx>
- Or.... Google “University of Nottingham EC Policy” 😊



# Circumstances Affecting your Study

- Let us know – the onus is on you  
e.g. contact your Personal Tutor, Disability Support, Welfare Officer, Service Centre
- There are strict timescales – 7 days
- <http://www.nottingham.ac.uk/studentservices/services/extenuating-circumstances.aspx>
- If you decide you need to make an extenuating circumstances claim, all claims must be submitted online



# Disability or Academic Support

- If you have a disability or feel you need more support academically
  - Talk to your tutor
  - Contact Disability Support or Academic Support
  - (Easiest to Google)
  - <http://www.nottingham.ac.uk/studentservices/support/supportforyourstudies/disabilitysupport/index.aspx>
  - <https://www.nottingham.ac.uk/studentservices/support/supportforyourstudies/academicssupport/index.aspx>
  - Disability Referral Forms
  - Academic Referral Forms





# Religious Observance

- If, due to Religious Observance reasons, you are likely to miss some aspect of your studies or if your studies will be affected
  - You will need to complete a **Religious Observance Form**
  - <https://www.nottingham.ac.uk/academicservices/currentstudents/examinations/religiousobservance.aspx>
  - E.g. if you have to miss an exam
  - **PLEASE NOTE: University exams can take place on Saturdays**