

**SCHOOL OF MEDICINE POLICY**

**ACADEMIC ADJUSTMENTS**

**Mitigating Extenuating Circumstances**

**ScotGEM students**

1. The School recognises that some students may face extenuating circumstances as defined in the university policy. <https://www.st-andrews.ac.uk/policy/academic-policies-student-progression/extenuating-circumstances.pdf>. S - Coding is the method the University uses to recognise that special circumstances have affected performance in a module which is graded on the 20 point scale and contributes to degree classification. The University publishes the policy: <https://www.st-andrews.ac.uk/policy/academic-policies-student-progression-s-coding/s-coding.pdf>.
2. S - Coding may only be applied to one module, MD2101 (year 1) or MD3101 (Year 2).
3. The School follows the university process for S-coding. As indicated in the university policy relevant third-party evidence of disruption is required and there must be good reason why other academic adjustments, such as extensions, deferrals or leave of absence were not requested. (link to extensions [https://medicine.st-andrews.ac.uk/medhandbook/wp-content/uploads/sites/27/2023/03/UG-teaching\\_assessment\\_Late-Submission-of-Coursework.pdf](https://medicine.st-andrews.ac.uk/medhandbook/wp-content/uploads/sites/27/2023/03/UG-teaching_assessment_Late-Submission-of-Coursework.pdf) and deferrals policy [https://medhandbook.st-andrews.ac.uk/wp-content/uploads/sites/27/2024/08/UG-teaching\\_assessment\\_missed-and-deferred-exams-policy.pdf](https://medhandbook.st-andrews.ac.uk/wp-content/uploads/sites/27/2024/08/UG-teaching_assessment_missed-and-deferred-exams-policy.pdf) )
4. Requests will be anonymised before being considered by the Joint Progress Committee.
5. If a request for S-coding is declined and the student wishes to appeal the student should appeal to the Head of School within 5 working days. This is a stage 1 academic appeal (<https://www.st-andrews.ac.uk/students/rules/appeals/policy/>) A student has the opportunity to provide full details of relevant circumstances in their application for S-coding. Therefore, a decision to refuse an S-coding request may only be appealed on the grounds of irregular application of academic regulations that has materially impacted on the decision.

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| <b>Author:</b>                                                                                                                                                                                                                                    | Executive Administrator (DCM)                                                                                                                             | <b>Approval Committee:</b> |  |
| <b>Consultees:</b>                                                                                                                                                                                                                                |                                                                                                                                                           |                            |  |
| <b>Location/s (Med Handbook):</b>                                                                                                                                                                                                                 | UG Teaching>Regulations>Regulations>Regulations for UG Students                                                                                           |                            |  |
| <b>Location of source file:</b>                                                                                                                                                                                                                   | <a href="http://medhandbook.st-andrews.ac.uk/blog/regulations-for-ug-students/">http://medhandbook.st-andrews.ac.uk/blog/regulations-for-ug-students/</a> |                            |  |
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**Version Control Record** *(expand table as required)*

| Date       | Revision Description | Major Changes |
|------------|----------------------|---------------|
| 27/07/2017 | Published version    |               |
| 23/08/2019 | Updated link         |               |
|            |                      |               |
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