

## **The University's Academic Regulations: 2025-26**

### **Fit to Sit Regulations**

#### **EC1 Scope of the Regulations**

- EC1.1 These Fit to Sit Regulations apply to all students registered at Edinburgh Napier University on taught undergraduate and postgraduate programmes whose ability to complete an assessment of any type on the due date has been adversely affected by circumstances they cannot control and that have had a detrimental effect on their academic studies.

#### **EC2 The Principle of Fit to Sit**

- EC2.1 The University applies the principle of Fit to Sit (i.e. able to undertake an assessment), in that a student who attends, submits or participates in any form of assessment, is declaring themselves to be in a suitable position to do so.
- EC2.2 It is recognised that there may be circumstances that come to light before or after an assessment is submitted. The Fit to Sit regulations are intended to reasonably support students through a variety of circumstances they cannot control. The regulations are intended to support students with serious matters and minor/trivial issues are not supported.
- EC2.3 Students who have been diagnosed with long-term or enduring conditions, should consider submitting appropriate applications under these regulations on each occasion deemed necessary – acceptance of circumstances by the University does not automatically roll forward for future assessments. This position is in place because the impact of circumstances on events can change over time, and it is important this is shared with the University.

EC2.4 Although student circumstances can often be unique, the support arrangements outlined in these regulations are intended to be applied consistently and it is not the intention that personalised arrangements will be made for individual student.

EC2.5 Students must themselves advise the University that they are not fit to sit. Academic or professional service colleagues may not submit a request on behalf of a student, as it is important the student carefully considers the implications of requests before they are made.

### **EC3 Circumstances that are eligible for support via the regulations.**

#### **EC3.1 Definition of Circumstances**

The University considers eligible circumstances to be exceptional adverse circumstances or events which were unforeseeable or unpreventable, for which the student subject to the eligible circumstances could not take reasonable care to avoid, and which occurred at a significant period within the academic year or trimester.

#### **EC3.2 Acceptable grounds for support via the regulations.**

The following are examples of eligible circumstances that may be considered by the University to be valid under these regulations. **This is an illustrative but not exhaustive list:**

- a. Serious illness or injury; or a communicable disease (such as Influenza or Covid) which would prevent engagement with learning, particularly on-campus activities.
- b. The death or chronic illness of a family member, dependant or friend
- c. Domestic, financial or personal crises, victim of crime

- d. Unplanned absence arising from circumstances such as jury service, pregnancy, maternity, paternity or adoption leave, or caring responsibilities
- e. Circumstances arising as a consequence, or subsequent to, suspension or temporary exclusion from the University, which were not intended as a penalty
- f. Significant adverse weather or travel disruption
- g. Participation in an authorised national or international sporting competition or authorised national sports training camps (see Dual Career Athlete and Coach Policy)
- h. Where students have been identified as requiring reasonable adjustments and difficulties or delays in accessing support are a factor
- i. Major disruption whilst under examination or assessment conditions.
- j. A requirement to attend activities and events in relation to commitments with active armed forces, Reservists and service units, e.g., scheduled training events.
- k. Where students have enduring circumstances that are likely to adversely impact their studies (see EC10).

### EC3.3 Unacceptable grounds for support via the regulations

The following are examples of circumstances or events that **would not normally** be considered as valid extenuating circumstances:

- a. Planned events, such as holidays, house moves, or planned activities such as extracurricular commitments that could reasonably have been expected.
- b. Assessments scheduled close together or on the same day
- c. Misreading timetables, misunderstanding the requirements for assessment, and/or inadequate planning or time management

- d. Minor ailments such as colds and hangovers where it has been possible for you to continue to engage with key learning and teaching activities (such as through recordings)
- e. Technical failure, loss, breakage, or theft of an individual computer, printer or storage device preventing submission of coursework on time
- f. Minor disruption whilst under examination or assessment conditions
- g. Last-minute or careless travel arrangements
- h. Employment commitments for full-time students
- i. Circumstances caused by the withdrawal of information technology services, learning resources or facilities due to debt or non-payment of fees due to the University (known as Debt Sanction (DS) status).
- j. The impact of widespread disruption caused by weather, viral pandemics, social/political unrest, acts of terrorism or other events out with the University's control where the University has already taken or will be taking action to mitigate for the impact on students' studies, assessment marks and/or award classifications.

## **EC4 Options for students who consider themselves not Fit to Sit (as defined in these regulations)**

- EC4.1 A student who consider themselves not Fit to Sit through being affected by circumstances such as those outlined in EC3 may apply under these regulations for support as follows.
- EC4.2 Awareness of circumstance **BEFORE** the assessment deadline.  
Where a student is aware of circumstances that they believe makes them not Fit to Sit before the assessment deadline they may apply for:

- a) **Extension**, where they are unable to submit an assessment by the deadline as a result of circumstances but can do so a few days later, and where this is permitted by the Module Leader based on the type of assessments.
- b) **Deferral of assessment**, where for circumstances that can be supported by third-party evidence they are unable to complete an assessment at the scheduled time, or cannot complete an assessment, even if an extension were granted.

EC4.3 Awareness of circumstance **AFTER** the assessment deadline.

- a) **Extenuating Circumstances (Retrospective unfit to sit)** where they have undertaken an assessment believing they were Fit to Sit but were affected by adverse circumstances.
- b) **Exceptional Extenuating Circumstances (Retrospective Deferrals)** is in place to support those students for whom it was not possible to engage with the process at the time of the assessment.
- c) **Late Mitigation** is in place to further support students with circumstances that would have reasonably prevented them from engaging with University support processes, including these regulations, for a prolonged period of time.

## EC5 Extensions

EC5.1 Students are expected to monitor their workload, be aware of all submission deadlines, and be able to organise themselves accordingly. However, it is recognised that there may sometimes be circumstances that genuinely affect the ability of a student to complete assessments during the Trimester on time. In such circumstances, which arise owing to **exceptional, serious and acute problems or events**, a student may apply for an extension to an assessment submission deadline.

EC5.2 There may be modules/assessments where extensions cannot reasonably be granted, for example due to the type of assessment being undertaken, and where this is the case it will be communicated clearly by the module leader to students at the start of the module each trimester.

EC5.3 Duration of extensions

The normal duration of an extension is **up to five working days**. The Module Leader does not normally have discretion to agree longer revised deadlines however they may - by exception - allow later submission of up to ten days where:

- a) this is linked to an approved learning profile;
- b) where the circumstances are severe; or
- c) where the module has a value of more than 20 credits.

Any applications for further time to complete an assessment will not be processed and students will be advised to application a deferral under regulation EC6.

EC5.4 Process for application

Applications for extensions should be made using the coursework extension form (**RE1**), which must be submitted to the designated module leader or their designate. Exceptionally, at the module leader's discretion, a verbal request can be considered.

EC5.5 Deadline for application

Applications for extension **must** be submitted no later than the date on which the assessment is due. Applications submitted after the due date will not be considered, and penalties for late submission cannot be removed retrospectively.

EC5.6 Decisions on applications

A module leader may approve or decline an extension application. Where an extension is approved, they will confirm the deadline to the student in writing, usually by email and the decision will be recorded.

**EC5.7 Evidence for Extension Applications**

Independent evidence is not required to support an application for an extension although students may be asked to explain their reason for the request.

**EC5.8 Dual Career Athlete and Coach Policy**

Please refer to the [Dual Career Athlete and Coach Policy](#) for extension applications related to international competition and training camps.

**EC5.9 Class tests**

University guidance is to incorporate additional time as standard for class tests as part of the University's commitment to mainstreaming reasonable adjustments. Module leaders will consider applications for an individual who cannot attend a class test and explore whether there is a reasonable alternative. Where it is determined that there is no other alternative, students who miss a class test, or who are aware they are going to miss a class test, should apply to defer the test.

**EC5.10 Impact on other assessments**

Students are reminded that delaying one assessment through use of an extension could result in clashes with other assessments, potentially affecting ability to perform well in those, so careful consideration is required before an extension is sought.

## **EC6 Deferral of Assessment**

**EC6.1 Students who are unable to attend, submit or participate in any form of assessment, or those whose preparation for assessment has been compromised as a result of circumstances resulting in them not being Fit to Sit, may apply to defer the assessment to the next assessment diet. A deferral**

should also be applied for by students who cannot meet an original assessment deadline or the revised deadline permitted by an Extension application.

#### EC6.2 Process for application

Applications for deferral should be submitted by completing an application via the 'Apply for Extenuating Circumstances and Deferrals' button on the eStudent Record. An acknowledgement email will be issued on submission of the application for a deferral, and this should be retained by the student as evidence that the application was submitted successfully.

#### EC6.3 Deadline for application

Ideally, applications for deferral of assessment should be made ahead of the assessment point for which a deferral is requested, whether this be an assessment submission date, a formal examination, a practical assessment or any other form of assessment. Where this is not possible, an application for deferral and associated evidence may be accepted up to five working days after the assessment point was missed.

#### EC6.4 Evidence for Deferral Applications

Students are expected to submit their application for deferral with relevant medical or other evidence in support of their submission, identifying the impact of particular difficulties on the completion of coursework, assessments or attendance at an examination or class test. Please refer to Annex 1 for further details. Documentary evidence should be attached to the online application.

#### EC6.5 Process for considering applications

Each School has appointed a designated Fit to Sit Officer who will be an experienced member of administrative staff, who will consider applications in the first instance. Where the application is uncontentious and well supported by appropriate evidence the Fit to Sit Officer is empowered to make an immediate decision approving the application for deferral. In cases where there is doubt about the validity of the claim or the supporting evidence, or the likely impact on studies, the Fit to Sit Officer will consult with members of the School Fit to Sit Panel.



#### EC6.6 Decisions on applications

A Fit to Sit Officer may approve an application or refer it to the School Fit to Sit Panel. The School Fit to Sit Panel may approve deferral, decline deferral or seek further information or evidence from the student. Where a student has applied for deferral using the same circumstances in two consecutive assessment periods, suspension of studies may be recommended if this is in the student's best interests, in consultation with the student's Personal Development Tutor and/or programme leader as outlined in the Academic Regulations.

#### EC6.7 Impact on progression

It is important for students to note that deferral of assessment may impact on their ability to progress to the next stage of their programme, or to graduate at the expected time. Students should seek advice on the impact of deferral on their progression, eligibility for funding and visa status, as applicable.

### **EC7 Extenuating Circumstances (Retrospective Unfit to Sit)**

EC7.1 Occasionally only after an assessment has been undertaken it becomes clear to a student that they were not Fit to Sit and that circumstances (such as outlined in EC3) have adversely impacted their ability to perform. In such circumstances students should apply through the process known as Extenuating Circumstances. Applications through the Extenuating Circumstances process may only be made for an assessment that has been undertaken where the result is not known and/or has not been confirmed through a Programme Assessment Board. The process is not intended to simply support students who are unhappy with a mark they have received or think they might receive.

#### EC7.2 Process for application

Applications through the Extenuating Circumstances process should be submitted by completing, an application via the 'Apply for Extenuating Circumstances and Deferrals' button on the eStudent Record ensuring that the

application makes clear that it relates to being not Fit to Sit in an assessment that was taken. An acknowledgement email will be issued on submission of the application, and this should be retained by the student as evidence that the application was submitted successfully.

#### EC7.3 Deadline for application

Applications through the Extenuating Circumstances process must be submitted no later than five working days after the date on which the student took or submitted the assessment. Applications beyond this deadline will not be considered and any mark received for the assessment will be considered valid.

#### EC7.4 Evidence

Students are expected to submit their application through the Extenuating Circumstances process with medical or other third-party evidence in support of their submission, identifying the impact of the circumstances on their performance in the assessment. Please refer to Annex 1 for further details. Where a student was unwell during an examination, the Fit to Sit Officer will consult the invigilator's report. Documentary evidence should be attached to the online application.

#### EC7.5 Process for considering applications

Each application will be considered individually, and all students will be treated fairly and equitably. Applications for Extenuating Circumstances will be reviewed by the Fit to Sit Officer. Complex and/or sensitive applications may be considered by the Fit to Sit Officer in liaison with the convenor of the School Fit to Sit Panel. Where a decision cannot be reached the Panel will be convened.

#### EC7.6 Decisions on applications

The Fit to Sit Officer / Panel Convenor (and the full Fit to Sit Panel if required) may approve the application, decline the application, or seek further evidence from the student. Where the application is approved, the assessment will not be marked, the attempt will be considered void, and the assessment will be deferred to the next opportunity. Where the application is declined, the work will be marked and the mark will be considered valid.

#### EC7.7 Impact on progression

It is important for students to note that deferral of assessment via this process may impact on their ability to progress to the next stage of their programme, or to graduate at the expected time. Students should seek advice on the impact of deferral on their progression, eligibility for funding and visa status, as applicable.

### **EC8 Exceptional Extenuating Circumstances (Retrospective Deferral)**

- EC8.1 The University recognises that some students may experience exceptional extenuating circumstances. The exceptional extenuating circumstances process is in place to support those students for whom it was impossible for them to engage with the process at the usual time. It allows for retrospective deferral of missed assessment **only**; it cannot be used for retrospective extension or for assessments that were taken, regardless of the circumstances.
- EC8.2 Process for retrospective deferral due to exceptional extenuating circumstances  
Where a student's circumstances have been so severe that they were unable to undertake an assessment and could not apply for a deferral by the deadline, they may submit an application for deferral due to Exceptional Extenuating Circumstances by completing an application via the 'Apply for Extenuating Circumstances and Deferrals' button on the eStudent record.
- EC8.3 Deadline for application  
The final deadline by which an application for exceptional extenuating circumstances can be submitted is five working days after the end of the last week of examinations during the trimester in which the assessment was due. Details of dates can be found [here](#). Applications will not be considered beyond this date, regardless of the circumstances.
- EC8.4 Evidence

Students applying to retrospectively defer due to exceptional extenuating circumstances must provide both relevant evidence relating to the application to defer, and further evidence and a detailed explanation of how their extenuating circumstances prevented them from engaging with the process at the appropriate time. Documentary evidence should be attached to the online application.

#### EC8.5 Process for considering applications

Each application will be considered individually, and all students will be treated fairly and equitably. Applications for exceptional extenuating circumstances will be reviewed by the nominated Fit to Sit Officer. Complex and/or sensitive applications may be considered by the Fit to Sit Officer in liaison with the convenor of the School Fit to Sit Panel. Where a decision cannot be reached the full School Fit to Sit Panel will be convened.

#### EC8.6 Decisions on applications

The nominated Fit to Sit officer/panel convenor (and the Fit to Sit Panel if required) may approve the application, decline the application or seek further information or evidence from the student.

### EC9 Late Mitigation

EC9.1. In **very rare** exceptional circumstances, it is understood that students are unable to engage with the University's Fit to Sit Regulations due to the severity of what has occurred. A Late Mitigation process is in place to consider these applications although this process may only be used when assessments have not been attempted. Students who have attempted assessments and then considered they were not Fit to Sit may not use the Late Mitigation process to subsequently defer the assessment.

#### EC9.2 Process

A student who wishes to apply for Late Mitigation should contact the Fit to Sit Officer to explore whether their circumstances may be acceptable to the School Fit to Sit Panel – see contact details in Annex 2. The initial focus will be on whether there is good cause and sufficient evidence of why the student could not engage with the Fit to Sit Regulations at an earlier time. Only the most serious of circumstances will be accepted and approval of Late Mitigation will be extremely rare.

#### EC9.3 Deadline

The University must balance being supportive with operating in the students' best academic interests and for this reason applications for Late Mitigation may only be made up to the end of the Trimester after the Trimester in which the assessment was due. For example, events that occurred in Trimester 1 could be applied for by the end of Trimester 2, however only in situations where there is clear evidence of why the student did not engage with these regulations at an earlier point.

#### EC9.4 Evidence & Decisions

If a case of Late Mitigation is accepted for consideration, the students will be provided with a Late Mitigation form (**LM1**) to complete and this will be considered by the School Fit to Sit Panel in accordance with the process for Exceptional Late Mitigation (Retrospective Deferral).

### EC10 Enduring Circumstances

- EC10.1 It is recognised that a small number of students have enduring circumstances that may affect their ability to perform in some assessments throughout their studies at the University. Such circumstances could include, however not be limited to, underlying permanent or temporary health conditions, disabilities or other contextual circumstances. These conditions should be substantial in nature or be long-term, meaning your condition lasts 12 months or more. Students who believe this is the case should contact the University's Disability

Inclusion service who will explore how the potential impact of the circumstances can be captured in a learning profile.

EC10.2 Students who have enduring circumstances agreed with the Disability Inclusion service should continue to use these regulations as outlined above on each occasion it is thought necessary, whilst being mindful of the impact extensions and deferrals can have on completing their studies, their funding and other practical matters.

EC10.3 Students with agreed enduring circumstances will not have to submit new evidence on each occasion and can instead reference their agreed learning profile which will be reviewed by the Fit to Sit Officer as required. **Please note that not all students with a learning profile have agreed enduring circumstances.**

## **EC11 Next assessment opportunity**

EC11.1 The Fit to Sit Officers may approve deferral of assessment under the categories of: Deferral of Assessment; Extenuating Circumstances; Exceptional Extenuating Circumstances; or Late Mitigation. Where a student's circumstances have been found to be valid, and deferral has been approved, Programme Assessment Boards will allow the student to take the assessment(s) in the module(s) affected by the circumstances as the same attempt number (first or second) at the next available opportunity.

EC11.2 The University Academic Regulations specify when the next assessment opportunity may be taken, and students are advised to seek appropriate support to ensure they understand the implications of seeking to apply for support under the Fit to Sit Regulations by contacting their Programme team. Students are particularly reminded that approval of application may also have non-academic implications, including but not limited to, fees, funding, international visas.

## **EC12 Suspension of Study**

- EC12.1 Students may experience serious or more long-term issues that affect their studies. In these cases, a suspension of study may be more appropriate than extending or deferring assessment. For example, where a student has an extended period of illness, or where their circumstances will not have improved by the next opportunity, suspension may be considered. Further information is available in the [University Academic Regulations](#). Students wishing to explore the possibility of suspension should consult their Programme Leader, PDT, ENSA (Advice) or other source of appropriate support.

## **EC13 Confidentiality**

- EC13.1 All applications dealt with under the Fit to Sit Regulations will be treated as confidential, with information only being shared with those who are making decisions. Thereafter other staff may be made aware that circumstances were approved however they will not be informed of the confidential details.
- EC13.2 In some cases a student may choose to report their circumstances and third-party evidence either directly to the Convenor of the School Fit to Sit Panel or to a nominated member of staff not connected with their programme of study; usually a member of staff in the Wellbeing & Inclusion Team or an advisor in ENSA Advice.
- EC13.3 Process on disclosure to an individual  
The staff member will advise the student of the benefits of disclosing full information to the School Fit to Sit Panel and encourage the student to submit the details in an application to enable the Panel to take full account of their individual circumstances. Should the student still not wish to submit an application via the portal or email additional information to the relevant email address, the staff member should make the necessary arrangements for the student to report their circumstances in person and confidentially to the

Convenor of the School Fit to Sit Panel or their depute. If there is a disclosure from a student on mental health ground, where appropriate the Fit to Sit Officer will signpost the student to the Napier Wellbeing team. If there are any safeguarding concerns, these will be referred to the Safeguarding team and the student will be informed of the referral.

#### EC13.4 Convenor's assessment of evidence

The Convenor of the School Fit to Sit Panel must be satisfied that, in their judgement, the circumstances reported have been properly evidenced to justify their recommendation to the School Fit to Sit Panel. The Convenor is responsible for making their recommendation to the Panel for approval.

## **EC14 Advice and guidance**

EC14.1 Students are strongly encouraged to seek advice and guidance on these regulations, and on the preparation of their submission. The University has a wide range of sources of support and advisors and students are encouraged to seek advice, in the first instance, from one or more of the following:

- a. School Fit to Sit Officers (see Annex Two)
- b. Edinburgh Napier Students' Association Advice (ENSA Advice) located within Edinburgh Napier Students Association
- c. Wellbeing & Inclusion service
- d. School Disability Contact
- e. Relevant Programme Leaders
- f. Relevant Module Leaders
- g. Personal Development Tutor
- h. Other Advisory Staff
- i. NHS Occupational Health Service (for nursing and midwifery students only)

In addition to the above, students may also seek advice from the Citizens Advice Bureau, or other external advisory service.



## **EC15 School Fit to Sit Panels**

### **EC15.1 Constitution of a School Fit to Sit Panel**

A School Fit to Sit Panel will comprise a minimum of four staff, including the Dean of School or their nominee, the Fit to Sit Officer and a member of staff from another school. Other members will be drawn from the School's academic staff. A Clerk to the Panel who will keep a confidential record of membership, proceedings and all decisions.

### **EC15.2 Schedule of meetings**

The School Fit to Sit Panel will be convened as required to consider applications across the year. Fit to Sit Officers will meet regularly each trimester to ensure consistency of practice across all Schools.

### **EC15.3 Decision making process of a School Fit to Sit Panel**

The School Fit to Sit Panel will take a formal decision on each submission under the categories of Deferral of Assessment, Extenuating Circumstances, Exceptional Extenuating Circumstances and Late Mitigation. It will report its decisions to the relevant Programme Assessment Board.

The following decisions can be made by the School Fit to Sit Panel:

- a. The Panel considers that extenuating circumstances significantly have or will affect the student's performance and the Panel records such submissions as Valid and approves the deferral of assessment.
- b. The Panel considers that extenuating circumstances did not significantly affect the student's performance, have been submitted too late for consideration or they fall out-with the definition of extenuating circumstances. The Panel records such submissions as Invalid and rejects the deferral of assessment.
- c. There was insufficient information provided on which the Panel could make a decision and therefore the decision has been deferred, pending receipt of further evidence.

## **EC16 Programme Assessment Boards**

The decisions taken in regard to circumstances outlined in these Regulations will be recorded in the Programme Assessment Board's minute and taken into account as the Programme Assessment Board makes academic decisions in relation to a student's academic progression.

### **EC16.1 Circumstances deemed not valid**

Circumstances that were deemed not valid will not be raised at the Programme Assessment Board, and any assessment not submitted or examination or test not attended will be treated as failed for the purposes of progression or award decisions.

### **EC16.2 Updating student records**

The student's module record will be updated to indicate if extenuating circumstances were valid. This update is generally made prior to the Programme Assessment Board meeting.

## **EC17 Reviews**

There is no right of review against a decision made on an application under the Fit to Sit Regulations, except in cases where there is evidence that the application was not properly considered in line with these Regulations.

This document has been reformatted to make it more accessible. Should you have any feedback, please email [quality@napier.ac.uk](mailto:quality@napier.ac.uk)

## Annex 1: Supporting Evidence

The following are illustrative examples of suitable time-relevant, third-party supporting evidence to accompany an application for deferral of assessment or unfit to sit.

- a. a General Practitioner's letter containing details of extenuating circumstances and the period covered
- b. another medical practitioner letter, e.g. from a hospital, private surgery, or clinic
- c. Court Order covering the relevant period
- d. a notice of summons to attend court, with relevant dates
- e. a Sheriff Court Notice
- f. a legal notice or other verifiable letter from a solicitor
- g. a notice of Jury Duty
- h. a notice of deployment from armed forces or other government agency
- i. a police report, incident log, or formal caution notice where accompanied by a formal report
- j. a death certificate
- k. a notification of death from a recognised and verifiable media source (for example a newspaper) may be acceptable in lieu of other documentary evidence
- l. a counsellor's letter, or University counsellor's letter or ENSA Advice Advisor's letter on headed paper or from verifiable email address detailing any relevant non health and non-medical issues
- m. visa documents or documents relating to revocation, tribunal or other visa issues.
- n. for unfit to sit in an examination, a student may indicate that they made the invigilator aware of their circumstances, in which case the University will consult the invigilator's report

## **Annex 2: Sources of further information**

### **myNapier online information**

#### **Craiglockhart**

Business School Students - [FitToSitECsTBS@napier.ac.uk](mailto:FitToSitECsTBS@napier.ac.uk)

#### **Merchiston**

School of Arts and Creative Industries students- [Merchistonecs@napier.ac.uk](mailto:Merchistonecs@napier.ac.uk)

School of Computing, Engineering and the Built Environment Students: -  
[Merchistonecs@napier.ac.uk](mailto:Merchistonecs@napier.ac.uk)

#### **Sighthill**

School of Applied Sciences students - [SAS.ExtCirc@napier.ac.uk](mailto:SAS.ExtCirc@napier.ac.uk)

School of Health and Social Care students - [SHSC.ExtCirc@napier.ac.uk](mailto:SHSC.ExtCirc@napier.ac.uk)

#### **Edinburgh Napier University International College**

ENUIC students – [enuic@napier.ac.uk](mailto:enuic@napier.ac.uk)