Extenuating Circumstances refer to cases of serious unforeseen or unpreventable circumstances.

To apply for remote-only access to your programme of study for a trimester or a full academic year due to Covid-19-related extenuating circumstances, you should submit this completed form to the COVID-19 Student Support Officer, who will liaise with the Head of Department or Programme Co-ordinator who is responsible for managing your programme of study and will coordinate the College response to your particular needs.

Where circumstances relating to COVID-19 are having a significant impact upon your ability to engage effectively with your programme you are invited to notify us of your circumstances. This will allow us to work with you in support of your learning (such measures may include additional supports, an extension to submission deadlines or deferral of assessment). Applications to participate remotely in programmes of study offered by NCAD will be considered in circumstances where there are serious health-related reasons for the request and where the learning outcomes of the programme of study can realistically be achieved while participating remotely.

# COVID-19: Clinical/Personal Grounds

* Confirmed COVID-19 illness
* Personal circumstances: Hospitalisation or death of a close family relative due to COVID-19 illness
* Personal circumstances: Particularly challenging circumstances in respect of space in which to complete College work

# COVID-19: Remote Study Only

Coronavirus (COVID-19) can make anyone seriously ill. But for some people, the risk is higher. There are two levels of higher risk:

* [Very High Risk](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk) (also called extremely vulnerable)
* [High Risk](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#high-risk)

Please be specific as to the nature of the circumstances that affect your risk level. Your confidentiality is assured. Only those people who will consider your circumstances will have sight of this form. **You may also need to provide supporting evidence that you qualify as High Risk or Very High Risk in respect of Covid 19** as per the HSE description (<https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>). That is, a Medical Certificate from your GP or from the College GP may be helpful in establishing how best to mitigate risk in your particular circumstances.

**Please note that the €10 fee for attending the College doctor will be waived in respect of a Covid Health Assessment for establishing ‘higher risk’ status under the HSE guidelines.**

# Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Student name** |  | **Student ID** |  |
| **E-mail address** |  | **Phone number** |  |
| **Programme** |  | **Stage** |  |

# Nature of your extenuating circumstances

|  |
| --- |
| **Please describe your circumstances. Appropriate original supporting evidence must be supplied.** |
|  |
| **Please tick the box below which best describes your extenuating circumstance**  Where appropriate, please ask the professional providing supporting evidence to be as specific as possible in outlining the impact of your circumstances on your ability to meet the demands of your academic programme. |

## COVID-19: High and Very High Risk

|  |  |
| --- | --- |
| I am Very High Risk in respect of COVID-19 |  |
| I am High Risk in respect of COVID-19 |  |

## COVID-19: Clinical/Personal Grounds

|  |  |
| --- | --- |
| Confirmed COVID-19 illness |  |
| Personal circumstances: Hospitalisation or death of a close family relative due to COVID-19 illness |  |
| Personal circumstances: Particularly challenging circumstances in respect of space in which to complete College work |  |
| I care for/cohabit with someone at a higher risk from COVID-19 |  |

|  |
| --- |
|  |
| **Please add any clarification or explanation regarding the above impacts.** |
|  |

|  |
| --- |
| **Registered with Student Learning Support?**  If you are registered with NCAD’s Student Learning Support service it may be helpful in considering your application to have access to your Profile Of Needs Statement (PONS). Please tick the box below if you are registered with the service and consent your PONS and documentation being made available in support of your application. |

|  |  |
| --- | --- |
| I am Registered with the Student Learning Support service and consent to my PONS and documentation being accessed in support of my application. |  |

# Student Declaration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I confirm that I have read the HSE guidance in relation to ‘People at Higher Risk’ and that the information given in this form is true and factually correct.  I confirm that this information may be disclosed, where necessary, to academic and administrative staff of NCAD involved in determining my grades. | | | | |
| **Student’s name** |  | | |
| **Student’s signature** |  | **Date** |  |

|  |
| --- |
| It is the responsibility of the student to ensure that this form is submitted to the COVID-19 Student Support Officer (studentcovidmanager@staff.ncad.ie).  Students are encouraged to submit applications as soon as possible in order to enable the College to review each individual’s circumstances and ensure appropriate mitigations are put in place where possible.  If you require support in completing this form, please contact the COVID-19 Student Support Officer by email: [studentcovidmanager@staff.ncad.ie](mailto:studentcovidmanager@staff.ncad.ie) or your Head of Department or Programme Co-ordinator. |

**OFFICE USE ONLY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Received by COVID-19 Student Support Officer** | | | | | | | |
| **Signature of COVID-19 Student Support Officer** |  | | | | **Date** | |  |
| **Supporting documentation included** | | Yes |  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Received by Head of Department /Programme Co-ordinator/Head of Academic Affairs** | | | |
| **Name** |  |
| **Signature** |  | **Date** |  |

|  |
| --- |
| **Outcome of ‘Risk / Mitigations’ Conversation with Student** |
|  |

**Considerations in respect of Remote Only Participation:**

|  |  |
| --- | --- |
| * **NCAD Programmes** | On-Campus learning is a key feature of the programmes offered by NCAD. Students registered to programmes offered by NCAD are expected to participate fully in learning activities that take place on and off campus. |
| * **Extenuating Circumstances** | Where circumstances relating to COVID-19 pose a significant to a student’s ability to engage safely with the on-campus learning activities of their your programme, the possibility of supporting remote-only participation in their programme for a Trimester or an academic year may be considered. |
| * **Learning Outcomes** | The nature of the learning that will be required of the student in the particular stage of their particular programme is an important consideration. If the nature of the extenuating circumstances affecting a student warrant consideration of putting in place measures to support remote-only participation, the nature of the learning outcomes and learning activities underpinning the particular stage of the student’s programme of study are a key consideration. |
| * **Options Available:** | 1. Additional measures to mitigate risk and enable the student to participate in on-campus learning. 2. Additional measures to enable remote participation in the student’s programme of study. 3. Taking a period of Time Out in anticipation of a reduction of the risks posed by Covid-19 enabling a return to full participation in the student’s programme of study in the subsequent academic year. |

|  |  |
| --- | --- |
| **Names of Persons Present for Discussion** |  |
|  |  |
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The outcome of the discussion in respect of risks and appropriate measures to mitigate the risks posed in respect of COVID-19 should be communicated to the COVID-19 Student Support Officer at the earliest opportunity.