

## **College statement on support for students who are members of the UK Armed Forces**

King's College London recognises the vital contribution that the Armed Forces of the United Kingdom make to the defence of the realm. The College is committed to ensuring that students who are members of the UK Armed Forces (whether Regular or Reserves) will not suffer disadvantages as a result of their military service. In some circumstances, special treatment may be appropriate.

In particular:

- students are advised to inform their departments of any military commitments that may interfere with their studies;
- boards of examiners will treat sympathetically cases where a member of the Armed Forces is unable to sit an examination or meet a coursework deadline as a result of a military commitment. Third-party evidence of the military commitment (such as an exercise or a deployment) will be treated as supporting documentary evidence of mitigating circumstances for the purposes of the College's procedures for submitting a Notification of Examination Absence (NEA) form and an Extension Request (ERF) form<sup>1</sup>;
- members of the Armed Forces who are unable to sit an examination or meet a coursework deadline as a result of a military commitment are expected to comply with the College's published NEA and ERF procedures (as appropriate);
- boards of examiners will treat sympathetically cases where a member of the Armed Forces is prevented from submitting an NEA or ERF form in advance of the examination or assessment deadline as a result of a military commitment. The student should inform their department as soon as possible of their circumstances and should submit an NEA form with supporting evidence (including evidence of why they were unable to submit the NEA/ERF form in advance of the examination or assessment deadline) as soon as possible.

CAB approved: May 2014