UCL DClinPsy Flowchart 2022: Processes for Extensions, Deferrals and Extenuating Circumstances

In certain exceptional circumstances, it may be known in advance that a Trainee is unable to sit an exam. In this case, Trainees and/or Course Tutors can liaise with [Will Mandy](mailto:w.mandy@ucl.ac.uk) regarding the possibility of deferring the exam.

Course Tutors meet and discuss with Trainees. Trainees are required to complete a [Request to Defer Clinical Report Submission Form](https://www.ucl.ac.uk/clinical-psychology-doctorate/sites/clinical-psychology-doctorate/files/request_to_defer_case_report_submission_form.doc). Tutors send this form to [Will Mandy](mailto:w.mandy@ucl.ac.uk) via e-mail, cc’ing [Sharinjeet Dhiman](mailto:s.dhiman@ucl.ac.uk).

Course Tutors meet and discuss with Trainees. Trainees are required to complete an [Extenuating Circumstances Form](https://www.ucl.ac.uk/clinical-psychology-doctorate/sites/clinical-psychology-doctorate/files/extenuating_circumstances_form.doc). Tutors send this form to [Will Mandy](mailto:w.mandy@ucl.ac.uk) via e-mail. Acceptable reasons include serious illness (including medical certificate) and major life events, but not work pressure or minor ailments.

Course Tutors approve and notify [Will Mandy](mailto:w.mandy@ucl.ac.uk) of their decision via e-mail, cc’ing [Sharinjeet](mailto:d.s.dhiman@ucl.ac.uk) Dhiman. Details of Trainee circumstances are not required.