

Personal and Medical Circumstances (PMC)

We understand that life is complicated, and sometimes you may miss an assignment deadline or tutorial or examination, or you may be unable to attend class. Because of this, we have set up a system called **Personal and Medical Circumstances (PMC)**, which you **should** use if you have missed deadlines, classes or are experiencing other issues that are making it difficult for you to do your best. The PMC system is there to help you, and we encourage you to use it.

When should you complete and submit a PMC form?

- If you miss, or have difficulties during, a written examination
- If you miss a required in-class assessment
- If you fail to meet a deadline for submitting a project report or essay, or a piece of work in tutorials
- If you are absent from regular classes for a significant period of time (more than one week)
- If you miss a tutorial session
- If you have ongoing issues that are affecting your ability to engage with the course

How to complete and submit a PMC form

1. Complete a PMC form online through the PMC (2023-24) pages on Moodle.
 - a. [First Year PMC page](#)
 - b. [Second Year PMC page](#)
 - c. [Third Year PMC page](#)

Note: If you know that you will be absent ahead of an event (e.g. medical appointment), then you should submit the PMC (and supporting documents) ahead of that event.

2. Submit medical certificates and/or other supporting documentation where appropriate through Moodle or to the Department Office.

Note: Make sure that all medical certificates and other documentation are dated and include your name, address, year of study and student number. Make sure you keep a copy of all these documents for your own records)

Contact us:

Department of Geography, Room 23C, Rhetoric House, South Campus, Maynooth University

Tel: +353 1 708 3610 or 708 4760

Email: geography.department@mu.ie

Twitter: @Maynoothgeog

Instagram: maynoothgeography

What happens next?

- In most circumstances if the reason is acceptable, you will be notified by email of the relevant outcome (see below)

Circumstances	Outcome
Late submission of assignment/ essay/ project	Later submission date set by Lecturer/Tutor/Head of Department
Extended absence from class	Details may be brought to the attention of the examination board at the end of the year for consideration

- In some circumstances, if further information is required, you will be asked to make an appointment with Departmental Administration staff or the Head of Department or his deputy. If this is the case, you will be given guidance at the time about what is needed.

Cases when no marks/extension/assignment re-sit will be awarded

We do our best to help you by providing opportunities to complete assignments. However, there are some occasions where it is not possible for us to make accommodations for you.

These are:

- Where the reasons you have given are not deemed to be acceptable.
- When you submit a PMC form more than two weeks after the exercise/deadline.
- When you submit a late project after the agreed later submission date.
- When you do not submit a PMC form or the required supporting documents.

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