



## AMGYLCHIADAU LLINIAROL

Os ydych yn dilyn cwrs gradd yn y coleg ac os ydych wedi bod yn sâl neu'n delio â phroblem a gafodd effaith ar eich astudiaethau, gallech fod yn gymwys i wneud cais am Amgylchiadau Lliniarol (ALI).

Gallai hyn olygu cael amser ychwanegol i gyflwyno asesiad neu gael sefyll arholiad yn hwyrach. Mae sawl ffordd y gall y coleg eich helpu.

**Cam 1** – siaradwch â'ch athro neu'ch tiwtor personol; dywedwch wrthynt beth sy'n bod a gadewch iddynt eich cynghori.

**Cam 2** – os yw'ch tiwtor yn teimlo y byddech yn elwa o wneud cais i'r Panel Amgylchiadau Lliniarol, lawrlwythwch y Ffurflen ALI oddi ar [www.gllm.ac.uk/hepolicies](http://www.gllm.ac.uk/hepolicies)

**Cam 3** – ar ôl ei llenwi, cyflwynwch eich ffurflen gais (ynghyd â thystiolaeth ategol) i'ch tiwtor mewn pryd ar gyfer cyfarfod nesaf y Panel ALI.

**Cam 4** – Bydd y Panel yn edrych ar eich cais ac yn anfon llythyr atoch drwy e-bost yn eich hysbysu o'r canlyniad.

Peidiwch byth â phetruso cyn siarad â'ch tiwtor; mae sawl ffordd y gall y coleg eich helpu – ein cenhadaeth yw eich helpu i lwyddo yn eich astudiaethau.

Os oes gennych unrhyw gwestiynau ynghylch y broses amgylchiadau lliniarol, cysylltwch â Emily Jakeman ([e.jakeman@gllm.ac.uk](mailto:e.jakeman@gllm.ac.uk)) neu Matthew Neale ([m.neale@gllm.ac.uk](mailto:m.neale@gllm.ac.uk)) neu gallwch ddarllen y Polisi ALI sydd ar gael ar [www.gllm.ac.uk/hepolicies](http://www.gllm.ac.uk/hepolicies)

### Dyddiadau Cyfarfodydd y Panel ALI 2022/23

20<sup>fed</sup> Hydref, 24<sup>ain</sup> Tachwedd,  
21<sup>ain</sup> Rhagfyr, 17<sup>eg</sup> Ionawr,  
9<sup>fed</sup> Chwefror, 27<sup>ain</sup> Chwefror,  
14<sup>eg</sup> Mawrth, 30<sup>ain</sup> Mawrth,  
20<sup>fed</sup> Ebrill,  
16<sup>eg</sup> Mai, 25<sup>ain</sup> Mai,  
5<sup>ed</sup> Mehefin,

Cofiwch gyflwyno'ch cais o leiaf un wythnos cyn i'r Panel gyfarfod. Llenwch bob rhan o'r ffurflen gais, gan gynnwys tystiolaeth ategol

## EXTENUATING CIRCUMSTANCES

If you're studying for a Degree at College and have been ill or dealing with a problem that impacted your studies you may be eligible to apply for Extenuating Circumstances (EC).

This could allow you extra time to submit an assessment or sit an exam at a later date. There are many ways the College can help you.

**Step 1** - talk to your teacher or personal tutor, tell them what you're going through and see what they advise.

**Step 2** - if your tutor feels you would benefit from applying to the Extenuating Circumstances Panel download the EC form at [www.gllm.ac.uk/hepolicies](http://www.gllm.ac.uk/hepolicies)

**Step 3** - submit your completed application along with supporting evidence to your tutor in time for the next meeting of the EC Panel.

**Step 4** - The Panel will review your application and send you a letter via email with an outcome.

Never hesitate to talk with your tutor, there are many ways the College can help you, our mission is to help you succeed in your studies.

If you have questions about the Extenuating Circumstances process contact Emily Jakeman ([e.jakeman@gllm.ac.uk](mailto:e.jakeman@gllm.ac.uk)) or Matthew Neale ([m.neale@gllm.ac.uk](mailto:m.neale@gllm.ac.uk)). You can read the EC Policy available at [www.gllm.ac.uk/hepolicies](http://www.gllm.ac.uk/hepolicies)

### EC Panel Meeting Dates 2022/23

20<sup>th</sup> October, 24<sup>th</sup> November,  
21<sup>st</sup> December, 17<sup>th</sup> January,  
9<sup>th</sup> February, 27<sup>th</sup> February  
14<sup>rd</sup> March, 30<sup>th</sup> March,  
20<sup>th</sup> April,  
16<sup>th</sup> May, 25<sup>th</sup> May,  
5<sup>th</sup> June

Remember to submit your applications to your Programme Leader / Personal Tutor at least 1 week before the panel. Please fill in all sections of the form and include supporting evidence.