

PERSONAL CIRCUMSTANCES FORM

It is important that you refer to Section 2 of the University's Personal Circumstances & Academic Appeals Procedure before completing this form. Appendix A of the Procedure also provides examples of what would normally be considered as valid Personal Circumstances.

If you believe that your performance has been affected by illness or adverse personal circumstances you should inform the University as soon as you are aware of these circumstances. When your performance in examinations or other assessments is affected, Personal Circumstances should be notified to the University **within five working days** of the latest affected examination/assessment or date of submission of the affected assessment by submitting this form to Student Business, along with supporting evidence. Notification and supporting evidence may be submitted through the Personal Circumstances section on Pegasus, however, hard copies of original supporting evidence should also be submitted to Student Business (McCance Building). If you are unable to upload this form and the supporting evidence you should take it to Student Business in person.

NB: Do not wait until the results have been published before reporting Personal Circumstances as failure to submit Personal Circumstances will normally render them inadmissible in the event of a subsequent academic appeal.

Name:	Registration Number:
Degree Programme:	
Year of Study:	

Details of Circumstances
Please give details of the circumstances you wish to be considered and how these affected you. Please attach supporting evidence.

Assessments or period of study affected

Please give details of the assessments affected and specific dates when your ability to study or performance in assessment was affected by the circumstances described above. Please ensure that supporting evidence refers to the appropriate time period.