

Queen's University Belfast
School of Chemistry and Chemical Engineering
Exceptional Circumstances Form

To be completed by the student and submitted to the School Office normally within three working days of returning to study, or if in the case of emergencies which arose during examinations, by the University's published deadline. All information provided will be respected by the University and treated in confidence.

To be completed by student:

Student name:

Student number:

Course:

Year of study:

Please indicate why the form is being completed by ticking the appropriate box or boxes:

- Explanation for absence from an examination.
- Explanation for absence from an practical / tutorial
- Request for exceptional circumstances to be taken into account in an assessment
- Request for extension to coursework deadline (minor assessment)
- Request for extension to dissertation/project deadline (major assessment)

The Name of Your Advisor of Studies:

Nature of circumstances: *NB: Forms which are not fully completed and without the required documentary evidence will not be considered.*

- Illness/Hospitalisation. Please supply medical evidence from an appropriate healthcare / medical professional.
- Bereavement (death of close relative or friend) Please supply copy of death certificate or supporting letter from an independent source.
- Family illness Please supply medical evidence from an appropriate healthcare / medical professional.
- Victim of crime. A crime reference number plus any written evidence available from the police must be supplied.
- Acute emotional/personal circumstances Please supply a letter from the University Counselling Service or equivalent and/or medical evidence.
- Other. Please supply appropriate evidence to support your request.

(Please continue on a separate page if necessary)

The Regulations and Guidance available at Academic & Student Affairs | General Regulations: University Calendar 2012-13 sets out full information on the type and quality of evidence required, and gives examples of circumstances not normally considered as acceptable reasons. A concise guide as to what constitutes an exceptional or special circumstance can be found at:

<http://www.qub.ac.uk/directorates/sgc/ec/>

Modules and Coursework Affected: *Provide details of the modules / coursework / assessment and where possible the members of staff responsible for setting / managing the elements of the programme that are affected by your request for consideration of exceptional circumstances.*

I declare that the information provided on this form and the associated documentation is true and correct.

Signed:

Date: