

Postgraduate Admissions

Request for Consideration of Extenuating Circumstances form

Applicants should first refer to the University of Bristol [extenuating circumstances policy webpage, prior to completing this form](#).

This form is used by the Extenuating Circumstances panel to consider which measures, if any, may be most appropriate to apply in the assessment of your academic performance, in light of your specific circumstances.

Please fully complete all sections of this form (A - H) before submission, including signature, dates and evidence.

Once you have uploaded all supporting evidence, the extenuating circumstances panel will then review your case based on the information you have provided and may request additional information where necessary, to continue their review.

Given that your form and evidence will be subject to panel review, please be aware that submitting an extenuating circumstances form does not guarantee that:

- the University will make you an offer to study
- your place will be confirmed should you not meet the exact conditions of your offer.
- that any measures or additional leniency (such as deadline extensions) will be granted.

Guidance for submission of supporting documentation

1. **All extenuating circumstances forms must be supported by written evidence from an appropriate, independent third party/authority** such as:
 - a) A letter or report from a medical or health professional*, including support workers, counselling services and social workers
 - b) A solicitor's letter
 - c) A death certificate/order of funeral service
 - e) A police or fire officer report
 - f) A court or tribunal office letter/statement
2. **Evidence must cover the full period for which you are submitting extenuating circumstances.**
3. **Evidence must be provided in English or accompanied by a translation formally notarised by a solicitor or an official translator.**
4. **All documents must be on official letter-headed paper, signed and dated.**
5. The University recognises that it can be very difficult to be asked to submit evidence for very sensitive circumstances, such as a bereavement or being the victim of a crime. In such cases, the University may exercise discretion to suspend the need for formal evidence. However, the University retains the right to require the applicant to submit formal evidence to support their application.

*Alternative therapies are not accepted.

E. Applicant statement

Please use this section to tell us more about the circumstances you wish us to consider. If possible, please include specific dates/timings of events.

Please continue on Page 5 if you require more space.

F. Supporting Documentation ([refer to Guidance on Page 1 when completing](#))

All extenuating circumstances forms must be supported by written evidence from an appropriate, independent third party/authority corroborating the information in the applicant statement.

All medical circumstances must be accompanied by a statement from a medical professional.
English translations of documents must be provided where necessary.

Please briefly outline here what documents are attached.

G. Notification to exam boards

Most examination and assessment boards will have procedures in place to consider extenuating circumstances as part of the final grading of an award. We would expect all applicants to use such procedures where they exist.

Have you notified the relevant examination board of these circumstances?

YES

Date notified ____/____/____ (dd/mm/yy)

Outcome: *Please provide details of the adjustments/arrangements made by the exam board in recognition of your circumstances. If the outcome is not yet known, please provide details of when you expect to hear from the exam board.*

NO

Reasons: *Please provide the reasons for not notifying the exam board of these circumstances directly, including any evidence to support these reasons.*

H. Applicant declaration

I agree to all of the following statements:

- i I confirm that the above statement is a complete and accurate record, and that no relevant information has been knowingly omitted.
- ii I consent to the storage of this information by the University of Bristol for the purposes of evaluating the application submitted by the aforementioned applicant.
- iii Any information I provide may be shared with the relevant faculty/department or student support services, should I enrol as a student at the University of Bristol.*
- iv I understand that completing this form does not guarantee a particular outcome from the admissions team.

Signature:

Date:

*All personal information supplied on this form will be held in accordance with the Data Protection Act 2018

Once fully completed, we ask you to please:

1. Upload this form and all additional documents to your online applicant portal.
2. Email choosebristol-pg@bristol.ac.uk with your Student ID number confirming that you have uploaded this form and supporting evidence.

Further guidance is available for [completing an online application](#).

Applicant statement – additional sheet

Please feel free to continue writing in this section to tell us more about the circumstances you wish us to consider. If possible, please include specific dates/timings of events.