

Postgraduate Admissions

Extenuating circumstances notification



Applicants should refer to the [extenuating circumstances guidance](#) on our website prior to completing this form.

Both parts of the form must be completed before submission. We may request additional information where necessary.

Part 1 (To be completed by the applicant)

A. Personal details

Surname: _____ Applicant ID: _____
First name(s): _____ Date of birth (DD/MM/YYYY): _____
Programme(s) applied to: _____

Please list all the courses to which you have applied at the University of Bristol.

B. Nature of extenuating circumstances

- | | |
|---|--|
| <input type="checkbox"/> Physical/Mental Health | <input type="checkbox"/> Victim of a crime |
| <input type="checkbox"/> Social/Personal/Domestic | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Bereavement | |

C. Please list the qualifications/examinations affected:

D. 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 attach a separate statement if you require more space.*

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.

E. 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.*

Applicant declaration

I confirm that the above statement is a complete and accurate record and that no relevant information has been knowingly omitted.

I consent to the storage by the University of Bristol of my extenuating circumstances form and any documents submitted in support of these circumstances for the purposes of evaluating my application.*

Signature:

Date:

F. Supporting Documentation *Further guidance overleaf*

All forms must be submitted with supporting documentation and/or a statement from an appropriate third party corroborating the information in the applicant statement. This can be provided in the section below or attached as a separate document.

All medical circumstances must be accompanied by a statement from a medical professional.

Supporting documentation *Please briefly outline what documents are attached.*

Part 2 (To be completed by an appropriate third party) *Further guidance overleaf*

If supporting documentation has been provided, this section does not need to be completed.

If no additional supporting documents are provided the following section **must** be completed.

Name: _____

Relationship to applicant: _____

Applicant's full name: _____

Supporting statement *Please include all relevant information and If possible include specific dates/timings of events to corroborate the applicant's circumstances.*

Supporting declaration

I confirm that the above statement is a complete and accurate record and that no relevant information has been knowingly omitted. 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. Any information you provide may be shared with the relevant faculty/department or student support services, should you enrol as a student at the University of Bristol.*

Signature:

Date:

Once fully completed, this form and any additional documents should be uploaded to your online Application. Further guidance is available for [completing an online application](#).

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 the student is submitting extenuating circumstances.
3. Evidence must be provided in English or accompanied by a translation formally notarised by a solicitor.
4. 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