EXTENUATING CIRCUMSTANCES CLAIM FORM

Postgraduate Subject Examination Board for the School of Mathematical Sciences

This form should be used by all postgraduate taught students to make claims for extenuating circumstances relating to missed examinations and project deadline.

To be considered by the Subject Examination Board, students must complete all parts of this form and return it - together with appropriate documentary evidence - to Liisa Matomäki, Administrative Officer (Postgraduate Studies and Research) in the Maths Office room 101.

Claims submitted without supporting documentary evidence will not be considered.

Students must submit claims as soon as possible, and at the latest
• by 9 January 2012, for matters relating to Semester A;
• by 30 April 2012 for matters relating to Semester B;
• by 12 June 2012 for exam matters.
Claims submitted after the relevant deadline will not be considered.

It is recommended that students read the guidance leaflet available from the Advice and Counselling Service or online at www.welfare.qmul.ac.uk, and seek advice from academic advisers, or school or institute administrators before completing the form.

Please complete this form using a word processor, or use a pen and write in block capitals if completing by hand.

Personal details

<table>
<thead>
<tr>
<th>Student ID number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Forename:</td>
<td></td>
</tr>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>Contact address (term-time):</td>
<td></td>
</tr>
<tr>
<td>Telephone number:</td>
<td></td>
</tr>
<tr>
<td>Alternative telephone number:</td>
<td></td>
</tr>
<tr>
<td>QMUL email address:</td>
<td></td>
</tr>
</tbody>
</table>

Study details

| Programme of study (e.g. MSc Maths): |  |
| Are you a finalist? |  |
| Adviser: |  |

Details of claim

Please continue on a separate sheet if necessary.

<table>
<thead>
<tr>
<th>Module code</th>
<th>Element of assessment e.g. examination, coursework</th>
<th>Examination date/ submission deadline</th>
<th>Did you attend/ submit?</th>
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</table>
Summary of extenuating circumstances

Please use the space below to explain your extenuating circumstances, and how these meet the following criteria. In order to be valid, the extenuating circumstances must be:

- unplanned;
- outside of your control;
- such that there has been a negative impact on the ability to undertake or complete any assessment;
- cast doubt on the likely validity of the assessment as a measure of your achievement.

This text should be as concise as possible and refer only to relevant information, whilst ensuring that everything that requires consideration is included. Additional paper may be used if required.

Summary of documentation

Please use the space below to list the supporting documentation submitted as part of the claim. This should include outstanding documentation to be submitted at a later date, with an expected submission date and reason for delay. Refer to the guidance notes for information on required standards of documentation.

Declaration

I confirm that the information provided in this form, and any additional documentation relating to this request is, to the best of my knowledge, true and accurate.

Signed:  
Date:  

Once completed, this form and all supporting documentation should be submitted to:

Liisa Matomäki, Administrative Officer (Postgraduate Studies and Research), School of Mathematical Sciences, Queen Mary University of London, E1 4NS, Tel: 020 7882 5454

For QMUL use only

Valid EC claim? | Relevant evidence? | Effect on assessment?

Notes and recommendation

Copied to other Schools/Institutes?:

ECs log receipt number
RECEIPT OF SUBMISSION OF EXTENUATING CIRCUMSTANCES CLAIM FORM
Postgraduate Subject Examination Board for School of Mathematical Sciences

Students should retain this receipt in a safe place for the duration of their studies.

For QMUL use only

I, the undersigned, confirm that I received the items listed below from the named student on the specified date.

<table>
<thead>
<tr>
<th>Signed:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

Student name:

Items received (EC claim form and/or list of items of documentary evidence):

- EC claim form
- Other documents

ECs log receipt number