Extenuating Circumstances Request Form A100/A101/A200

This form should be used by Medicine and Dentistry applicants who wish to be considered for extenuating circumstances relating to their UCAS applications.

Before completing this form you are strongly advised to read the accompanying extenuating circumstances policy. You are also advised to look at the Equality Act (2010) which can be found at www.legislation.gov.uk.

In order for any extenuating circumstances to be considered by you must complete this form in full and return it with the appropriate supporting documentation to the Admissions Office via smdadmissions@qmul.ac.uk. Claims will not be considered without supporting documentation.

Deadline for extenuating circumstances request with a guaranteed response before the UCAS deadline is 1st September. No extenuating circumstances received after the UCAS deadline will be considered.

Please type or use CAPITALS when completing this form. Please complete ALL sections of the form.

Personal details

First Name:	Surname:
Date of Birth:	Email Address:

Application details

Please tick with course(s) you are applying to:		
A100 ☐	A101 ☐	A200 ☐

Summary of extenuating circumstances

Use the box below to explain your circumstances.

Please be as concise as possible and only refer to relevant information. Make sure that you include everything you wish to be considered. You may submit your summary on a separate piece of paper if this space is insufficient.

Predicted/Achieved Grades

Please list your qualifications and the grades you have been predicted and/or achieved.

Type of Qualification (A Level, BSc, etc.)	Subject	Predicted Grades	Achieved Grades

Summary of documentation

Use the box below to list the supporting documentation you are submitting. It is advised that you include a letter from your school and a medical letter (if medically related). Please refer to the policy for further detail.

Declaration

I confirm that the information given in this form and any supporting documentation relating to this request is true and correct to the best of my knowledge. I understand that the extenuating circumstances policy **only** relates to the Equality Act 2010 and I have read the extenuating circumstances policy below.

Signed:_____ **Date:** _____

Please note, submissions after 1st September may not be considered before the UCAS deadline. Submissions after the UCAS deadline will not be considered.

Once completed, this form and all supporting documentation should be emailed to smdadmissions@qmul.ac.uk

For advice on completing this form, please email smdadmissions@qmul.ac.uk

Information supplied will be kept, used and shared where necessary and appropriate with other members of College staff, for the purposes of determining the outcome of this request and in accordance with the Data Protection Act.

Extenuating Circumstances Policy

1. Extenuating Circumstances Process

1.1 **Only** serious extenuating circumstances that fall within one of the protected characteristics under the Equality Act (2010) will be taken into account for undergraduate applicants who retake their AS or A Level year or take longer than two years to complete their A Levels, and for graduate applications who retake a year of their degree, or take longer than 3 years to complete their undergraduate degree, or longer than 4 years to complete their 4 year integrated masters degree. ***NB:*** *bereavement is not a protected characteristic in and of itself, but in the event of a parent, sibling or child dying within a year of the candidate's AS or A Level examinations this will be taken into consideration by the EC panel.*

1.2 Successful applicants will be permitted to retake their Year 13 qualifications required for entry to meet our minimum entry requirements.

1.3 The extenuating circumstances panel will convene to discuss each request on a case by case basis.

1.4 Applicants will receive a letter from the Head of Admissions with the extenuating circumstances panel's decision.

1.5 All decisions made by the extenuating circumstances panel are final.

2. Extenuating Circumstances Deadline

2.1 Extenuating circumstances request must be received no later than 1st September to allow 1 month for the extenuating circumstances panel to consider the request before the UCAS deadline.

2.2 All requests received on or before 1st September will receive a response from the Head of Admissions before the UCAS deadline.

2.3 Extenuating circumstances requests received after 1st September may not be considered and may not receive a decision prior to the UCAS deadline.

3. Extenuating Circumstances Documentation

3.1 All extenuating circumstances requests **must** be submitted with the following:
- Extenuating Circumstances request form
- Letter from school/university detailing any support given at the time of the extenuating circumstances
- Letter from hospital/GP/medical professional (only applicable for medically related extenuating circumstances)
- Letter from local police force (only applicable for criminally related extenuating circumstances)
- Death certificate in the event of the loss of a close family relation, i.e. parent, sibling or child

3.2 The extenuating circumstances form alongside all supporting documentation must be submitted together to smdadmissions@qmul.ac.uk.