

# MIDDLESEX UNIVERSITY DUBAI

## EXTENUATING CIRCUMSTANCES REQUEST FORM



STUDENTS MUST READ THE ONLINE GUIDANCE AND FAQS FOUND AT THE LINK BELOW PRIOR TO COMPLETING THIS FORM  
<https://unihub.mdx.ac.uk/study/assessment/extenuating-circumstances>

Please complete all sections below:

Student ID number									
Student Surname <i>(Please use block capitals)</i>					Student First Name <i>(Please use block capitals)</i>				

Programme Title		Period of Time Affected	From	To

Module Code Affected	Type of Assessment (eg coursework-1/coursework 2)	Assessment Deadline Date (dd/mm/yy)	Indicate Type of Request A. short extension (15 working days) B. deferral (next opportunity) C. ECs (to be noted for the board)	Module Tutor

Briefly explain your circumstances and how they have impacted assessment (continue overleaf if required).

Your declaration:

- I have read, understood and adhered to the Extenuating Circumstances online guidance and FAQs
- Understand and EC claim cannot be considered without evidence
- I declare the information above and supporting evidence attached is true and accurate
- I am aware deferrals cannot normally be granted beyond 2 years from the start of the module
- I am aware that an agreed deferral may be overridden by an X grade due to non-attendance(where applicable)

Signature	Date	Contact Number

### FOR OFFICE USE ONLY

Student Office Signature: \_\_\_\_\_ Documents submitted: \_\_\_\_\_  
 Date given to submit the pending documents: \_\_\_\_\_

### FOR ASSESSMENT OFFICER USE ONLY

Module	Approved	Rejected	Pending	Date of Input on MISIS	Remarks
					<input type="checkbox"/> Informed Programme Coordinator and Student Date: _____ Signature: _____

**Please read this page carefully before submitting this form to Student Office.**

**\*EVIDENCE:**

Normally your request can only be considered with supporting evidences (see below)  
If you have a problem or delay in supplying evidence, contact your Campus Assessment Officer.

<ul style="list-style-type: none"> <li>• Illness, accident or severe trauma or an unexpected deterioration in an ongoing illness or chronic medical condition</li> </ul>	<ul style="list-style-type: none"> <li>• Medical certification of illness or serious accident of the student</li> </ul>
<ul style="list-style-type: none"> <li>• An unpredictable deterioration in an ongoing illness or an unexpected issue impacting on completion of assessments because of a disability or health condition</li> </ul>	<ul style="list-style-type: none"> <li>• Medical certification or independent verification</li> </ul>
<ul style="list-style-type: none"> <li>• Recent death (&lt; month) of someone close</li> </ul>	<ul style="list-style-type: none"> <li>• Death certificate</li> </ul>
<ul style="list-style-type: none"> <li>• Serious levels of prolonged stress or anxiety</li> </ul>	<ul style="list-style-type: none"> <li>• Medical certification</li> </ul>
<ul style="list-style-type: none"> <li>• Unforeseen accident/Serious illness of a close relative</li> </ul>	<ul style="list-style-type: none"> <li>• Medical certification</li> </ul>
<ul style="list-style-type: none"> <li>• A significant change to the condition or circumstance of someone for whom the student has a caring responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant medical certification or evidence from social services</li> </ul>
<ul style="list-style-type: none"> <li>• Serious personal disruption</li> </ul>	<ul style="list-style-type: none"> <li>• Independent verification such as supporting third-party evidence</li> </ul>
<ul style="list-style-type: none"> <li>• Significant change of employment circumstances.</li> </ul>	<ul style="list-style-type: none"> <li>• Employer letter providing evidence</li> <li>• <b>NB: THIS IS NORMALLY VALID FOR POSTGRADUATE STUDENTS</b></li> </ul>
<ul style="list-style-type: none"> <li>• Religious Observance impact on scheduled examinations</li> </ul>	<ul style="list-style-type: none"> <li>• A letter from a religious leader explaining the nature of the obligation and the way in which it impacts on the student</li> </ul>