## Request for Consideration of Personal Circumstances

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| Extenuating Circumstances Appeal Form |

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| General Information |
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| Surname/Family Name |       |
| First Name(s) |       |
| Student ID Number |       |
| School | Please select |
| Course |       |
| Have you sought advice from the Students’ Union Advice Centre when completing this form?  | [ ]  Yes | [ ]  No | [ ]  Prefer not to say |
| Have you read the Extenuating Circumstances [Appeal Procedural Guidance?](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/) | [ ]  Yes | [ ]  No |  |

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| Grounds for Appeal |

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| [ ]   |  There was an irregularity in how your original claim for ECs was handled that materially affected the outcome |
| [ ]  | You have submitted new evidence that for a good reason, could not have been provided for your original claim and it would have materially affected the outcome |

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| Date  |

On what date did you receive the original EC outcome decision?

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| Details  |

List the modules that your original EC claim related to.

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Please give full details of your case, the issues that occurred, when and how they impacted you and why you were unable to present this information with your original claim.

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| Date(s) | Details |
|       |       |

If your appeal is being submitted after the deadline (10 working days from the date that you received the original EC outcome), you will need to explain why and provide independent evidence to demonstrate good reason why your appeal is late.

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| Evidence Please see our [supporting information guide here](https://www.hud.ac.uk/media/assets/document/registry/forms/UniveristyofHuddersfieldSupportingEvidenceGuide21-22FINAL.pdf) |

Please **list** below the documents that you are submitting. Please submit your evidence as a separate document.

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| Important Information about Two Years No Credit and Maximum Period of Registration  |

**ECs and Two Years No Credit and Maximum Period of Registration**

Please be mindful that if your EC is approved, this does not override the two year no credit regulation or the maximum period of registration regulation (see below).

7.4.12. **Two Years No Credit** - An undergraduate student’s registration for an award of the University will be terminated if two academic years (including standard resit periods) elapse without the award of credit. The CAB will confer any interim award to which the student is entitled.

7.4.13 **The maximum period of registration** - If a student is unable to achieve their award within the maximum period of registration, they will be withdrawn from their course and any interim award will be conferred, as appropriate.

If you are nearing the end of your maximum period of registration (most likely if you have had a repeat year or an interruption of study) or have not achieved any credit for almost two years, then please make every effort to submit your work before this period ends. If you are not sure when this is, please contact your School office for confirmation. If you are unable to complete all your assessments within the registration period, you will be withdrawn from your course at the next Course Assessment Board.

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| Declaration  |

Please ensure that you have completed all relevant sections of this form.

Failure to complete this form correctly and submit evidence promptly may delay the process of your appeal or your appeal may not be upheld.

Please submit your form and evidence by email, as attachments, to **PersonalCircumstances@hud.ac.uk****.**

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| Signed:       | Date:       |

Please note that we are able to accept electronic signatures, you are not required to print, sign and scan your appeal form.