EXTENUATING CIRCUMSTANCES OUTCOME APPEAL

To request a review of the outcome of an Extenuating Circumstances Form (ECF) which was considered by either the School Director of Academic Tutoring or the University Standing Committee on Special Cases (USCSC), you must complete this form and email it to ecfappeals@reading.ac.uk within five working days of the date of the ECF outcome email.

Your details

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<th>PERSONAL DETAILS</th>
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<tbody>
<tr>
<td>Surname:</td>
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<td>Student number:</td>
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<td>Email address:</td>
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Advice

If you are considering requesting a review of the outcome of an ECF considered by the School Director of Academic Tutoring or the USCSC, it is advised that you consult a Student Advisor in Reading University Students’ Union (RUSU). Further information is available at: https://www.rusu.co.uk/advice/academic/.

Grounds for requesting a review of the outcome of your ECF

Please note that your appeal will only be considered based on one or more of the following grounds. You should tick/highlight the grounds which you believe to be relevant:

- ☐ 1. The procedures for considering an EC request were not properly followed;
- ☐ 2. The decision reached, or the outcome, was unreasonable;
- ☐ 3. The request was not properly considered, for example, relevant information included was overlooked;
- ☐ 4. I was not given reasons for the SDAT/USCSC’s decision;
- ☐ 5. I have new material evidence which, for good reason, I was unable to submit earlier in the process and which is relevant to the outcome of my ECF;
- ☐ 6. There was a reasonable perception of bias during the consideration of, and/or decision on, the ECF request.
## YOUR STATEMENT

In this section, please outline the reasons why you are requesting a review of the outcome of your extenuating circumstances request. You must provide a clear and detailed account with supporting documentation regarding the appeal ground(s) you have indicated above. This may be submitted as an attachment to this form.

Click here to enter text.

## STUDENT CONSENT TO THE UNIVERSITY OF READING

The information which I have provided regarding my extenuating circumstances appeal is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to the relevant Examiners and officers of the University who are responsible for considering my case or responsible for supporting any outcome. I also understand that this appeal will be kept on my University record and may be referred to at any subsequent examiners’ meetings.

Note that fraudulent claims for extenuating circumstances are taken extremely seriously by the University and could result in your removal from the University.

Signature of Student: Click here to enter text.  
Date: Click here to enter text.