

EXTENUATING CIRCUMSTANCES OUTCOME APPEAL

To request a review of the outcome of the Extenuating Circumstances Form (ECF) which was considered by either the Senior Tutor 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 from the date of the outcome email.

Section 1: Your details

PERSONAL DETAILS	
Surname	
Forename	
Student number	
Email address	
Degree programme	
Part (1/2/3/4/Postgraduate)	

Advice

If you are considering requesting a review of the outcome of the ECF considered by the Senior Tutor or the USCSC it is advised that you consult a Student Advisor in Reading University Students' Union (RUSU). Further information is available at: www.rusu.co.uk/advice/academic_advice/.

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 click the grounds which you believe to be relevant.

- There was a procedural irregularity
- The outcome of the USCSC was not fair and reasonable in all circumstances
- I have new evidence which I was unable to provide earlier in the process for a valid reason and the new evidence is relevant to the outcome of my ECF

YOUR STATEMENT

In this section, please outline the 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 you have indicate above.

This may be submitted as an attachment to this form.

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

Date: