**Application for dispensation from the *Examination Regulations***

This form should be completed by the student’s college or department/faculty. Users may find it helpful to refer to the accompanying ‘Guidance for University and college staff on submitting dispensations to Education Committee’ (available from <https://academic.admin.ox.ac.uk/dispensations>) when completing the form.

**1. Student details**

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| --- | --- | --- | --- |
| Student number |  | Title (Mr/Mrs/Ms/Miss/Mx/Dr) |  |
| First name (in full) |  | Surname |  |
| Course/programme title |  | | |
| Term commenced |  | | |
| Department/Faculty |  | College |  |

**2. Dispensation being requested**

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| *Dispensations are requests to Education Committee for the normal limits and rules set out in the* [Examination Regulations](http://www.admin.ox.ac.uk/examregs/) *to be set aside for individual students, generally due to extenuating circumstances. A detailed list of dispensation types may be found in the accompanying Guidance document.* **What dispensation(s) does the student require? Please explain the difference between what is expected in the regulations and the alternative course of action proposed for this student.**  *e.g. The regulations state that a person may not be examined for the FHS if more than 15 terms have elapsed since the term of matriculation. A dispensation is sought to permit this student to sit the FHS 18 terms after matriculation.*  For **UG and PGT** students: if the request relates to specific papers or submissions, the full paper name and code should be provided. |
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| **Please provide background information to describe why this dispensation is required, e.g. how circumstances have affected, or are likely to affect, the student’s ability to study or take exams. Please provide information on any related permissions, e.g. extensions granted or rejected by the Proctors.**  In the case of illness: it is important to include dates of when the student’s studies were affected, dates of any suspensions and the anticipated date of return.  For **PG** students: much of this information will be covered on the GSO form. Please only include here any additional information that is not already provided on the GSO form. In the case of an application for extension of time, please include the timetable for completion of the thesis and submission. |
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| **Has Education Committee previously received any other dispensation applications for this student?**  If yes, please provide details. |
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**3. Supporting material**

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| If the request is made on medical grounds, have you attached medical evidence? | ❑ Provided ❑ To follow ❑ N/A |
| For PG students, have you included the GSO form for this request and all GSO forms for previous requests (including those approved by the Board)? | ❑ Provided ❑ To follow ❑ N/A |
| If the request is for a major adjustment to assessment due to disability, please provide a statement from the Disability Advisory Service on the proposal. | ❑ Provided ❑ To follow ❑ N/A |
| Are you submitting any additional materials?  Please give details here. | ❑ Provided ❑ To follow ❑ N/A  ……………………………………………………… |

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| The student’s data will be processed in accordance with the student privacy policy, which can be found here: <https://compliance.admin.ox.ac.uk/student-privacy-policy>  All information provided on this form and any supporting materials submitted in support of the dispensation application are treated confidentially and stored securely. Education Policy Support officers will deal with the application. Some applications will be considered by the Chair of Education Committee (the Pro Vice-Chancellor (Education)) or by their delegate, on behalf of the committee.  Information will be shared by Education Policy Support officers with a number of necessary individuals on a strictly need to know basis in order that a decision can be made on the application.  Depending on the nature of the application and whether the student is an undergraduate or postgraduate, these individuals are likely to include the relevant departmental and divisional administrators, the chair of examiners (for taught courses), the college Senior Tutor/Tutor for Graduates and administrator (or equivalent), Director of Graduate Studies (or equivalent) (for graduate students), Director of Undergraduate Studies (or equivalent) (for undergraduate students), Course Director (or equivalent), in some circumstances the student’s supervisor (for graduate students). In some circumstances the Disability Advisory Service and the Proctors’ Office will also be consulted. Input is needed from each of these areas of the University in order to assess the application and to record the outcome so that it can be administered effectively.  Once a decision on the application has been made, the outcome will need to be shared with other relevant individuals within the Student Registry (e.g. Academic Records Office, Examinations and Assessment Team) and sometimes Fees and Funding, to ensure that it is processed appropriately.  It is necessary for the University to use the student’s information as set out above in order to consider whether an application can be granted. The University can process personal data, including special category personal data, where it is necessary to provide support for individuals with complex personal circumstances, disabilities, or medical conditions.  **Please ensure the information above is shared with the student. If the student or you have any concerns about the use of the student’s data, please provide details in the further comments box below and this will be taken into account.**  After the application has been completed, the paperwork will be retained for 6 years after the end of the student relationship as part of the student record. Please ensure the student is aware of this policy. Further information about the University’s Data Protection Policy can be found at <https://compliance.admin.ox.ac.uk/><http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/> |

**4. Referrer details**

To be completed by the college for **UG** students, the department/faculty, divisional Graduate Studies Assistant or college for **PG** students and the department for non-matriculated students

|  |  |  |
| --- | --- | --- |
| Full name |  | |
| Position |  | |
| Date |  | |
| Does the body submitting this form support the application? | | ❑ Yes ❑ No |

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| --- |
| **Any further comments on behalf of the college or department/faculty?** |
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**Completed forms should be emailed to** [**edcapplications@admin.ox.ac.uk**](mailto:edcapplications@admin.ox.ac.uk)**.**