**UNIVERSITY OF CAMBRIDGE COUNCIL**

**STANDING COMMITTEE ON APPLICATIONS**

**APPLICATION FORM FOR AN EXAMINATION ALLOWANCE**

**Before completing this application form you should read the Notes for Guidance at**

**web link:** [**https://www.admin.cam.ac.uk/students/studentregistry/staff/exams/college/guidance\_notes1415.pdf**](https://www.admin.cam.ac.uk/students/studentregistry/staff/exams/college/guidance_notes1415.pdf)

**You may also wish to refer to the relevant Statutes and Ordinances at:**

[**http://www.admin.cam.ac.uk/univ/so/2014/chapter03-section2.html**](http://www.admin.cam.ac.uk/univ/so/2014/chapter03-section2.html)

**1 Student details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | USN |  |
| First Name(s) |  | Date of Birth |  |
| College |  | Confirmation of Acceptance for Studies (CAS) No. if applicable |  |
| Tutor |  | Tutor’s email |  |
|  |  | Tutor’s telephone |  |

**2 Student’s record to date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academical year | Course year | Terms kept(please mark with an X) | Tripos | Result |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Please indicate overleaf what you are applying for and that all required evidence accompanies this form**

Tutor’s signature

Date

Yes / No

The college supports this application

Yes / No

If no, the college has explained this to the student

Yes / No

The student is aware of the full contents of this application

Senior Tutor’s signature

Date

**3 Please indicate what you are applying for. Please refer to the Notes for Guidance at**

**web link.**

[**https://www.admin.cam.ac.uk/students/studentregistry/staff/exams/college/guidance\_notes1415.pdf**](https://www.admin.cam.ac.uk/students/studentregistry/staff/exams/college/guidance_notes1415.pdf)

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**3.1 DDH**

Declared to have deserved Honours

**3.2 Disregard terms**

First term to be disregarded ……………………. Returning term……………

Note: In instances where a student’s supervision is a departmental responsibility or when a return in either a Lent or an Easter Term is proposed, the College should check with the department that the application is academically feasible

**Other conditions**

If resumption after a period of disregarded terms is subject to conditions in addition to satisfactory medical evidence (eg a College test), please indicate those conditions here or refer to the College Statement.

……………………………………………………………………………………………………………………………...…………

…………………………………………………………………………………………………………………………………...……

………………………………………………………………………………………………………………………………...………

**3.3 Allow the examination**

This credits the student with the examination. On the student’s transcript the words “Allowed the examination” appear against the overall result field. All individual examination paper results also show on the transcript, including any failures.

**3.4 Put in standing**

This gives the student permission to proceed to the next examination even though he / she has not achieved all the normal requirements to do so. On the student’s transcript the record for that academical year is blank: the transcript does not show any record of examination entry.

**3.5 Award the student an Ordinary degree**

The Committee may award an Ordinary degree to a student who has achieved Honours in a Part I but has failed at Part II, IIA or IIB.

**3.6 Invite the Board of Examiners to reconsider its original result**

This is intended for a student who has performed at the standard of a higher class **in all but a relatively small part of the examination**, where that small part of the examination was affected by mitigating circumstances and where this is apparent in the student’s profile of results. It is not intended for a student who has generally underperformed for whatever reason or for a student who is legitimately just below a borderline. The Chair of the Board is normally invited to class the student by disregarding the affected paper(s). Evidence is required of the mitigating circumstances and that they affected a small part of the examination and not the whole examination. Evidence is also required that the student’s academic performance was not as expected in the affected part of the examination, so supervision reports should be submitted.

**3.7 Resume**

Where the Committee and/or the College attach conditions of fitness to return evidence of these conditions having been met is required before the point when the student intends to return. A student may not resume without the permission of the Committee. Please see para 3.2

 In respect of disregard terms for ……………………………………………………………….

 (please specify)

 In respect of DDH in ………………………………………………………………

 (please specify)

 Other ……………………………………………………………….

 (please specify )

**4. This application must be accompanied by ALL the relevant information specified below. Forms without this information will be returned to the college by the Secretary to the Committee.**

4.1 A letter from the Tutor, setting out the case for the allowance. For a request to

disregard terms, please specify what the student will do on return.

4.2 Medical evidence

Please note that the requirement is evidence, not merely a declaration, that the student was ill.

4.3 A completed student declaration form, confirming the student’s consent for the medical evidence to be submitted to his/her College Tutor and made available, on a confidential basis, to the Medical Adviser(s) (and Clerk of the Committee for office purposes only)

4.4 Supervision reports for the academical year(s) in question. Where an application concerns an undivided two-year Part I, supervision reports for both years should be submitted. (Not required for resume study).

4.5 All available exam marks for the relevant examination and the marking and classing criteria. (Not required for resume study). .

**5. Not for Honours**

Please **fill in page 1 of this form and include a letter** from the college listing the examination papers requested to be taken and the reason for the student’s being Not for Honours, for example Erasmus.