

**Notes for Guidance for Staff and Students 2016-17**

These guidance notes are intended to complement the relevant University Ordinances. They relate to decisions taken by the Committee in 2016-17. They do not themselves constitute a set of regulations. Nor should they be taken to imply that, given a particular set of circumstances, the Committee will automatically reach a particular decision.

The relevant Ordinances (<http://www.admin.cam.ac.uk/univ/so/2016/chapter03-section2.html>) are attached in [Appendix A](#).

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## 1. Introduction

**At the University of Cambridge, the tasks of examining and of considering mitigating circumstances which may affect examination performance are kept separate. These notes explain how mitigating circumstances relating to undergraduate and certain other categories of student are considered.**

The primary purpose of the Committee is to consider the cases of students who, due to medical or other grave cause, have been prevented from taking examinations, have missed part of an examination or have failed or underperformed in an examination.

In its policies and decisions the Committee has the following overarching aims.

- To endeavour to ensure parity of treatment between applicants to the Committee who share similar circumstances, whilst recognising that each case is individual.
- To be mindful of the interests of students **taking the same examination but** who are not applicants to the Committee.
- To ensure that, particularly in relation to disregarding terms and repeating a period of study, an applicant is **neither advantaged or disadvantaged** in comparison with other students.

The Committee **cannot** alter a class or determine that a candidate should or should not get a Cambridge qualification, except that it may award an Ordinary BA degree to a student who has achieved Honours in a Part I but has failed at Part II, IIA or IIB.

A student may not apply directly to the Applications Committee, except where he/she is seeking a review of a decision by the Committee. The Committee only considers applications made through the college on the student's behalf. The Committee would find it helpful if Colleges could encourage students who wish to make their own case to the Committee to keep their representations to the point and within a single, coherent document. The Committee, except in the most exceptional circumstances, does not expect to have to consider cases made by any party other than the student and/or his/her College.

### **Which categories of student the Committee considers and which it does not**

- 1.1 The Applications Committee considers applications from colleges on behalf of undergraduates and also on behalf of students on the following postgraduate courses: EMBA; LLM; MAST; MBA; MCL; MEng; M.Fin; MMath; MMus; MSci; PGCE. It **does not consider** applications from those graduate students for which the Board of Graduate Studies is responsible; for information about these, please contact the Board of Graduate Studies and refer to the following link: <http://www.admin.cam.ac.uk/students/studentregistry/exams/after/allowances.html>
- 1.2 In the case of students being examined for courses leading to the M.B, B.Chir or the Vet.M.B, the Committee **cannot** override professional examination requirements nor is it empowered to offer any other kind of allowance to a candidate for one of those two degrees (see Regulation 3 of the Ordinances).
- 1.3 Candidates requiring allowances relating to not completing the requirements for study abroad; fieldwork; industrial, teaching or other placement cannot normally be considered by the Committee. These matters should be directed to the relevant Faculty Board.
- 1.4 The Committee **does not** give permission for a candidate to offer a combination of papers which does not comply with the regulations for the examination. Permission for this is given by the General Board and requires the consent of the Faculty Board; please contact the [Educational and Student Policy Section](#) (see Section 13) in the first instance.
- 1.5 The Committee **does not** deal with applications for special examination arrangements, or applications for alternatives modes of assessment. Further information can be found here. <http://www.student-registry.admin.cam.ac.uk/examinations-further-guidance-staff/colleges/examination-arrangements>

- 1.6 The Committee **cannot** put a student in standing for a Part III as entry to these requires particular levels of previous academic performance. All it can do is to offer, if the Committee so agrees, the relevant University academic authority an opinion on whether there are mitigating circumstances which would warrant reconsideration of the case by that authority.

### **What allowances are available and what they mean in practice**

The relevant University Ordinances are Chapter III - Allowances to Candidates for Examinations (<http://www.admin.cam.ac.uk/univ/so/2016/chapter03-section2.html>) and copy attached as [Appendix A](#)

The Committee may do one of the following for a student;

- **DDH**  
This stands for 'declared to have deserved Honours' and means that the evidence indicates that the student would normally have achieved Honours in the examination or that, having been initially classed, the student's class is agreed to be unrepresentative of his / her abilities. DDH replaces any class initially awarded and appears against the overall result field on the student's transcript. DDH may not be awarded in an examination which, or for a student who, is not for Honours (for example, the M.Adv. Studies Degree or an Erasmus student). DDH is not a classed award and may not be acceptable for some professional requirements.
- **Allow the examination**  
This credits the student with the examination even though he / she has not met all of the normal requirements. On the student's transcript the words "Allowed the examination" appear against the field for the overall result, where you might expect to see for example a class, or a Pass / Fail result. All individual examination paper results also show on the transcript, including any failures. "Allowed the examination" is not a class and may not be acceptable for some professional requirements. This allowance may be offered in cases where the examination is not an Honours examination (eg the MBA or the MAdv Studies degree).
- **Put in standing**  
This gives the student permission to proceed to the next examination even though he / she has not met 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 eg Philosophy IB nor of any result(s) actually achieved. **In cases where the student has completed less than three terms in the year in question or has not completed the course for that year, the Committee may decide to offer this allowance rather than DDH or allow the examination.**
- **Award the student an Ordinary BA degree**  
The Committee may award an Ordinary BA degree to a student who has achieved Honours in a Part I but has failed at Part II, IIA or IIB. **Whilst each case is considered on its merits, an Ordinary BA may be the appropriate outcome in instances where the student has, in the Committee's opinion, made a reasonable attempt at a Part II examination and has received reasonable supervision reports but, in both aspects, below the standard that would justify a DDH.**
- **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 whose medical circumstances effected the overall examination, or for a student who is legitimately just below a borderline. **This option is unlikely to be applied to coursework which is completed over a longer timescale.** 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. **It is helpful, in applications under this heading, if the Committee is provided with the student's examination timetable.**

- Disregard terms / Fitness to return  
Disregarding terms gives the student permission formally to have terms disregarded for a specified period. A student who has disregarded terms may not resume without the permission of the Committee and his/her College.
- 1.7 **Where the Committee awards a student DDH, or puts him / her in standing or allows him / her the examination, these are regarded as giving the student an examination allowance. Only in really exceptional circumstances will more than one examination allowance be granted to a student during his / her undergraduate career.** Where the Committee gives a student permission to disregard terms, this is **not** considered an examination allowance in this particular context.
  - 1.8 Permission to disregard terms is normally granted in respect of all three terms of the academical year. However, in certain circumstances it may be granted in respect of the calendar year or for another period. **In these latter cases, the college must check with the relevant Faculty / Department that a mid-year return is academically feasible.** Where a period of disregarded terms is agreed, it is the College's responsibility to monitor any course changes in the intervening period. Where supervisions are de facto arranged by a University Faculty/Department, it is the College's responsibility to keep in close contact with that institution regarding the feasibility of what is being proposed. The period of disregarded terms will not normally exceed three terms or one year. Occasionally, in exceptional circumstances, this permission may be extended. The circumstances would have to be very exceptional indeed for an extension beyond two years. A further application should be made by the college to the Committee for the extended period. Applications to disregard terms for an academical year which are made during the Easter Term of that year are not likely to be granted; the award of an examination allowance is more likely. This applies particularly, but not exclusively, to candidates for a Part II examination.
  - 1.9 Where a student is granted a period of disregarded terms, the student does not have access to University facilities, libraries, lectures etc. When a student returns, he / she may find that the content of the course and / or examination has changed. No special provision is made for this and the student is expected to comply with the course content and examination as required for that year. The Committee and / or a college may require a student to satisfy the requirements of a college examination or some other form of academic assessment as a condition of returning from a period of disregarded terms. The Committee will indicate, where appropriate, which components of a candidate's formally assessed coursework may be carried forward, for example a project or a dissertation. If a College wishes to set its own conditions to be satisfied prior to a student resuming study, these **must** be indicated in the application to have terms disregarded. Where non-medical conditions for resumption are involved, it is important that these be made absolutely clear to the student at an early stage with a clear indication of the academic or other condition which need to be satisfied and the deadline by which it must be satisfied.
  - 1.10 Where an overseas student disregards terms, there may be implications for the University and for the individual student for visa requirements. In the first instance the college should contact the International Student Team at the following link:  
<http://www.admin.cam.ac.uk/offices/internationalstudents/>

## 2. What you can apply for from Applications Committee

A college applies to the Applications Committee on behalf of a student. Students may not apply direct to the Committee. **On the application form, a college is required explicitly to confirm whether or not it supports the student's case and if it does not, to confirm it has told the student so.** The Committee regards it as good practice that the student should be fully aware of all the documentation being submitted by the College. (Refer to section 3 [How to Make an Application](#), for further details of documentation required.)

The candidate has been **absent from the whole examination**  
Regulation 3*ai*; 3*aii*; 3*aiii*; 3*aiv*

College may apply for **one** of the following;

- leave to disregard terms (3*ai*)
- allow the examination (3*a**ii*)
- award DDH (3*a**ii*)
- award ORD (if Part II student) (3*a**iii*)
- put in standing (3*a**iv*)

The candidate has been **absent from part of the examination**  
Regulation 3*bi* 3*bii* (*refers to 3a*)

College may apply for **one** of the following;

- leave to disregard terms (3*ai*)
- allow the examination (3*a**ii*)
- award DDH (3*a**ii*)
- award ORD (if Part II student) (3*a**iii*)
- put in standing (3*a**iv*)

The candidate has **attended the whole** of the examination and has **failed**  
Regulation 3*c* (*refers to 3a*)

College may apply for **one** of the following;

- leave to disregard terms (3*ai*)
- allow the examination (3*a**ii*)
- award DDH (3*a**ii*)
- award ORD (if Part II student) (3*a**iii*)
- put in standing (3*a**iv*)

The candidate has **attended the whole or part** of the examination and has **obtained honours**  
Regulation 3*di* 3*dii*

College may apply for **one** of the following;

- award DDH (3*di*)
- ask the Examiners to reconsider the class awarded (3*di*)

### 3. How to make an application

#### General

3.1 A college's application must include all of the following:

- a completed and signed application form;
- a statement from the college;
- a completed declaration form from the student giving permission for medical evidence to be disclosed to medical members of the Committee;
- evidence of medical circumstances or other grave cause;
- all supervision reports available for the academical year(s) to which an allowance would apply. Where an application concerns an undivided two year Part I, reports for both years should be provided;
- the profile of marks obtained in any examination attended and in any other formal component of assessment.

On the application form, a college is required explicitly to confirm whether it supports the student's case.

3.2 The application may also include any additional information which the college wishes to submit. The student may, if he/she so wishes, seek to have his/her own statement or other supporting evidence included. It is in all parties interests that any such statement is clear, concise, and to the point.

3.3 Completed applications should be sent to Karen Morris at [applications.committee@admin.cam.ac.uk](mailto:applications.committee@admin.cam.ac.uk) . Please note that in fairness to all students and to allow members sufficient time to read the papers, the submission deadline for each meeting of the Committee is strictly observed. Details of meetings and deadlines are in [Section 11](#).

3.4 The application must be complete, i.e. it must include all the required documentation, a tutorial signature and explicit confirmation as to whether or not it has the College's support.

#### The Form

3.5 It is important that every application is completed on the forms provided and is accompanied by a complete set of all the evidence required. The forms are available at <http://www.student-registry.admin.cam.ac.uk/about-us/applications-committee> and are attached as [APPENDIX C](#).

#### Medical Evidence

3.6 Strict confidentiality is observed regarding medical evidence. Medical evidence is disclosed only to the medical members of the Committee (although it is accepted that it will also be seen by the Assistant Secretary to the Committee and by College staff collating the application). Other members of the Committee do not see this part of the application unless the student explicitly asks that they should do so. The student is required to submit a form giving permission for his / her medical evidence to be disclosed to the medical members of the Committee.

3.7 Medical evidence should be obtained **prior** to completion of the examination and must be submitted by the deadline of the Committee meeting at which the college should like the application to be considered. Post hoc medical evidence will be regarded as such by the Committee and is unlikely to be given the same weight as evidence which pre-dates an examination. **Where a student's referral to a specialist medical advisor has been delayed for reasons outside the student's control, this should be made clear.**

- 3.8 The Committee expects to receive evidence from a medically qualified practitioner, for example a doctor's report, preferably from a doctor based in Cambridge. Where appropriate, it will additionally consider evidence from an accredited counsellor. If there is a disability element connected to the application, the Committee would normally expect to see reference to consultation with the DRC. In the case of short term debilitation, the Committee will consider evidence from a college nurse. **Statements by college nurses will generally suffice in instances of 'routine' illness and acute medical problems with measurable and visible symptoms.** Please note that evidence is required, as opposed to merely a declaration that the student was debilitated. Supporting letters from relatives or friends, irrespective of whether they are medically qualified, or anecdotal sources of information do not constitute medical evidence and are not acceptable to the Committee. For information about evidence required in particular cases, contact Karen Morris at [applications.committee@admin.cam.ac.uk](mailto:applications.committee@admin.cam.ac.uk)
- 3.9 The medical evidence should be a clear diagnosis which includes the nature and severity of the illness; it should state how the condition is likely to have affected the candidate's examination preparation and / or performance or academic progress. The evidence should be precise and self-explanatory. The amount of evidence required will vary from case to case. For example, hospital admission will need a shorter explanation than will a less obvious or less serious condition where background information and details of the candidate's medical history may be required.
- 3.10 If the student is seeking permission to go out of residence on medical grounds, the medical evidence should also
- (i) indicate when the student is likely to be able to resume study and
  - (ii) where appropriate, include a clear medical plan identifying any necessary treatment to be undertaken during the period out of residence.

### **Evidence of Other Grave Cause**

- 3.11 Very occasionally, mitigating circumstances which are not medical may be considered. A grave cause may have a variety of characteristics but will include being (i) unanticipated and (ii) entirely beyond the student's control.
- 3.12 In cases relating to grave cause, the Committee would expect to receive evidence from an appropriate professional; the evidence should be independent and should corroborate the college's application. The Committee is not able to consider evidence from a relative, friend or anyone with a close personal connection to the student or family.
- 3.13 The Committee will not normally approve applications for disregarded terms which are based on employment opportunities, internships and the like. Applications made on grounds other than medical, family or financial factors will generally only be considered if the opportunity presented to a student is unique and cannot be deferred until completion of the student's course of study.

### **Academic Evidence**

- 3.14 Copies of all the student's supervision reports for the academical year(s) in question must be submitted. It is unlikely that the Committee will be able to consider a case if these are not supplied. Where an application concerns an undivided two-year Part I, supervision reports for both years should be submitted. For courses where supervision reports are not routinely available (e.g. the LL.M.), the College should supply whatever testimony of the student's industry and ability that it can.
- 3.15 The student's profile of examination marks for the examination in question should also be submitted and should include marks for formally assessed work completed throughout the year. It will assist the Committee if the examination timetable and relevant marking and classing criteria are included.

## College Statement

3.16 The college should submit a statement about the application. This statement is the opportunity for the college to draw attention to any matters which it should like the Committee to take into consideration. The statement is submitted by the student's Senior Tutor or Tutor. **There may be instances in which an additional statement by a DoS is helpful.** The Committee pays close attention to the care with which College statements prepared.

## Evidence of fitness to return after a period of disregarded terms

3.17 When the Committee grants a student permission to have terms disregarded, it normally attaches 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. **The deadline for a college to apply for a student to return for the academic year is 24 August; for the calendar year is 24 November; and for return in the Easter term is 24 March.** The college and student(s) should ensure that all the documentation is ready for submission by that date.

3.18 Wherever possible, medical evidence confirming fitness to return should be provided by the same person who made the original diagnosis. Where this is not possible, the student should arrange for the current practitioner, for example GP or consultant, to see the medical evidence from the time of the original diagnosis to inform their judgement on the student's fitness to return.

3.19 It is the student's responsibility to obtain this evidence in time for the college to submit it by the Committee's deadline. If the evidence is delayed for reasons outside the student's or the College's control, this should be made clear.

3.20 In cases where continued medical treatment, including psychiatric treatment, is required, the Committee needs to be satisfied that such treatment can satisfactorily be delivered in Cambridge.

3.21 In the cases of disabled students returning from a period of disregarded terms, the Committee would expect an indication that the DRC had been informed in order for any necessary support to be ready from the resumption of the student's studies.

## Other evidence required prior to return

3.22 The Committee and or the College may set other, non-medical, conditions before resumption. **These should be made clear to the student when permission to disregard terms is given. The student should be in no doubt as to the nature of these conditions, what is required of him/her and the deadline for satisfaction of such conditions. A clear statement of what facilities (if any) and support will be made available to the student to meet any such conditions should be given.**

## 4. How the Committee works

### General

- 4.1 Members of the Committee **normally** receive applications seven days before the meeting. **Where necessary a second circulation of applications will be issued: but only in the most exceptional circumstances will the Committee feel able to consider tabled applications.** Medical evidence is only sent to medical members of the Committee.
- 4.2 If a college has previously submitted a warning about a student during the examination this fact is now disclosed to Committee members.
- 4.3 In considering the college's application the Committee takes into account the evidence submitted, the student's academic performance throughout the year and where applicable during the examination in question, and points raised in the college's statement, and (where applicable) in any statement from the student.
- 4.4 Where the medical evidence is considered by the medical members to be weak or unconvincing, the Committee may defer a decision until further appropriate evidence is obtained, or it may propose an allowance other than the one requested, or it may decline the application. The medical members will not themselves solicit such additional evidence.
- 4.5 Where the academic evidence, primarily from supervision reports, is considered to be insufficient to support the allowance requested, the Committee may propose an allowance other than the one requested or it may decline the application.
- 4.6 Where the Ordinances refer to "small" or "substantial" parts of an examination, the Committee does not have formulaic definitions of these terms. **This reflects the fact that the number of papers required in the various Parts of Tripos can vary considerably.**
- 4.7 When considering a request to disregard terms, the Committee is mindful that it should not bestow an advantage **or a disadvantage** on the student. Returning to repeat a year, or a part of a year, which the student has successfully completed, or repeating an examination which the student has already attempted, is normally declined. Examination allowances (DDH, put in standing, allowed the examination) are intended to accommodate these circumstances.
- 4.8 As a general rule, the Committee will endeavour to be sympathetic (assuming that the case so deserves it) in instances where the student has at least attempted the examination, and will endeavour to identify an appropriate allowance.
- 4.9 Where a student has disregarded terms and wishes to return, the college is required to apply to the Committee for permission for the student to return. A student may not resume without obtaining this permission. At this point, the college should also submit any required evidence of fitness to return.

### Matters dealt with by delegated authority

- 4.10 Some matters may be dealt with by authority delegated to the Chair and / or Secretary. Typically these include: straightforward applications to return; a request for remission of the student's fee liability; combinations of papers for students who are not for Honours (for example Erasmus students; and, depending on the timing of the application, a request to have a name removed from a class list.
- 4.11 In very exceptional circumstances i.e. where a decision cannot reasonable wait **until** the next scheduled meeting of the Committee and where the case is not straightforward, the Committee may be prepared to consider an application by circulation. If, however, in such circumstances any member of the Committee wishes the application to be considered at a scheduled meeting, then the application will need to await that meeting.

## 5. Faith Provision

The University's policy on faith provision is available online here

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/faith-provision-university-exams>

## 6. Warning Letters

- 6.1 During the examination period, a college may wish to alert the Committee that a student has experienced a problem. This is called a "warning" and is submitted by the College via the Student Information System, CamSIS. No action is taken at the submission stage. If the college subsequently makes an application to the Committee on behalf of the student, the fact that there was a warning will be disclosed to the Committee. If the college does not make an application, no action is taken on the warning.
- 6.2 Warnings are not disclosed to Chairs of Examiners nor their Examination Boards. This is to ensure that warnings, and the circumstances they describe, are considered consistently by one Committee which has an overview of custom and practice across the University. An Examination Board is asked to consider a student on the basis of the academic work presented. If a college then **considers** that the outcome is not representative of the student's ability, the normal procedures for applying to the Committee should be followed.

## 7 Removing names from class lists

- 7.1 Examination results are released to each individual student privately in CamSIS, before the class list is published. In exceptional circumstances, a college may apply for a student's name to be removed from the class lists published outside the Senate House, in departments and in college.
- 7.2 The college's request should be made in writing to Karen Morris at [applications.committee@admin.cam.ac.uk](mailto:applications.committee@admin.cam.ac.uk) as soon as the exceptional circumstances are known and at the latest, 10 days before the class list publication date. The deadline is strictly observed. Appropriate evidence of the potential threat may be required. The application must be made on the appropriate form and must also include the Student Declaration Form and the Senior Tutor's Declaration.
- 7.3 Applications should address how the student's well-being would be substantially threatened. Removal of the name from published class lists is not intended to palliate what might reasonably and ordinarily be expected from a student's involvement in the examination process.
- 7.4 Where an application is approved, it applies to publication of class lists on the designated day outside the Senate House, in departments and in college. All student names will continue to be included in the complete Class List which is published annually in the Special Edition of the Reporter.
- 7.5 The form for making this application, the Student Declaration Form and the Senior Tutor's Declaration Form are available here <http://www.student-registry.admin.cam.ac.uk/about-us/applications-committee>

## 8 Extensions to deadlines for the submission of dissertations or other coursework

- 8.1 Regulation 7 of the Ordinances refers. The college **must** apply to the Secretary of the Committee for an extension to a deadline and should not approach the Chair or Senior Examiners directly.
- 8.2 Any extension will be for a specified period. **An extension which would not allow for the coursework to be examined in time for the relevant meeting of a Board of Examiners is unlikely to be approved.**

- 8.3 Applications must be made in reasonable time to enable the Secretary to consult the relevant Chair of Examiners or, where applicable, the Senior Examiner.
- 8.4 **Applications must demonstrate that there has been an unexpected development in the student's circumstances. Applications simply based on a long term ongoing condition are unlikely to succeed.**

## 9 Allowing terms as terms of residence

- 9.1 Allowing a term means that a student is allowed to count as a term in residence, a term when in fact, for good reason, he/she was not actually present in Cambridge for the required number of days. The Committee will consider circumstances which are unpredictable and out of the student's control; an allowance is unlikely to be granted for a predictable and / or non-academic circumstance, for example a sporting commitment. An allowance of a maximum of two terms may be granted to a student who has six or more terms to complete. An allowance of a maximum of one term may be granted to a student who has six or fewer terms to complete.
- 9.2 An application for the allowance of a term should be made on the application form (<http://www.student-registry.admin.cam.ac.uk/about-us/applications-committee> ) in the usual way.

## 10 Remission of University Composition Fees

- 10.1 Exceptionally, the Committee may approve an application for fee remission for a limited number of terms in the case of unforeseen financial disaster such as the death or bankruptcy of a parent providing financial support, and where there is demonstrable evidence of significant financial hardship which could not have been foreseen at the time of admission. Remission for more than three terms would be extremely unlikely. In these circumstances, it is expected that Colleges remit any fees received from the University in case of publically funded students.
- 10.2 It is not the case that permission to go out of residence after attending for part or all of a term automatically leads to cancellation of fee liability. In exceptional circumstances the Committee may consider remitting the fee for a term in which a student has resided a little over the normal limit of 21 days and has then gone out of residence for grave cause and where it is clear that the student intends to return to repeat the term when he or she has recovered. Retrospective disregarding of terms does not mean that the student's fee liability for those terms is automatically cancelled.
- 10.3 The Committee is very unlikely to remit fees once a student has fulfilled the requirement to qualify for the BA Degree.
- 10.4 Remission of fees for those on the Register of Graduate Students is a matter for the Board of Graduate Studies.
- 10.5 There is no application form for fee remission. The application should be submitted by the student's Tutor who should provide a clear statement of the reason for hardship, the student's financial situation and such financial support which the College expects to offer. The Committee expects alternative sources of financial support to have been explored.

## 11 Dates of meetings 2016/17

Date of meeting	Deadline for applications to have reached <a href="mailto:applications.committee@admin.cam.ac.uk">applications.committee@admin.cam.ac.uk</a>
4 November 2016	28 October 2016
2 December 2016	25 November 2016
6 January 2017	16 December 2016
3 February 2017	27 January 2017
10 March 2017	3 March 2017
7 April 2017	31 March 2017
5 May 2017	28 April 2017
23 June 2017 †	16 June 2017
7 July 2017	30 June 2017
21 July 2017	7 July 2017
11 August 2017	4 August 2017
8 September 2017	1 September 2017

†only for cases of students expecting to graduate at General Admission

The Committee may not be able to consider an application that is received after the deadline.

## 12 Review Procedure ~ reviewing a decision of the Committee

If a college or a student is not satisfied with a decision of the Committee, it or he/she may ask for the decision to be reviewed. Applications for a decision to be reviewed should be sent to the Secretary of the Committee. It is particularly important for this purpose that the College keep records of when it communicates the Committee's decisions to the students. In instances where the Committee has declined an application or offers an alternative to the allowance sought, it is essential that the decision is conveyed to the student as soon as possible.

Details of the Review Procedure are attached in [Appendix B](#). In instances where new information has been made available, the case will normally be considered again at a meeting of the Committee. Where a case does eventually go to a Reviewer then the review will essentially be of a procedural nature i.e. the Reviewer will consider whether in reaching its decision(s) the Committee has observed the relevant Ordinances and these Notes of Guidance and whether or not it has come to a reasonable decision in that context. The Review Procedure is the final stage before the student may take his/her case to the Office of the Independent Adjudicator.

### 13 Key Contacts

If you have any queries, or should like further advice or clarification, please select from the following contacts:

Complex queries	<a href="mailto:Jenny.green@admin.cam.ac.uk">Jenny.green@admin.cam.ac.uk</a>
General / preliminary queries	<a href="mailto:applications.committee@admin.cam.ac.uk">applications.committee@admin.cam.ac.uk</a>
Examination arrangements (those known in advance and those occurring at short notice)	<a href="mailto:exam.arrangements@admin.cam.ac.uk">exam.arrangements@admin.cam.ac.uk</a>
Applications for alternative means of assessment or study	<a href="mailto:exam.arrangements@admin.cam.ac.uk">exam.arrangements@admin.cam.ac.uk</a>
Making an application to the Committee	<a href="mailto:applications.committee@admin.cam.ac.uk">applications.committee@admin.cam.ac.uk</a>
Matters relating to graduate students	<a href="mailto:Kerri.Gardiner@admin.cam.ac.uk">Kerri.Gardiner@admin.cam.ac.uk</a>
Matters relating to clinical students	<a href="mailto:Clinical.dean@medschl.cam.ac.uk">Clinical.dean@medschl.cam.ac.uk</a>
Approval for an irregular combination of papers	<a href="#">Educational and Student Policy section</a> , Academic Division

## APPENDIX A Statutes and Ordinances of the University of Cambridge

### CHAPTER III EXAMINATIONS

#### ALLOWANCES TO CANDIDATES FOR EXAMINATIONS

1. The Council shall have power:

- a) to admit to candidature for an examination or for a University Studentship, Scholarship, Exhibition, Prize, or Medal, a person who is not qualified by Ordinance to be a candidate, and
- b) to determine that for the purposes of candidature for an examination or competition one or more terms may be disregarded in reckoning the standing of a particular candidate, and
- c) to refer to the Fitness to Study Panel under the University's procedure to determine fitness to study any person in respect of whom an application is made under these regulations.

2. No person who is not qualified by Ordinance, or under the foregoing regulation, or by special Grace, shall be admitted to an examination leading to a degree, diploma, or certificate, except with the approval of the Council who shall have power to determine the conditions of such admission and the fee, if any, to be paid for such admission. The name of a candidate admitted under this regulation to an Honours Examination shall, if he or she satisfies the Examiners, be published in a separate list under the heading:

The following, who are not candidates for honours, have satisfied the Examiners.

3. The Council, on satisfactory evidence supplied by a candidate's Tutor that the candidate has been hindered by illness or other grave cause in preparing for or taking any University examination, except one for which candidates are required to be Graduate Students or one leading to the M.B., B.Chir. Degrees, or the Vet.M.B. Degree, shall have power, when they think fit.

*(a) If the candidate has been absent from the whole examination*

- (i) allow the candidate leave to have disregarded such terms as are necessary in order to put the candidate in standing to take the same examination on a future occasion, as specified by the Council; *or*
- (ii) to make the candidate whichever of the following allowances they may consider appropriate: allow the candidate the examination; declare the candidate to have attained the honours standard; *or*
- (iii) if the candidate is a candidate for Part II, Part IIA or Part IIB of a Tripos, to declare the candidate to have deserved the Ordinary B.A. Degree. *or*
- (iv) to put the candidate in standing to proceed as a candidate for another examination, where the candidate would not otherwise be of such standing.

*(b) If the candidate has been absent from part of the examination*

- (i) to authorize the Examiners to declare the candidate to have deserved honours or to have deserved to have passed the examination, whichever is appropriate; provided that the Examiners shall not make that declaration unless they judge the candidate to have performed

with credit in a substantial part of the examination and unless they either are unable to include the candidate in the list of successful candidates or would otherwise have to award the candidate a class that would in their opinion misrepresent his or her abilities; or

- (ii) to make the candidate whichever the allowances specified in (a) they may consider appropriate.

*(c) If the candidate has attended the whole of the examination and has failed*

to make the candidate whichever of the allowances specified in (a) they may consider appropriate.

*(d) If the candidate has attended the whole or part of the examination and has obtained honours by the inclusion of his or her name in one of the classes*

- (i) to remove the candidate's name from the class concerned and to declare the candidate to have deserved honours; or
- (ii) to authorize the Chair of Examiners, or a deputy appointed by the Chair from among the Examiners, to move the candidate's name to a higher class, provided that such an amendment shall not be made unless the Chair of Examiners or deputy, after consulting at least two other Examiners, is satisfied that the candidate has performed at the standard of the higher class in all but a relatively small part of the examination.

*(e) If the candidate has attended part of the examination and has been declared to have deserved honours in accordance with (b)(i)*

to authorize the Chair of Examiners, or a deputy appointed by the Chair from among the Examiners, to include the candidate's name in one of the classes, provided that such an amendment shall not be made unless the Chair of Examiners or deputy, after consulting at least two other Examiners, is satisfied that the candidate has performed at the standard of the class concerned in all but a relatively small part of the examination.

**4.** When the Council allow a candidate an examination which is an Honours Examination, such a candidate shall thereby have obtained honours therein.

**5.** The Council shall not, save in exceptional circumstances, normally make an allowance to a candidate for the B.A. Degree of an examination under Regulation 3 on more than one occasion, save that, for the purpose of this regulation, an allowance under Regulation 3(a)(i) shall not be regarded as such an allowance.

**6.** The names of students to whom the Council make allowances under Regulation 3 (other than under sub-paragraph (b)(i)) shall not be appended to the lists of successful candidates for the examinations for which they were severally entered, but shall be published by the Registry.

**7.** Where the regulations for an Honours Examination or for a Preliminary Examination provide for a candidate to submit by a specified date a dissertation, thesis, or essay, either in addition to the written papers or in substitution for one or more of them, the Chair of Examiners or the Senior Examiner may on the application of the candidate's Tutor grant a brief extension to a specified date by which the work shall be submitted. A dissertation, thesis, or essay submitted later than the date specified by the Chair of Examiners or the Senior Examiner, or in the regulation concerned if no extension has been granted, shall not be accepted.

**8.** In the case of a candidate who has been declared to have deserved honours under Regulation

3(b)(i) or 3(d)(i), the following statement shall be appended to any certificate issued by the Registry relating to that examination:

*This candidate, who was absent from part of the examination for good cause, performed with credit in a substantial part of it. In accordance with the University's regulations the authorities concerned are of the opinion that it would be unfair to classify the candidate on the basis of the incomplete performance since they believe that this would not adequately represent the candidate's attainment. They have accordingly agreed to declare the candidate to have deserved honours in this examination.*

#### LEAVE FOR ALLOWANCES TO CANDIDATES FOR EXAMINATIONS: NOTICE

The Council has given notice (*Reporter*, 2010–11, p. 903) of the procedure required by it when dealing with applications under these regulations:

- (i) No application is considered unless it is submitted by the candidate's Tutor.
- (ii) An application must state under which regulation or regulations it is made.
- (iii) An allowance made under Regulation 1(b) or 3(a)(i) is normally granted in respect of the three terms of an academical year. Exceptionally it may be granted in respect of the terms of more than one academical year.
- (iv) An application made on medical grounds must be supported by a certificate, preferably given by a doctor practising in or near Cambridge or by a counsellor from the University Counselling Service. The Council's Standing Committee on Applications may determine which type of certificate it requires in relation to applications under particular regulations.
- (v) An application must include a detailed statement of reasons and be accompanied by copies of all supervision reports.
- (vi) An application for exemption from an *academic* condition for taking a particular examination is not normally approved unless the Faculty Board or similar body concerned have given their concurrence, and that concurrence is indispensable in the case of examinations forming part of the requirements for a professional qualification.
- (vii) The Council is not empowered to give permission for a candidate to offer a combination of papers, whether within one examination or from more than one examination, which is not provided for by Ordinance or by regulations made under Ordinance. Permission to offer a non-standard combination of papers can be given only by the General Board; such permission will not be granted unless the Faculty Board or other authority concerned are in agreement.
- (viii) The Council shall authorize its Standing Committee on Applications to issue notes on procedures adopted by that Committee in its consideration, on behalf of the Council, of applications for allowances under these regulations.
- (ix) The Council shall authorize its Standing Committee on Applications and its Fitness to Study Panel to agree a procedure for referral of cases from the Standing Committee to the Panel.

## APPENDIX B

### REVIEW OF DECISIONS OF THE APPLICATIONS COMMITTEE

The Council shall establish a procedure for the review of decisions taken by it in respect of individuals in exercise of its powers in respect of allowances of terms under the regulations for Residence and the Precincts of the University and its powers under the regulations for allowances to candidates for examinations. No person who applies for review under the procedure so established shall be entitled to apply also for review of the same matter under the procedure for determining complaints by members of the University *in statu pupillari* established under the regulation for complaints by students ([p. 205](#)).

#### APPENDIX

##### *Review of decisions of the Applications Committee of the Council: procedure*

1. A student, or her or his Tutor with the student's consent, may seek review of a decision in relation to that student made by the Applications Committee.
2. A request for review shall be made in writing, stating the grounds of review, normally within three weeks of written notification of the Committee's decision (unless, in exceptional circumstances, the Registry or a deputy permits a longer period). If the request includes, in the opinion of the Chair of the Committee, relevant additional information not previously available, the Committee will reconsider its decision at its next meeting following receipt of the request. If no such additional information is included or if, on reconsideration, the decision is reaffirmed by the Committee, the procedure described in the following paragraphs shall apply.
3. The Registry or a deputy will appoint a reviewer chosen from a panel of potential reviewers maintained by the Council. Exceptionally, a panel of three reviewers may be appointed. If so, references below to 'the reviewer' shall be construed accordingly.
4. The reviewer will consider the request, the documentation available to the Committee (less any confidential medical information), the Ordinances which apply to the Committee's decision, and the Committee's Notes of Guidance. He or she will obtain an opinion from the Committee, seek such other information as he or she may require and, at her or his discretion, may hold a hearing (but there is no obligation to hold a hearing). The reviewer will issue an adjudication in writing as soon as possible, stating findings of fact, conclusions, and, if any, recommendations, for consideration by the Committee. The reviewer shall be concerned with determining whether there is evidence of: inadequate consideration of the matter by the Committee; the Committee having made a decision, to the detriment of the student, which is inconsistent with the relevant Ordinances or its own Notes of Guidance; or material circumstances of which the Committee was unaware and which were of such a nature as, had the Committee been so aware, to have been likely to cause the Committee to have reached a different decision.
5. The Committee shall normally accept the recommendation of the reviewer. If, exceptionally, the reviewer's recommendation is not accepted, a written explanation shall be provided to the

reviewer, the student, and her or his Tutor and shall be submitted to the Council. The Committee may decide not to accept a recommendation in any instance in which:

- (i) the reviewer has sought to make a decision replacing that of the Committee;
- (ii) the reviewer's recommendation is inconsistent with the Ordinances governing Allowances;
- or*
- (iii) the reviewer's recommendation is such that, were it to be accepted, it would set a precedent which would not be in the interests of the proper conduct of Committee's business or in the wider interests of the University.

The Council (or an officer appointed by it) should be satisfied that the Committee's written explanation is consistent with one or more of these instances.

6. The conclusion of the Committee's consideration of any recommendation of a review is the normal final point of decision within the University. Any subsequent review would normally be by the national Office of the Independent Adjudicator for Higher Education, or exceptionally, if relevant, some other University review (for example by the Commissary under Statute A I 13 and A IX 3–10 and the rules of procedure (p. 61) or under Statute A IX 1.
7. A reviewer may summarily dismiss an application which seems to her or him to be vexatious or frivolous.

## APPENDIX C

### APPLICATION FORM FOR AN EXAMINATION ALLOWANCE

Before completing this application form you should read the Notes for Guidance here: <http://www.student-registry.admin.cam.ac.uk/about-us/applications-committee>

You may also wish to refer to the relevant Statutes and Ordinances at: <http://www.admin.cam.ac.uk/univ/so/2016/chapter03-section2.html>

#### 1 Student details

Surname		USN	
First Name(s)		Date of Birth	
College			
Tutor			
Tutor's email			
Tutor's telephone			

Confirmation of Acceptance for Studies (CAS) No. (if applicable)	
---	--

#### 2 Student's record to date

Academical year	Course year	Terms kept (please mark with an X)			Tripes	Result

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

Tutor's signature	
Date	
The college supports this application	<input type="text" value="Yes / No"/>
If no, the college has explained this to the student	<input type="text" value="Yes / No"/>
The student is aware of the full contents of this application	<input type="text" value="Yes / No"/>

Senior Tutor's signature
Date

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

<http://www.student-registry.admin.cam.ac.uk/about-us/applications-committee>

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

<http://www.admin.cam.ac.uk/univ/so/2016/chapter03-section2.html>

**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.**

### Checklist

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.	
Medical evidence. Please note that the requirement is evidence, not merely a declaration that the student was ill	
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 Assistant Secretary of the Committee for office purposes only)	
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).	
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.