**APPLICATION FORM TO DISREGARD TERMS, 2023-2024**

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

You may also wish to refer to the relevant Statutes and Ordinances (Ch. 3 Examinations) at: http://www.admin.cam.ac.uk/univ/so/

**Student details. All fields are compulsory**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | USN |  |
| Surname |  |
| First name (s) |  |
| College |  |
| Email / CRSiD |  |

**Student’s record to date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academical year** | **Tripos & Part e.g. MAT0**  | **Terms kept** | **Result** |
| **M** | **L** | **E** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Please indicate what is being applied for.**

|  |  |
| --- | --- |
| **Application for intermission** |  |
| Date student went out of residence (this should match the date entered in CamSIS) |  |
| Proposed date / term for student’s return\* |  |
| \***Please confirm whether a return in a Lent or Easter term is academically feasible:** (Where a student’s supervision is a departmental responsibility or when a return in either a **Lent** or **Easter** Term is proposed, the College should check with the department that the application is academically feasible)  | Y / N |

*Or*

|  |  |
| --- | --- |
| **Application to be put in standing for examinations** |  |
| Terms to be disregarded |  |
| Details of permission being sought. E.g. move from tripos A to tripos B |  |
| **If resumption after a period of disregarded terms is subject to College conditions in addition to satisfactory evidence (e.g. a College test), please indicate those conditions here:** |

**Checklist**

**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 which may result in a delay in the case being considered.**

|  |  |
| --- | --- |
| A letter from the Tutor, setting out the case for the application. For a request to disregard terms, please specify what the student will do on return.  |  |
| Medical evidence has been provided. Please note that the requirement is evidence (diagnosis and treatment plan), not merely a declaration that the student was ill. The evidence must not be redacted. |  |
| Student Support Document (SSD) where applicable, has been provided.Please provide the full SSD, the disability information and document sections. |  |
| A completed student declaration form, confirming the student’s consent for the medical evidence to be submitted and made available as indicated on the form. |  |
| All available exam marks for the relevant examination including breakdowns of marks for previous years/terms |  |
| Supervision reports for the academical year(s) in question have been provided. Where an application concerns an undivided two-year Part I, supervision reports for both years should be submitted. |  |
| The student and College have read the published [Guidance Notes for Disregarding Terms](https://www.student-registry.admin.cam.ac.uk/about-us/EAMC) |  |

|  |  |
| --- | --- |
| Tutor name (inc. title) |  |
| Tutor’s email |  |
| Tutor’s signature & date |  |

|  |  |
| --- | --- |
| The student is aware of the full contents of this application | Yes / No |

|  |  |
| --- | --- |
| Name of Senior Tutor |  |
| Senior Tutor’s signature & date |  |