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**PGR CoP Appendix 6 Annexe 2**

**APPLICATION FOR CONSIDERATION OF EXTENUATING CIRCUMSTANCES**

**FOLLOWING SUBMISSION OF THE THESIS**

**(FORM FOR PGR STUDENTS ONLY)**

1. For full details of the University of Liverpool’s Policy on PGR Suspensions, on Extensions of Study, and on Extenuating Circumstances in relation to the *Viva Voce* Examination (Appendix 6 of the PGR Code of Practice) please see <https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/>
2. The completed application form and supporting documentation must be submitted to your SDPR/IDPR as soon as possible (within ten working days) after the start of the period of extenuating circumstances under consideration and normally providing at least 48 hours’ notice ahead of the scheduled *viva*.
3. If you are unable to provide supporting documentation, the SDPR/IDPR may decline to make a recommendation to the Examiners.
4. All sections of this form MUST be completed.

|  |  |
| --- | --- |
| **FULL NAME** |  |
| **STUDENT ID NUMBER** |  |
| **PROGRAMME OF STUDY** |  |
| **DATE SUBMITTED THESIS** |  |
| **DATE OF SCHEDULED VIVA** |  |

**Details of extenuating circumstances**

Please provide a **detailed** description of the extenuating circumstances that you consider might affect your performance in the scheduled *viva*, including the time-period over which these circumstances occurred. **It is important to provide as much information as possible for the SDPR/IDPR or Examiners to consider your application. Simply stating *`I was ill’* is not enough.**

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**Supporting documentation**

Please list all the supporting documentation of your claim and attach all documentation in your email when submitting this form. Medical claims should be supported by a doctor’s medical note or Consultant’s report; other claims should be supported by appropriate documentation (for example, police reports, insurance reports). **It is important to be specific with your evidence. For example, a general claim of illness prior to submission of your thesis will not be accepted as evidence for under-performance in the *viva***.

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**Student declaration**

I confirm that all the information contained in this statement is accurate and complete to the best of my knowledge. I consent to the information being used by the University, and understand that the information will be treated in the strictest confidence.

Signature of student:

……………………................................................... Date:…………………................................

**FOR USE BY THE SDPR/IDPR ONLY**

I recommend that the following action be taken in respect of this claim:

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Signature: ............................................................................ Date: ……………………………………............