

“TUTOR NOTE” REQUEST

PLEASE COMPLETE THIS FORM IF YOU REQUIRE GUILDDOWNS TO SUPPLY MEDICAL EVIDENCE TO SUPPORT YOUR EXTENUATING CIRCUMSTANCES APPLICATION

PLEASE NOTE YOU ALSO NEED TO APPLY TO YOUR DEPARTMENT FOR EXTENUATING CIRCUMSTANCES

ONLY COMPLETE THIS FORM IF YOU HAVE DISCUSSED YOUR REQUEST WITH A NURSE OR A DOCTOR

PLEASE READ THE UNIVERSITY’S REGULATIONS OVERLEAF AND NOTE THAT YOU NEED TO HAVE SOUGHT HELP AT THE TIME OF THE ILLNESS FOR US TO BE ABLE TO PROVIDE A NOTE TO CONFIRM YOUR MEDICAL PROBLEM AFFECTED YOUR EXAM OR DEADLINE

Your details

Full name:

Date of birth:

Telephone number:

Brief outline of medical problem requiring a note:

Date(s) of exam missed/deadline due:

Please collect your completed form after 5 working days.

(we do not send medical notes by email)

BY SIGNING BELOW, I CONSENT TO RELEVANT MEDICAL DETAILS BEING SENT TO THE DEPARTMENT NAMED ABOVE.

Signature:

Date:

Please note this is a non-NHS service and therefore a £20 fee is applicable. You will need to pay the required fee prior to the letter being collected. We aim to process letters within 5 working days of the form being submitted to us. Many thanks.

Grounds for the recognition of extenuating circumstances

- I) Bereavement through the death of a close relative or significant other that, in employment would lead an employer to grant compassionate leave
- II) For oneself or a close relative (such as parent, child or spouse/partner) or a person who is dependent upon the student for their care:
 - Serious short-term illness or accident of a nature that, in employment would lead an employer to agree to absence on sick leave
 - A long-term chronic health problem suddenly worsening

In instances (i) and (II) independent evidence of the nature of the relationship and/or the dependency will be required (See Regulation 8 below);

- III) For part-time and distance learning students in employment, an increase in their workload due to circumstances beyond their control, or being required by their employer to work through periods normally available for study and/or assessment;
- IV) Other exceptional circumstances that have or will have in the future, affected the student's ability to meet a deadline or to attend an event. Such circumstances will be considered on a case by case basis and may include participation in international sporting events, jury service and military service.

Evidence Required

- I) For Illness
 - A signed and dated letter from a medical practitioner (GP or clinical specialist) that states the dates when the illness affected the patient and how the circumstances affected or are likely to affect the student's ability to prepare, submit or attend for an assessment or other event and
 - Where the patient is a close relative (such as parent, child or spouse/partner) and the student and the patient do not share a family name, independent evidence of the nature of the relationship of the patient to the student submitting the request. This could be an official document such as a birth certificate or a statement from a person of professional standing who is not related to the student; and
 - Where the patient is dependent upon the student for their care, independent evidence of the nature of the caring responsibilities.
- II) For a student awaiting a diagnosis of an illness or condition for themselves or a close relative or dependent other;
 - A signed and dated letter from a medical practitioner (GP or clinical specialist) that states the dates when the student or patient attended for treatment, when the test were undertaken and when a diagnosis is expected; and
 - Where the patient is a close relative (such as parent, child or spouse/partner) and the student and the patient do not share a family name, independent evidence of the nature of the relationship of the patient to the student submitting the request. This could be an official document such as a birth certificate or a statement from a person of professional standing who is not related to the student; and
 - Where the patient is dependent upon the student for their care, independent evidence of the nature of the caring responsibilities.