**Section 1: Personal details**

|  |  |
| --- | --- |
| Your Name |  |
| Matriculation Number |  |
| Special Circumstances Application Number (if available) |  |
| Your programme of study |  |
| UG or PG |  |
| Your School |  |
| Year of study (e.g. 1st year) |  |

**Guidance**

**When should I complete this form?**

When applying for special circumstances based on recent ill-health and where no other medical evidence is available, you can complete this form and submit it as a form of evidence attached to your special circumstances form.

**What will I need to complete this form?**

You will need to complete the personal details section (name, UUN and programme information) as well as information relating to your situation such as nature and duration.

**What will this form be used for?**

This form will be used by the ESC team when deciding on whether your special circumstances can be accepted. It will also be used by your school when determining what outcome to apply should your special circumstances be accepted.

**What if I have any questions?**

Please contact your school Student Support Team, Personal Tutor or Student Adviser. They can offer support in completing this form, your special circumstances application and support with your circumstances and their impact on your studies.

Please refer to the guidance and further information on special circumstances on the University’s dedicated webpages at: <https://www.ed.ac.uk/student-administration/extensions-special-circumstances>.

**Section 2: Your Situation**

|  |  |
| --- | --- |
| 1st day of illness (dd/mm/yyyy) |  |
| Number of days affected (if ongoing, please state) |  |
| Have you contacted your school Student Support Team, Personal Tutor or Student Adviser (y/n) |  |
| **Provide a brief summary of why you were unfit to study as normal** Describe the nature of illness or injury. Words like ‘illness’ or ‘unwell’ are not enough. |
| Click or tap here to enter text. |

|  |
| --- |
| **Declaration:**I acknowledge that falsification of information or dishonesty in relation to University processes may be regarded as a breach of the [Code of Student Conduct](https://www.ed.ac.uk/academic-services/staff/discipline/code-discipline). |
| **Date** |
| Click or tap here to enter text. |

Once completed, please upload this form to the evidence section of your special circumstances application.