

University of Oxford Graduate Admissions

Sensitive Personal Extenuating Circumstances Notification

If you experience any issues with this form, please try using Adobe Acrobat Reader.

Key information

- This form should **only** be submitted for circumstances that require **restricted handling** where you are applying for a **postgraduate** course and have **already submitted** your application
- Other extenuating circumstances can be recorded on the application form.
- Completed sensitive circumstances forms should be submitted via <https://www.ox.ac.uk/circumstances> before the course deadline.
- Focus on providing information to help the assessors **understand the impact** of those circumstances when they are considering whether to make an adjustment.
- This form should **not** be used for Undergraduate Admissions or for Saïd Business School courses.

This form is for postgraduate applicants to provide details of significant extenuating circumstances that include sensitive personal details. Using this form rather than declaring them in your graduate application form will ensure that visibility of these circumstances will be limited to the minimum number of staff required to assess your application. Circumstances that may be declared include those likely to affect either the strength of your application (eg a circumstance that may have affected a previous exam result) or our assessment of it (eg a circumstance that may affect your performance at interview). Please see the [University's data protection policy](#) and read our [Extenuating Circumstances guidance](#) before completing the form.

If the information you provide in this form meets our criteria for the types of circumstance we can take into account, it will be made available to the relevant academic assessors to be considered in their assessment of your application. If your extenuating circumstances have had an impact on your examination results, **we expect you to raise this first with your current/previous institution**. You should only declare circumstances that have not been addressed by the relevant institution.

This form must be submitted, with appropriate supporting evidence where possible, via <https://www.ox.ac.uk/circumstances> **after** you have submitted your application, but before the application deadline has passed. It is recommended that you submit this form at least a week ahead of the deadline to which you are applying to ensure that it can be made available to the academic assessors in good time.

1. Personal details

Name:

Date of birth:

Course(s) being applied to:

Applicant account email address:

2. Type of circumstance (select all that apply)

Physical health: ☐

Mental Health: ☐

Side-effects of medication: ☐

Bereavement:

☐

Victim of crime:

☐

Other:

☐

Specify type if other:

3. Details of Impact

Please provide the dates between which the declared circumstances apply/applied. Select 'Ongoing' if they still apply.

From:

To:

Ongoing:

☐

Please explain the specific impact that these circumstances have had on your application, for example by demonstrating the effect on your grades during a specific period.

Explanation of impact (up to 250 words):

4. Engagement with previous institution(s)

If your sensitive extenuating circumstances relate to a previous or current qualification, **you should first approach the awarding institution**, as we will not otherwise be able to make any adjustment.

Where the awarding institution did not make an adjustment or is not able to take these extenuating circumstances into account for policy reasons, evidence would need to be supplied of this (such as a link to their policy or email correspondence with the institution) and of the extenuating circumstances.

Please describe your engagement with your previous institution(s) and the outcome (up to 250 words):

5. Supporting documentation

Sensitive extenuating circumstances notifications should, where relevant, be supported by appropriate evidence. Where the document is not in English, it must be accompanied by a certified translation. For lost internships or job opportunities arising from the circumstances, evidence is mandatory. Please indicate what type(s) of document you are uploading.

Employer letter: ☐

Institutional letter: ☐

Medical/counselling letter: ☐

Police report: ☐

Other: ☐

Specify document type if 'other':

No available evidence: ☐

No evidence available

If you are unable to provide supporting evidence, please explain why below. Academic assessors will not be able to take into account circumstances where it is unclear why there is no evidence to confirm the impact.

DATA PROTECTION NOTICE

Personal data will be collected, stored and retained in accordance with the General Data Protection Regulation and related UK data protection legislation. Please read the University's [Data Protection Notice](#) before submitting this form.

We only process the information you provide to us on this form for the purposes of considering extenuating circumstances with respect to considering your application. We may also need to share this information with appropriate scholarship funding panels for the purposes of considering any scholarship applications that you have made.

We only process special category data, such as your health data, with your explicit consent. You have the right to withdraw consent at any time by [contacting Graduate Admissions](#); we will then remove this material from your application file. Please tick here to confirm you consent to us processing your special category data for these purposes.

I consent to the University of Oxford processing my special category data, such as health data, for the purposes of considering extenuating circumstances with respect to my application.

I consent to the University of Oxford sharing my special category data, such as health data, with scholarship funding panels for the purposes of supporting scholarship applications.

If you do not consent to us processing this data, please do not provide this information on this form.

DECLARATION

I confirm that the information I have provided on this form is (to the best of my knowledge) true, accurate, current and complete; and I agree to notify the University promptly if any information contained in this form should change by [contacting Graduate Admissions](#), in order to keep it true, accurate, current and complete.

Type your name:

Date: