



University of
Nottingham

UK | CHINA | MALAYSIA

Service Item	Application for Extenuating Circumstances (Submit completed application to The Hub in PB120 or email to thehub@nottingham.edu.cn)
Service Category	General Service
Eligible to	All current students
Required Materials	<ol style="list-style-type: none">1. Please read Extenuating Circumstances Policy and Procedures and the instruction before you submit.2. EC application form3. Original supporting document (e.g. medical certificate) and its English translation, please refer to Guidance on Acceptable Circumstances and Evidence (EC Procedure)
Service Turnaround Time	Completed application will be delivered / forwarded to faculty office for further process next working day
Note	<ul style="list-style-type: none">• In the revised Extenuating Circumstances Procedure, new Self-Certification Policy is added for implementation in end-of-semester exams 2020/21 onwards. Visit here for details.• For further inquiry, please contact The Hub via Email: thehub@nottingham.edu.cn Tel: 0574-8818 0000-8062 Service Hours: 09:00-11:30, 12:30-17:00 (Mon.-Fri.)