



University of
Nottingham

UK | CHINA | MALAYSIA

Service Item	Extenuating Circumstances Claim on UNNC Portal
Service Category	General Service
Eligible to	All current students
Required Materials	<ol style="list-style-type: none">1. Please read UNNC Extenuating Circumstances Procedure and Extenuating circumstances regulation before you submit.2. Follow the Student Guidance of Extenuating Circumstances Claim BPM system to submit your EC Claim on UNNC Portal
Processing Procedure	<ol style="list-style-type: none">1. Submission on Portal—Student2. Application Review—Faculty Offices/CPSO3. EC Outcome—EC Panel
Note	<ul style="list-style-type: none">• Should you have any questions when you fill out the form, please contact The Hub for help.• Should you also have any questions after submitting the claim or any suggestions, please email: NUBS China: NubschinaFO@nottingham.edu.cn FOSE: FOSE@nottingham.edu.cn FHSS: FHSS@nottingham.edu.cn CELE (Year 1 students): CPSO@nottingham.edu.cn