



**University of
Nottingham**
UK | CHINA | MALAYSIA

Extenuating Circumstances (EC)

A guide for Student V1.0

January 2026





Process overview (EC)

Go Live (February 2026)

This form allows **all FND, UG, PGT and PGR active UNM students except Incoming mobility from UNUK and UNNC** to submit extenuating circumstances request. Student can submit the form with or without supporting statement from academic. Admin will do the checking and have right to reject the request. Once checked by Admin, EC Panel will do the final decision for the request





Navigation & Action (Submission)



Introduction

- You can submit the **Extenuating Circumstances** request through the portal by following steps below:



- Click on **Academic Support** tile





Navigation

Once you clicked on the tile, use the navigation pane on the left-hand side of the screen to access **Extenuating circumstances**



- **Extenuating circumstances** : use this menu to apply

Introduction

Review attendance intervention

Absence request

Extenuating circumstances

Orbit Molecular Building Loan

Edit draft and returned forms

All forms (view only)



Navigation

Once you clicked on the menu, the **submission** page will be displayed.

3

- Kindly ensure all required fields are completed before submitting.

 Extenuating Circumstances Request : SubmissionForm ID 277547 (NEW)

Introduction

Before completing this form, please [check your circumstances fit the criteria and you have the correct evidence](#).

You are advised to discuss your circumstances with, for example, your Personal Tutor, PhD Supervisor or if applicable the Wellbeing Service prior to submission.

This form must be completed and submitted;

- before the affected coursework/dissertation/project deadline, or
- within **5 working days** of an affected examination

You are permitted to submit only one module and one teaching activity per claim submission.



Navigation

You have the option to request a supporting statement from an **Academic member of staff**.

4

- Please select **Yes** on the toggle and browse the **Academic staff's** name.

I want to request a supporting statement from an Academic member of staff (Please note that the Academic staff are not obliged to provide supporting statement and cannot do so if you have not made them aware of your circumstances prior to making this claim.)

Supporting statement **Yes** ☐

*Academic staff

5

- You can use wildcard search by using %. Example **%mu** and system will displayed all names that having **mu**

Search Criteria

Show Operators

Value
(begins with)

Description
(begins with)

%mu

Search

Clear

Search Results

5 rows

Value ↑↓	Description ↑↓
20621725	Samuel Parveen
20522011	Dr murtadha Ackers
19003089	Mr MUHAMMAD 'AMIRUL Toland
19003212	Prof Fathimath Al-Mujaini



Navigation (Edit draft)



Introduction

You can view the returned form through the link provided in the email or via the tiles in the portal.

1

- Click on **Academic Support** tile



Academic Support



Navigation

Use the navigation pane on the left-hand side of the screen to access **Edit draft and returned forms**

2

- **Edit draft and returned forms** : Use this menu to edit any forms you've previously saved but have not yet submitted.

	Introduction
	Review attendance intervention
	Absence request
	Extenuating circumstances
	Orbit Molecular Building Loan
	Edit draft and returned forms
	All forms (view only)



Navigation

Once you click on the menu, the default search screen will be displayed.

If you have more than one form, the system will list all available forms, and you can click on the relevant Form ID.



- You can use the search function or simply click the Search button.

Introduction

Absence request

Extenuating circumstances

Orbit Molecular Building Loan

Edit draft and returned forms

All forms (view only)

Attendance intervention mtg

Review admin initiated forms

View admin initiated forms

Search By

Form Description

Begins With

Student Name

Begins With

Student ID

Begins With

Form ID

Begins With

Academic year

Begins With

Academic plan

Begins With

Search

Clear

Save Search

3 rows

	Form Description	Original Date	Form ID	Form Status	Student ID	Student Name	Academic year	Last Date
1	Absence Request Form	2026-01-07	277202	Recycled	20698113	Amr Al-Mohamed Abdel-Aziz Abdel-Aziz	2025 Academic Year	2026-01-07
2	Absence Request Form	2026-01-07	277203	Recycled	20698113	Amr Al-Mohamed Abdel-Aziz Abdel-Aziz	2025 Academic Year	2026-01-07
3	Absence Request Form	2026-01-07	277205	Recycled	20698113	Amr Al-Mohamed Abdel-Aziz Abdel-Aziz	2025 Academic Year	2026-01-07



Navigation

(All forms (View only))



Introduction

You can view the returned form through the link provided in the email or via the tiles in the portal.

1

- Click on **Academic Support** tile



Academic Support



Navigation

Use the navigation pane on the left-hand side of the screen to access **All forms**

2

- **All forms** : Use this menu to view all submitted form

	Introduction
	Review attendance intervention
	Absence request
	Extenuating circumstances
	Orbit Molecular Building Loan
	Edit draft and returned forms
	All forms (view only)



Navigation

Once you click on the menu, the default search screen will be displayed.

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Introduction

Absence request

Extenuating circumstances

Orbit Molecular Building Loan

Edit draft and returned forms

All forms (view only)

Attendance intervention mtg

Review admin initiated forms

View admin initiated forms

Search By

Form Description

Begins With

Student Name

Begins With

Student ID

Begins With

Form ID

Begins With

Search

Clear

Save Search

	Original Date ↑↓	Form Description ↑↓	Form Status ↑↓	Student Name ↑↓	Student ID ↑↓	Last Date ↑↓	Form
1	2026-01-15	Absence Request Form	Pending	Ammar Mahmoud Rashad Abdelmaksoud Asfour	20698113	2026-01-15	27729
2	2026-01-16	Extenuating Circumstances Form	Pending	Ammar Mahmoud Rashad Abdelmaksoud Asfour	20698113	2026-01-16	27734
3	2026-01-16	Extenuating Circumstances Form	Executed	Ammar Mahmoud Rashad Abdelmaksoud Asfour	20698113	2026-01-16	27734
4	2026-01-16	Absence Request Form	Executed	Ammar Mahmoud Rashad Abdelmaksoud Asfour	20698113	2026-01-16	27732
5	2026-01-16	Absence Request Form	Executed	Ammar Mahmoud Rashad Abdelmaksoud Asfour	20698113	2026-01-16	27732



Email notification to student



Email Notification

- You will receive this email once a decision has been made by the **EC Panel**.

The screenshot shows an email client interface with the following details:

- Subject:** 277724 : Extenuating Circumstances Outcome & Recommendation
- From:** noreply@nottingham.ac.uk
- To:** [Redacted]
- Date:** Fri 30/1/2026 4:25 PM
- Body:**
 - Greeting: Dear Ammar Mahmoud Rashad Abdelmaksoud Asfour,
 - Message: Your Extenuating Circumstances (EC) request has been reviewed and processed by the EC Panel. Please log in to **NottinghamHub** [here](#) to view the outcome and recommendations provided by the panel.
 - EC Details;**
 - Form ID : 277724
 - Student ID
 - Name :
 - EC Type : IT/Computer Failure
 - Effectuated date : 2026-01-01 to 2026-01-01
 - Disclaimer: If you are dissatisfied with the outcome of your claim, you should refer to section 12 of the [Extenuating Circumstances Procedure](#). You are encouraged to speak to your Personal Tutor, Wellbeing Officer or other appropriate member of academic staff for clarification or guidance in the first instance.
 - Further assistance: For further clarification or assistance, you may contact the EC Admin team based on your career as below;
 - Foundation : NFP.Assessment@nottingham.edu.my
 - UG & PGT - FASS : FASS.EC@nottingham.edu.my
 - UG & PGT - FOSE : FOSE.Exams@nottingham.edu.my
 - PGR : PGR.Operations@nottingham.edu.my
 - Closing: We appreciate your understanding and cooperation in this matter.