**UNIVERSITY OF CAMBRIDGE**

**CONSIDERATION OF SPECIAL CASES FOR PROGRESSION FROM PART II TO PART III IN NATURAL SCIENCE TRIPOS SUBJECTS**

A student who has not met the required standard or who has not offered the required subjects as specified, or who has not complied with the published deadline for receipt of applications, may request consideration as a special case. **A request for special consideration should be forwarded by the student’s Director of Studies or Tutor to the Secretary of the relevant Faculty Board, at the earliest opportunity and, at the latest, within two weeks of the results being announced.**

The Director of Studies or Tutor should state the reasons for requesting dispensation, confirm that the College supports the request and is able to support the student, and believes that the student will be capable of undertaking the Part III course successfully. The application must be accompanied by copies of supervision reports, and a detailed breakdown of the student’s marks, year by year and subject by subject. **The Committee nominated by the Faculty Board to consider special cases is not expected to consider circumstances of a nature on which the Examination Access and Mitigation Committee** [**(EAMC link)**](https://www.student-registry.admin.cam.ac.uk/about-us/EAMC) **would normally make a judgement.** The DoS should submit the application to both the Committee nominated by the Faculty Board and the EAMC **in parallel** to avoid delays in the outcome. As laid out in section 2.1 of the Guidance notes for Examination Allowances, it is not within the remit of the Examination Access and Mitigation Committee to put a student in standing for a Part III course, however the Committee can consider the evidence and offer an opinion whether there are mitigating circumstances which would warrant reconsideration of the case by the relevant authority. The relevant authority is an ad hoc committee of the Faculty Board which will consider all the relevant information. All communication will be triaged by the Secretary of the [Faculty Board of Physics and Chemistry](https://www.ast.cam.ac.uk/physchemfaculty/) .

**Please see** [**http://www.natsci.tripos.cam.ac.uk/students/fourth**](http://www.natsci.tripos.cam.ac.uk/students/fourth) **for Part III Entry Requirements and the application process.**

**1 Student details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **USN** |  |
| **First Name(s)** |  | **Date of Birth** |  |
| **College** |  | **Dos/Tutor’s telephone** |  |
| **DoS/Tutor** |  | **DoS/Tutor’s email** |  |

**2 Reason for requesting dispensation**

**3 Student’s record to date**

**(Complete the table below or attach equivalent details):**

**Tripos:** Click here to enter text.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Academical Year** | **Course Year** | **Overall Class** | **Subject** | **Subject Marks Total %** | **Supervision report attached** |
| 2011-12 | Part IA | 2.1 | Maths | 62.1 |  |
|  |  |  | Physics | 59.8 |  |
| *(example)* |  |  | Chemistry | 66.5 |  |
|  |  |  | Materials | 63.1 |  |
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**The College :**

supports this application

will support the student

believes that the student will be capable of undertaking the Part III course successfully

is also making an application for an **Examination Access and Mitigation Committee**

**Yes/No** (please delete as appropriate)

(if yes, please give date of submission) Click here to enter text.

Tutor’s/Director of Studies’ signature: Click here to enter text.

Date Click here to enter a date.

Senior Tutor’s signature: Click here to enter text.

Date Click here to enter a date.

Please forward this form and attachments to the relevant Faculty Board Secretary.