**Student consent form for applications for dispensation from the *Examination Regulations***

This form should be completed by a student who is requesting a dispensation from the [*Examination Regulations*](http://www.admin.ox.ac.uk/examregs/).

**1. Student details**

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| --- | --- | --- | --- |
| Student number |  | | |
| Forename(s) |  | | |
| Surname |  | | |
| Course/programme title |  | | |
| Term commenced |  | | |
| Department/Faculty |  | College |  |

**2. Consent to share information declaration**

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| All information provided on this form and any supporting materials submitted in support of an application for a dispensation from the *Examination Regulations* are treated confidentially and stored securely. Education Policy Support officers will deal with the application. Some applications will be considered by the Chair of Education Committee (the Pro Vice-Chancellor (Education)) or by their delegate, on behalf of the committee.  In order to process the application this information will be shared by Education Policy Support officers with a number of necessary individuals on a strictly need to know basis in order that a decision can be made on the application. Depending on the nature of the application and whether the student is an undergraduate or postgraduate, these individuals are likely to include the relevant departmental and divisional administrators, the chair of examiners (for taught courses), the college Senior Tutor/Tutor for Graduates and administrator (or equivalent), Director of Graduate Studies (or equivalent) (for graduate students), Director of Undergraduate Studies (or equivalent) (for undergraduate students), Course Director (or equivalent), in some circumstances the student’s supervisor (for graduate students). In some circumstances the Disability Advisory Service and the Proctors’ Office will also be consulted. Input is needed from each of these areas of the University in order to assess the application and to record the outcome so that it can be administered effectively.  Once a decision on the application has been made, the outcome will need to be shared with other relevant individuals within the Student Registry (e.g. Academic Records Office, Examinations and Assessment Team) and sometimes Fees and Funding, to ensure that it is processed appropriately.  Further information about the University’s Data Protection Policy can be found at <https://compliance.admin.ox.ac.uk/student-privacy-policy>.  After the application has been completed, the paperwork will be retained for 6 years after the end of the student relationship as part of the student record. Information on how student data is dealt with can be found here <https://www.ox.ac.uk/students/life/it/studentrecord/data>. |

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| Student signature |  |
| Date |  |