The University of Manchester

Examinations and Religious Observance

The University will make every effort, in its timetabling of examinations, to avoid holding examinations on religious days or festivals which occur during examination periods for those students whose commitment to the observance of their faith would otherwise cause them to miss the examination. If this affects you, you must fill in the Examination and Religious Observance form from the Student Services Centre by the dates given below:

<table>
<thead>
<tr>
<th>University Examination Period:</th>
<th>Completed form to be returned no later than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>15\textsuperscript{th} - 26\textsuperscript{th} January 2018</td>
<td>Friday, 27\textsuperscript{th} October 2017</td>
</tr>
<tr>
<td>16\textsuperscript{th} May - 6\textsuperscript{th} June 2018</td>
<td>Friday, 16\textsuperscript{th} February 2018</td>
</tr>
<tr>
<td>20\textsuperscript{th} August – 31\textsuperscript{st} August 2018</td>
<td>Friday, 1\textsuperscript{st} June 2018</td>
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</tbody>
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Postgraduates taking examinations outside the above periods should contact the Student Services Centre by Friday, 27\textsuperscript{th} October 2017.

Every effort will be made to accommodate students' legitimate religious requirements, but the University reserves the right to hold examinations on any days and times during the above periods if alternatives cannot be found. If students do not let us know of their requirements by the dates given above, or if the timetable cannot be adjusted to meet their needs, then they should discuss the matter with their School. It is within the discretion of a School to make an alternative arrangement for the assessment but, normally, students will be required to take the examination when it is next held which may involve an interruption and an extension to the period of study.

We are only able to accommodate the needs of those students whose requirements for particular religious observance is strict. We will not take notice of students expressing casual preferences or putting forward social or domestic reasons. Only students who have strict religious requirements should complete the form. As the major Christian festivals occur during vacations they will be avoided automatically: students do not need to make a special request for us to avoid timetabling examinations at these times.

The University cannot accept responsibility for students being timetabled for examinations at times when their religious requirements make it impossible for them to be present, if they fail to submit a completed form to the Student Services Centre by the dates given above, or if a reasonable alternative cannot be found. This information about your faith is not given to anyone else, or used for any other purpose, or stored on computer.

ACADEMIC SUPPORT TEAM
STUDENT SERVICES CENTRE

Surname: ____________________________ Mr/Miss/Ms/Mrs: ____________________________
Other Names: ____________________________ ID Number: ____________________________
(on Student Card)
Term-time address: ____________________________ Postcode: ____________________________
Examination Period(s) to which request relates: o January 2018
(tick one or more of the boxes) o May-June 2018
o August-September 2018
Degree Programme and Year: ____________________________ School: ____________________________
I wish the following dates to be avoided: ____________________________

Signed (student): ____________________________ Date: ____________________________
Faith (please specify): ____________________________

When completed, this form must be returned to the Student Services Centre, Burlington Street, The University of Manchester, Oxford Road, Manchester M13 9PL, no later than the date given above appropriate to the examination period in question. Students submitting their form in person to the Student Services Centre will be handed a receipt. Students submitting forms through the post must enclose a stamped, addressed envelope and will be sent their receipt by return of post. All students are advised to ensure that they have, and retain, their receipt.

Please ensure that you re-submit a form EACH ACADEMIC YEAR