

**EXAMINATIONS AND RELIGIOUS OBSERVANCE – students and staff**

The University recognises that its academic year has historically been structured around the Christian calendar - like other UK institutions - and so the major Christian religious festivals occur during vacations and therefore are generally not affected by the examination schedule. While we strive to accommodate major religious festivals from all faiths in our planning, this is not always possible. The purpose of this form is to attempt to address this.

The University will try to avoid scheduling examinations on important religious days that occur during examination periods for those students whose commitment to the observance of their faith would otherwise cause them to miss the examination. Similarly, as staff are required to carry out assessment-related duties during examination periods, e.g. invigilation, the University will try to accommodate their needs in this area also. Any information about your faith will not be used for any other purpose than for the timetabling of examinations.

If this affects you, you must complete and return this form to your **School Office** by the dates given below

<u>Examination Period</u>	<u>School to be informed no later than</u>
Monday 7 January – Friday 18 January 2019	Thursday 4 October 2018
Tuesday 7 May – Friday 24 May 2019	Wednesday 13 February 2019
*Monday 22 July – Friday 2 August 2019	Wednesday 15 May 2019
Monday 19 August – Friday 6 September 2019	Thursday 27 June 2019

**\*Only available to Salford Business School students**

***We cannot try to meet your needs if you do not tell us about them***

The University will make every effort to accommodate these requests but reserves the right to hold examinations on any days and times during the above periods if alternatives cannot be found. We are only able to accommodate needs that relate to religious observance; social or domestic reasons will not be taken into account. Timetabling and Examinations – Student Administration

Registration number (on ID card) @ \_\_\_\_\_ (students)

Family name \_\_\_\_\_

Other name(s) \_\_\_\_\_

Degree programme \_\_\_\_\_

School \_\_\_\_\_

Examination period(s) to which request relates (tick)

_____	January 2019
_____	May 2019
_____	July-August 2019
_____	August-September 2019

Dates/time request to be avoided \_\_\_\_\_

Reason (e.g. religion & festival) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Completed forms must be returned to your School Office no later than the date given above for the relevant examination period. You are advised to keep a copy for your information.**