

MITIGATING CIRCUMSTANCES CLAIM FORM

A separate form must be completed for each Unit affected. Forms must be completed before or on the submission deadline. Corroborative evidence must be attached. Please read the guidance notes attached to this form.

Section A: Personal details

Surname_____Forename(s)_____		
Student ID Number: _____	Course _____	Stage _____

Section B: Nature of mitigating circumstances

a) Illness or disability <input type="checkbox"/>	Duration (dates as corroborated by attached evidence) _____
b) Unusually severe mental/emotional distress <input type="checkbox"/>	
c) Other factors <input type="checkbox"/>	No of days lost _____
Brief description of the circumstances (See guidance note)	

Section C: Problem caused by mitigating circumstances outlined above

Unit Title _____	Unit Code_____	
Unit Tutor _____	Original Unit Deadline_____	Unit Credit Value_____
Description of the consequences of the mitigating circumstances (See guidance note) (e.g. Performance adversely affected; failure to meet the submission deadline; failure to meet other unit requirements such as attendance.)		

Signature of Student _____	Date _____
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Section D: Decision (College use only)

1. Documentary evidence seen? Yes No Not Applicable

2. Mitigation Claim rejected. Original deadline and standard assessment procedures apply

3. Extended deadline up to 3 week to be set. New deadline _____

4. Signed by Course Leader

_____ Date _____

OR

5. Extension beyond 3 weeks to be granted. New deadline _____

6. Signed by Deputy Head of College

_____ Date _____

OR

7. Refer to Chair of Unit Assessment Board for alternative course of action

Please specify alternative course of action proposed

Signed by Chair of Unit Assessment Board _____ Date: _____

8. Counter Signature of the Director of Studies (office staff will do this)

Signature _____

Date _____

Copy put in file

Logged on Electronic Assessment Sheet

MITIGATING CIRCUMSTANCES RECEIPT FOR STUDENT (detach for student)

YOU MUST ATTACH THIS RECEIPT WITH YOUR WORK WHEN YOU SUBMIT ON THE NEW DEADLINE

Personal details

To be completed by Student

Surname _____ Forename(s) _____

Course _____

Unit Title _____ Unit Code _____

To be completed by Course Leader

New deadline agreed _____

Signed Course Leader _____

-----tear-off-----tear-off-----

Surname _____ Forename(s) _____

Course _____

Unit Title _____ Unit Code _____

Work Received in College Office _____ Date _____

Guidance Note for Students

You must complete a separate form for each Unit for which you are claiming Mitigating Circumstance. Completed forms should be authorised and then submitted to the College Office normally before or on the submission deadline.

The form applies to the submission of mitigating circumstances by undergraduate AND postgraduate students, to ensure that there is parity of treatment of all students. Please ensure that the form is complete in all respects since failure to do so may result in your circumstances being declared invalid.

SECTION A: Please complete your personal details in this section.

SECTION B: In this section, describe the mitigating circumstances, which you believe may have affected your performance. If this is of a very personal or confidential nature, you may wish to seek advice from a counsellor before completing this section. State the duration of the circumstances in the box provided.

Corroborative evidence must specify the nature, timing and severity of the problem and, if possible, provide an independent assessment of the effect that the problem may have had on your performance. Where this is confidential, attach to this form in a sealed envelope marked 'Confidential: for Director of Studies'.

Corroborative evidence may include:

A medical note confirming that you were suffering from a medical or psychological condition (written at the time you were suffering from the condition); a letter from a counsellor confirming a psychological or emotional condition for which you were receiving counselling; a note from the Accommodation Office confirming a particularly severe accommodation problem: an official document such as a Police report, including a Police reference number, court summons or other legal document: a letter from a solicitor, social worker or other official agency; an insurance claim document, supported by a letter from the insurance company; statements from support staff in the Institute who may have been involved in ongoing problems you have had (e.g. the Chaplaincy or Student Services). Academic staff who have been closely involved in your pastoral care MAY corroborate your mitigating circumstances. This will require them to discuss your case with another member of staff, so as to avoid allegations of unfair treatment and ensure consistency of practice.

The following guidance is also offered for specific circumstances:

Decisions relating to mitigating circumstances are matters of judgement. Each case will be considered on its merits, but the following guidance on specific issues is also offered:

- i) Bereavement: Mitigation will be accepted normally for close relations only. (A judgement call might be made in the case of others.) Normally a maximum extension of 10 working days.
- ii) Postal submission: Postal submissions are normally permitted out of term-time only and only with prior agreement. Submissions received after the deadline are only permitted provided that the postmark confirms that the submission has been posted on the deadline date.
- iii) E-mail submissions: Submission by e-mail will not normally be accepted.
- iv) Employment reasons: Employment commitments will not be accepted.
- v) Depression/distress: This must be corroborated by a doctor, counsellor or other suitably qualified practitioner
- vi) Illness during non term-time: Illness during non term-time will only be accepted if medical certification is provided.

- vii) Family illness/circumstances: Family illness and extenuating circumstances only apply to close family members and will only be accepted if notified as soon as the illness occurs and with verification.
- viii) International students who have to return home due to family illness/circumstances: This will only be accepted if a claim is made immediately (ie as soon as a student becomes aware that they must return home) and supporting documentary evidence is provided. [If the student is unable to submit a claim form, then there must be immediate notification.]
- ix) Deadline date misunderstood: This is only accepted where there is clearly evidence of oral or published miscommunication by the Unit/Course Leader.
- x) Equipment failure: If there is a major failure of University College equipment (eg of the network preventing access to necessary software or printers) close to an assessment deadline, all students affected will be granted an appropriate extension at the discretion of the appropriate Director of Studies, upon confirmation of the breakdown by the Head of Computing Services (or their nominee) or the College Resources Manager (is this the right title). Breakdown of personal equipment will not be accepted.

SECTION C: In this section, you need to indicate the effect of your mitigating circumstances. These may be:

- a) Performance adversely affected
- b) Failure to submit work by the appointed deadline
- c) Failure to meet other requirements (e.g. attendance)

You must ensure that you explain the **detailed** effects of the mitigating circumstances on your performance in the unit concerned. You must also list the date(s) of the submission deadline(s) for assessment projects etc, which you believe were affected.

SIGNATURE

Sign and date the form and then contact the Course Leader to discuss your request. You must attach corroborative evidence.

RECEIPT

If your request has been approved you should then make sure that the Course Leader completes the receipt with the agreed deadline. You should then submit this receipt with the work on the agreed deadline.