### MITIGATING CIRCUMSTANCES FORM

**Before completing this form:**
1. You are encouraged to consult with your module leader/personal tutor before you complete this form as they may be able to advise you further and/or give you a 10 day extension. Click [here](http://www.uwlsu.com/advice) to access the extension form.

2. You are advised to consult with the UWL SU Advice Service before submitting your claim: [http://www.uwlsu.com/advice](http://www.uwlsu.com/advice) (Statistics show that 90% of cases seen by the SU with supporting relevant evidence are more likely to be accepted).

Please indicate the reason why you are submitting mitigation:
- ☐ Absence from an examination/practical/presentation or non-submission of coursework
- ☐ Issues with an assessment that has been attempted
- ☐ Other ____________________________________________________________

<table>
<thead>
<tr>
<th></th>
<th>Full Name:</th>
<th>2</th>
<th>Student ID Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Name of course and level of study:</td>
<td>4</td>
<td>School/College: CLBS; SCE; LGCHT; SLC; CNMC; SHSS; LSFMD; LCM</td>
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<td>5</td>
<td>Please give the dates you are mitigating for:</td>
<td>From:</td>
<td>To:</td>
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<td>6</td>
<td>Type of Mitigation (appropriate evidence must be provided in all circumstances*):</td>
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<tr>
<td></td>
<td>☐ Illness/Hospitalisation (medical certificate/hospital letter)</td>
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<td>☐ Family illness (medical certificate or letter)</td>
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<td>☐ Bereavement (death certificate with proof of relationship to deceased or appropriate letter from professional source)</td>
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<td>☐ Acute emotional/personal circumstances (letter from University Counselling Service or equivalent professional service and/or medical letter)</td>
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<td>☐ Victim of crime (police report with crime ref. number)</td>
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<td>☐ Domestic disruption (eviction notice/police report)</td>
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<td>☐ Jury Service/Court Attendance (summons notice)</td>
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<td>☐ Unavoidable absence due to unforeseen work commitments (letter from employer on headed paper)</td>
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<td>☐ Other (provide details in supporting statement with relevant evidence)</td>
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|   | Module elements and Assessment(s) affected. Please note it is your responsibility to ensure you have listed ALL the modules and elements that are affected. |

**Assessments Affected (circle the element you are mitigating for):**

<table>
<thead>
<tr>
<th></th>
<th>Module Code (as shown in your Module Study Guide - MSG)</th>
<th>Module Title (as shown in your Module Study Guide - MSG)</th>
<th>Original submission date &amp;/ or approved extension date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Exam/ Coursework A1; A2; A3; A4; A5</td>
<td></td>
<td></td>
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<tr>
<td>b)</td>
<td>Exam/ Coursework A1; A2; A3; A4; A5</td>
<td></td>
<td></td>
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<tr>
<td>c)</td>
<td>Exam/ Coursework A1; A2; A3; A4; A5</td>
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<td></td>
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<tr>
<td>d)</td>
<td>Exam/ Coursework A1; A2; A3; A4; A5</td>
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</table>
Please describe your circumstances and how they have affected your assessment(s). Include with your submission relevant supporting evidence which is dated so that it clearly applies to the circumstances under review. This could include a statement from your personal tutor/module leader if you think it forms part of your claim. If you have an Individual Support Plan you can include it if you wish to. No request will be considered without supporting, documentary evidence.

- Describe your circumstances:

- How have your circumstances affected your ability to complete your assessment(s):

- Please state if you are requesting a first sit or resit. (If you are granted a further attempt, this will be at the next available opportunity. This could impact your progression status and or graduation date. Please check with your Course Leader for any professional regulations that apply to your course).

- What type of evidence do you have to support your claim:

Signed……………………………………………………………Date…………………………

DECLARATION
☐ I confirm that I have read the guidance accompanying this form and the relevant section of the University’s Regulations.
☐ I confirm that the information I have given is true and accurate to the best of my knowledge. I understand that any false information or deliberate omission will render invalid my mitigating circumstances claim and any decision made by members of the Mitigating Circumstances Panel.

Data Protection
Personal data collected on this form will only be used for the purpose of student and course administration as required by the University and will be retained on your file. We may use this information to identify support or services which would be beneficial to you. By signing this form you will be giving the University permission to collect, hold and process additional personal data relating to you for evaluation of your mitigating circumstances.
☐ If you consent to us sharing the outcome of your mitigation with the Students’ Union please tick this box.

Signed…………………………………………………………………………………………………Date…………………………

If you would prefer your claim to be confidential, please place the form and supporting evidence in a sealed envelope with your name, student ID number, and write ‘Mitigating Circumstances – Chairs Eyes only’ on the envelope.
Your completed claim along with the evidence must be emailed to: mitigationapplications@uwl.ac.uk You can submit a paper copy (remember to keep a copy) to the Student Administration desks at Paragon House, Brentford Campus or the Heartspace, St Mary's Road Campus, clearly addressing the envelope with ‘Mitigation’.

**Guidance Notes**

1. **Extensions:** A student may apply to the Course or Module Leader for an extension in relation to any element of assessment, with the exception of an examination. The application must be made prior to the original deadline and must be made in writing using Form E (Extension request pro-forma). Click [here](http://www.uwl.ac.uk/students/current-students/extensions-and-mitigating-circumstances) to access the form.

   Should this not be enough time for the student to complete their work they have the option to make a mitigation claim. However, the student must remember that according to the University Academic Regulations:

   > ‘Mitigating circumstances are circumstances that are outside a student’s control which may have a negative impact on a student’s ability to undertake or complete any assessment so as to cast doubt on the validity of the assessment as a measure of the student’s achievement.’

   Any claim that does not fulfil these criteria will not be classed as mitigation and rejected.

2. **Timescales for Submitting Mitigation:** Students are encouraged to consult with their Personal Tutor before requesting mitigation, as a ten day extension might be appropriate in the first instance. Students must present mitigating circumstances requests in writing, using the University pro forma before the due date of the assessment or coursework, or the attendance date of the examination, practical or performance. If the circumstances are not known in advance, mitigating circumstances must be submitted no more than ten working days after the incident. Submissions by staff or other students cannot be accepted on behalf of a student. All applications, including supporting evidence, are regarded as highly confidential.

3. **Late submissions** beyond the 10 working day deadline shall only be considered, if there is supporting documentary evidence and a detailed statement as to why the claim is late. Late submissions on the grounds that the student was unwilling to disclose the information at an earlier date shall not be accepted.

4. **Cases that will not be considered:** Cases will not be submitted to a panel where the claim is not complete and will be returned to students for further information and evidence where they are missing the following:

   a. the form has not been appropriately completed;
   b. no evidence is attached;
   c. the evidence is either illegible or not written in English, unless an official translation is attached;
   d. there is a mismatch between the timing of the claimed circumstances and the period of assessment;
   e. the medical evidence in support of the application is not certified by a registered medical practitioner;
   f. evidence is not directly relevant to the circumstances and timing of assessments as appropriate, even if concerning a long term medical condition;
   g. there is no evidenced link of the relationship between the claimant and the named person(s) in their evidence.

5. **Successful Mitigation:** Circumstances which could lead to a successful mitigation request may include the following:

   a. ill-health – physical or mental;
   b. severe financial hardship, i.e. over and above that experienced by all students;
   c. emotional/personal difficulties – e.g. bereavement;
   d. disability i.e. where the student’s disability comes to light for the first time at assessment;
   e. unavoidable absence from the University – e.g. unforeseen requirements of employer;
   f. unavoidable absence from domicile – e.g. eviction;
   g. other serious circumstances which could not be foreseen by the student.

   **Note:** The above examples are for illustration only and not intended to be definitive or exhaustive.

6. **Supporting Evidence:** Evidence of personal problems must be documented and supported by appropriate independent professional statements. Submitted forms must be supported by appropriate evidence within 20 working days of the assessment date.

   **Note:** Any costs incurred in supplying evidence are the responsibility of the student, and the University reserves the right to contact any person named in an application for mitigation to seek clarification or further information including checking the authenticity of the evidence submitted.

7. **Further Information/Advice:** Any enquiries should be addressed to mitigationenquiries@uwl.ac.uk Extensions and Mitigation forms and the Academic Regulations can be found at the following link: [http://www.uwl.ac.uk/students/current-students/extensions-and-mitigating-circumstances](http://www.uwl.ac.uk/students/current-students/extensions-and-mitigating-circumstances)

   Advice can be sought from the Student Union Caseworkers via this link: [http://www.uwlsu.com/advice](http://www.uwlsu.com/advice)