**Mitigating Circumstances Application**

A claim for mitigating circumstances will only be accepted in exceptional circumstances. It is important to remember that in order to qualify for consideration, the circumstances or events must be unexpected, unpreventable and sufficiently disruptive to have had an adverse effect on your academic performance or ability to complete your assignments by the due date.

Circumstances that may be considered include:

* Serious injury or illness leading up the assessment
* Death or serious illness of a close family member
* Acute personal or emotional trauma
* Significant and unplanned changes to employment circumstances or patterns of employment (distance learning students only)
* Traumatic Event
* Domestic Upheaval
* Impact of natural disaster

A student may not claim mitigation on the following grounds:

* Lack of preparation for assessment
* Disagreement with the grade awarded
* Misreading of the timetable
* Mistaken submission time/date
* Misunderstanding or unawareness of programme regulations
* Normal assessment stress or anxiety leading up to assessment (unless corroborated by medical evidence as chronic condition undergoing treatment)
* Planned domestic or personal disruptions (e.g. moving house, change of job, holiday, weddings, travel arrangements, normal work pressure)
* Lack of equipment or equipment failure (including failure to take back up copies of work)
* Any event which could have reasonably been expected or anticipated
* Submitting the wrong assignment or overwriting work with a different assignment

Mitigating circumstances are deemed to be circumstances beyond the control of the student which directly affect and examination or piece of assessed coursework. A mitigation application must be submitted as soon as possible after the event/illness has taken place and no more than 10 working days of the assessment date.

If you are aware that the circumstances will affect your assessment before the due date, you should contact your programme co-ordinator immediately.

**Failure to provide ALL relevant information requested on this form my result in your application being rejected.**

Please type the information below.

1. First Name:

2. Last Name:

3. STU Number:

4. Programme:

5. Study Centre:

6. Intake Date:

**COURSEWORK AFFECTED**

7. Please list all coursework that you feel has been affected

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Title** | **Deadline for Submission** | **Has your work been submitted (Yes/No)** | **Date work submitted** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EXAMINATIONS AFFECTED**

8. Please list each examination that you feel has been affected

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme** | **Module Title** | **Date of Examination** | **Did you attend your exam (Yes/No?)** |
|  |  |  |  |
|  |  |  |  |

**Desired Outcome**

9. Please highlight the desired outcome below:

a. Acceptance of late work

b. Opportunity to resubmit

c. Other please specify:

**Supporting Documentation**

It is imperative that supporting documentation is provided and covers period of the circumstances detailed. Please send your evidence as email attachment along with this form. Your application will not be discussed until evidence is received.

10. Evidence provided (please highlight below)

Certificate of ill-health (signed by General Practitioner)

Medical Certificate signed by Medical Staff

Letter from the Counselling Service

Police Report

Letter from Employer

Copies of email correspondence sent to RDI regarding the assessment

Other please specify:

**Details of Mitigation**

11. Please provide an explanation of the nature of the circumstances which you believe have affected your performance or your ability to submit by the due deadline.

12. Please state the date(s) of period affected:

13. Date Form Submitted:

14. Mitigation applications should be submitted no later than 10 working days after the date of your assessment. If you are submitting your mitigation application more than 10 working days after the date of the assessment, please provide an explanation of why you could not submit it within the required timeframe:

15. By submitting this mitigation declaration I confirm that all information provided is true and I believe there has been a significant adverse effect on my performance as a result of the circumstances described.

16. Signed: