A Basic Guide to Mitigating Circumstances

**The mitigating circumstances procedure in brief**

**YOU**
- Complete and submit Request for Mitigation Form, following any advice given to you by your School.

**YOUR SCHOOL**
- Has the request been submitted in time?
  - Yes: Request passed to a Mitigating Circumstances Panel (or sub panel) for consideration.
  - No: Request rejected as out of time. End of Procedure.

- Mitigation Accepted?
  - Yes: Mitigating Circumstances Panel makes a recommendation to the Exam Board on how to apply mitigation. The Exam Board has the final say.
  - No: Mitigation rejected, with reason(s) given. End of Procedure.

Following the Exam Board, the final decision on mitigation is communicated to you. End of Procedure.

**Useful Links & Sources of Help and Advice**

Your Academic Advisor or a Student Support Officer in your School is a good first point of call and may be able to answer general queries you have about the process.

The University’s Mitigating Circumstances Policy & Procedures and the Request for Mitigation Form (please note that your School may use a different form or online system so check first):
- http://www.regulations.manchester.ac.uk/policy-on-mitigating-circumstances/
- Student Support Website:
  - http://www.studentsupport.manchester.ac.uk/
  - Links to resources on topics such as health & wellbeing.
- Student’s Union Advice Service:
  - https://manchesterstudentsunion.com/academic-advice
  - The SU Advice Service, which is independent of the University, may be able to provide advice on your mitigating circumstances form and evidence.

**Important:** You should provide appropriate independent and time-specific evidence to support your mitigating circumstances form, preferably at the time of submitting the form or if not, as soon as possible afterwards. You should also comply with any additional requests made by your School.

Please note that the full Mitigating Circumstances Policy & Procedures (link above) will always take precedence over this Basic Guide, which is a summary.

**Some points to bear in mind**

- If you think mitigating circumstances might affect your academic performance, you should tell your School as soon as possible. Mitigating circumstances applications must be submitted by published deadlines. Your School will advise you of these.
- The University defines mitigating circumstances as ‘unforeseeable or unpreventable circumstances that could have, or did have, a significant adverse effect on the academic performance of a student.’ This might include significant illness or injury, or the death of a close family member, for example.
- Events that were planned or could reasonably have been expected, such as holidays or moving house, will not normally be regarded as grounds for mitigation.
- A mitigating circumstances application will never lead to individual assessment marks being changed, as examiners can only give marks for the work presented to them. However, it might lead to you being given a replacement attempt at an assessment, or an assessment mark being discounted from the calculation of an overall course unit mark, for example.