**The University of Manchester**

**Request for Mitigation Form**

NAME: ……………………………………………………………………………………………………………………………………………………….

STUDENT REGISTRATION NUMBER: …………………………………………………………………………………………………………..

PROGRAMME OF STUDY: ………………………………………………………………………………………………………………..………...

YEAR OF STUDY:……………………………………………………………………………………………………………………..…………………

SCHOOL: ………………………………………………………………………………………………………………………………………...…………

Please consult the Policy on Mitigating Circumstances (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4271>) and the Basic Guide to Mitigating Circumstances (<http://documents.manchester.ac.uk/display.aspx?DocID=23886>) before completing this form, in particular referring to the grounds for mitigation and the timing requirements for submission. You should also consult your Programme Handbook or School intranet site in case your School has an online system or alterative notification form for requesting mitigation.

Please note that an accepted request will not result in the changing of marks. Please see the Basic Guide to Mitigating Circumstances (<http://documents.manchester.ac.uk/display.aspx?DocID=23886>) for examples of possible outcomes.

The Policy on Mitigating Circumstances defines the grounds for mitigation as “unforeseeable or unpreventable circumstances that could have, or did have, a significant adverse effect on the academic performance of a student”.

1. Please ***fully explain*** the nature of the circumstances or events that you believe have affected, or are affecting, your performance or ability to complete assessments by the due date. ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
2. Dates of periods affected: ……………………………………………………………………………………………………………..
3. **A.** Do you consider these circumstances to constitute a disability? YES/NO (please delete as applicable)
(Please see the following Disability and Advisory Support Services (DASS) webpage for examples of disabilities: <http://www.dso.manchester.ac.uk/who-do-we-support/current-students/>).

**B.** Are you registered for support from DASS for this matter? YES/NO (please delete as applicable)

***Please note***: should this form refer to a disability, or a potential disability, a Mitigating Circumstances Panel will normally seek input from the DASS.

1. **Deadlines for submission of this form**

Schools will advise students about the deadlines for submitting a request for mitigation but it is commonly expected that this form will be submitted before the beginning of an assessment period or the deadline for an assessed piece of work. Requests for mitigation for circumstances which arise during the course of an assessment period should be submitted within one working day of the end of the assessment period. Late requests for mitigation will not be considered without a credible and compelling explanation as to why the request was not made before the beginning of the assessment period. If necessary, please provide your explanation as to your late submission below, and attach any evidence to support your explanation:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

If an Examination Board has already confirmed the results of your assessment, you should consult Regulation XIX (Academic Appeals Procedure) (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1872>) and follow the procedure outlined, as Schools will not usually accept a Request for Mitigation Form after the Examination Board has met.

1. **Affected assessments** (Please complete all relevant sections)
2. **Assessed coursework affected**

**If you are registered with DASS, do you have an automatic extension in place? YES/NO**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit Code | Title | Have you submitted the work? If so was it on time or late | Due submission date |
|  |  | YES/NO ON TIME/LATE |  |
|  |  | YES/NO ON TIME/LATE |  |
|  |  | YES/NO ON TIME/LATE |  |
|  |  | YES/NO ON TIME/LATE |  |
|  |  | YES/NO ON TIME/LATE |  |

1. **Examinations affected**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination Code | Title | Date of examination | Did you attend your exam (if it has taken place already)? | If you are applying before your exam, do you think you will be able to attend it? |
|  |  |  | YES/NO | YES/NO |
|  |  |  | YES/NO | YES/NO |
|  |  |  | YES/NO | YES/NO |
|  |  |  | YES/NO | YES/NO |
|  |  |  | YES/NO | YES/NO |

 **C. Other assessments affected** (e.g. group work; in-class tests; presentations etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Unit Code | Course Unit Title | Date of assessment | Type of assessment e.g. presentation | Did you attend/submit? |
|  |  |  |  | YES/NO |
|  |  |  |  | YES/NO |
|  |  |  |  | YES/NO |
|  |  |  |  | YES/NO |
|  |  |  |  | YES/NO |

1. **Supporting Documentation**
2. **General**

To allow for a thorough consideration of your request, it is essential that supporting documentation is attached; failure to do so may affect the outcome of your request. Supporting documentation should be independent and time-specific to the circumstances for which you are requesting mitigation. Please tick the relevant box below.

 Letter from medical practitioner

 Letter from Counselling Service

 Police Report

 Other (please specify) …………………………………………………………………………………………………………………………………………………………….….

Please ensure that any hard copy supporting documentation is contained in a sealed envelope which is clearly labelled with your name and details.

1. **If you are unable to provide supporting documentation**

Should you be unable to provide supporting documentation please provide the reason why, and indicate when such documentation will be available:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. **Students registered with the Disability and Advisory Support Services (DASS)**

If you are applying for mitigation due to issues directly related to your disability, you do not need to provide any additional supporting evidence if you are already registered with the DASS, but you must provide a detailed explanation of how your disability is currently affecting your studies. It is not sufficient to indicate only that you are registered with the DASS. A Disability Advisor from the DASS will normally be part of the Mitigating Circumstances Panel that will consider your request. If you need to request mitigation for an issue that is not directly related to your disability, or you have a disability but are not registered with the DASS, you must provide supporting evidence.

1. **Other University support services**

If you are currently using another University support service, which you believe has information relevant to this request, please provide the details of your contact within that service here: …………………………………………………………………………

1. **Declaration and important notes**

I confirm that all information given or referred to above is true and that I believe there has been a significant adverse effect on my performance as a result of the circumstances and/or events described. I consent to the University sharing any relevant personal data about me between departments (e.g. School, Mitigating Circumstances Panel, DASS), based on the information disclosed on this form, which may be necessary to allow for the consideration of my request for mitigation.

*Note*: This form may also be shared with a disciplinary panel in the event of you being referred for disciplinary action at a similar time period to you submitting this form.

SIGNATURE:

DATE:

**THIS FORM SHOULD BE SUBMITTED TO YOUR SCHOOL OFFICE, AS IDENTIFIED IN**

**YOUR PROGRAMME HANDBOOK OR INTRANET.**

 **PLEASE NOTE:** Should your request be accepted, you will be informed about what mitigation has been granted, e.g. a new deadline. While you are awaiting the outcome of your request for mitigation, you should continue to work to any assessment deadlines that have been set, unless your circumstances completely prevent you from doing so.

For office use

RECEIVED BY:

DATE OF RECEIPT:

DATE OF MITIGATING CIRCUMSTANCES PANEL:
OUTCOME:

RECOMMENDATION MADE: