

Please do not directly reply to this email as your response will be sent to your full cohort. If you have any questions, please email studentsupportoffice.sbs@manchester.ac.uk.

Mitigating Circumstances Guidance 2021 - 22

Please know that you cannot apply for a coursework extension through this process. If you wish to apply for an extension to a piece of coursework, the form that you should use is the '[Coursework Extension Form-UG](#)'.

The deadline to apply for coursework has now passed. If you are applying for mitigation for the exams you need to complete the '[Exams – Mitigating Circumstances form](#)'.

You can find university guidance on the mitigating circumstances process [here](#) and [here](#) as well as guidance on the [SUs website](#). The deadlines for semester 1 mitigating circumstances applications for this year are as follows:

Deadline for Semester 1 Exams Mitigating Circumstances – 4pm Monday 31st January 2022

What are Mitigating Circumstances?

Sometimes circumstances or events beyond your control may adversely affect your ability to perform in an examination/assessment to your full potential. 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'.

Possible mitigating circumstances include:

- significant illness or injury; or worsening of an ongoing illness or disability, including mental health conditions; (please see the following DASS webpage for examples of disabilities: <http://www.dso.manchester.ac.uk/who-do-we-support/current-students/>);
- the death or critical/significant illness of a close family member/dependant;
- significant family or personal crises or major financial problems leading to acute stress;
- absence from the University for public service, for example, jury service.
- IT issues – there is guidance on this what to do in the case of such issues [here](#) but you may need to complete a mitigating circumstances application

How to apply and process

1. You will need to complete a mitigating circumstances online application form (we no longer accept Word document applications). The application form can be found here ('[Exams – Mitigating Circumstances form](#)'). You may need to complete both forms if both exams and coursework are affected (coursework deadline now passed).
2. You will receive an automatic response with further information and a copy of your application.
3. You will need to send your evidence via email to mitigatingcircumstances.sbs@manchester.ac.uk (further information on evidence below)
4. Your application will be considered at the mitigating circumstances committee which takes place **after the exams**.
5. You will receive confirmation as to whether your application has been accepted.
6. If you are required to take or are offered a resit, you will be contacted by the assessment team after the results are released.

Evidence

- Extracts from your medical notes (you can request these from your GP practice)
- Copy of prescription or photo of name label on prescribed medication
- Photo of labelled positive COVID-19 test result
- Appointment cards from medical unit or hospital admissions letter
- Confirmation text of medical appointment
- Communications from a school or care facility confirming that they are closed or the person you care for is unable to attend
- An obituary or letter from a family member, in the case of bereavement
- Police, security or insurance report
- Press or media report
- Internal confirmation of existing engagement with our counselling / Advice and Response service

For medical conditions we do **not** require a specific letter from your GP or healthcare provider. Instead you can provide a variety of alternative evidence to support your request:

<https://www.studentsupport.manchester.ac.uk/study-support/mitigating-circumstances/>

In cases of bereavement we do **not** require a death certificate – evidence such as an obituary, or letter from a family member can be provided instead.

If you are registered with DASS, they will confirm with your School directly - you do not have to seek this evidence from them.

FAQs

Can mitigating circumstances add marks to my units?

No – mitigating circumstances can help in other ways but cannot add marks.

What are some of the outcomes when I apply for mitigating circumstances?

There are a number of outcomes, and this depends on what units you are apply for, what year you are in and the situation which has affected you.

Possible outcomes include:

- A new 'first attempt' of the affected assessment (1st and 2nd year only)
- A resit opportunity (1st and 2nd year only)
- Removal of late penalties (coursework only)
- Excluding the mark from the overall unit average
- Extending the limit of the boundary zone for degree classifications by a maximum of 2% (final years only)

I cannot provide any evidence, what should I do?

Please make sure to submit your application before the deadline. You can ask the student support team for advice on evidence by emailing mitigatingcircumstances.sbs@manchester.ac.uk. If it is medical evidence, please refer to the information above under evidence.

I am a DASS student, can I still apply?

Yes, you can still apply for mitigating circumstances if you have a support plan in place

What things do not normally count as mitigating circumstances?

- holidays, moving house and events that were planned or could reasonably have been expected;

- assessments that are scheduled close together;
- misreading the timetable or misunderstanding the requirements for assessments;
- inadequate planning and time management;
- an act of religious observance;
- consequences of paid employment;
- exam stress or panic attacks not diagnosed as illness

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I am struggling, where can I get help?

You can contact the student support team by emailing studentsupportoffice.sbs@manchester.ac.uk. Please know that the university Counselling Service has a variety of support services which you can access including one to one meetings (info on main website [here](#)) as well as [workshops](#), a [mental health helpline and app](#), an [online community](#) and a [peer support scheme](#).

I am a Cognitive Neuroscience and Psychology student, do I apply through this process?

Yes, Cog Neuro students apply through their home school which is SBS.

Please note that this information is only relevant to students in the School of Biological Sciences. The process may vary between schools.