

## Mitigating Circumstances Guidance 2022 - 23

This document outlines the procedures for submitting mitigating circumstances and applying for coursework extensions. Please note these are two different processes, each outlined below.

### Applying for an Extension to Coursework

If, as a consequence of illness or other mitigating factor you wish to seek an extension to a deadline for submitting written coursework for a course unit or a tutorial assignment, you must complete the online [Coursework Extension Form](#).

Allowable circumstances for a coursework deadline extension may include serious illness or accidents, serious personal or family circumstances. Note: an extension will not be given for problems with computers, printing, photocopying or the library as these are foreseeable events that can happen to anyone and should be planned for.

The application for an extension **must** be made **BY 10:00am THE DAY BEFORE THE DAY OF THE DEADLINE** and **NOT** retrospectively. We will not accept any retrospective extension requests. You must include any supporting evidence when you submit your extension request or it will not be granted.

You **should not** assume that an extension has been approved until you receive written (e.g. email) confirmation from the Student Support Office. If you have been granted an extension to a deadline it is normally not possible to claim further mitigation for this work unless you can evidence additional circumstances to those in the extension request.

### Applying for Mitigation for Semester 2 Coursework/Other Assessments submitted on or before 14<sup>th</sup> April 2023

If you are applying for mitigation for Semester 2 Coursework and other assessments submitted on or before Friday 14th April 2023, you need to complete the [Mitigating Circumstances Form](#)

You can find university guidance on the mitigating circumstances process [here](#) and [here](#) as well as guidance on the [SU's website](#).

The deadline to submit mitigating circumstances applications along with supporting evidence is:

**Deadline for Semester 2 Mitigating Circumstances applications and supporting evidence is – 4pm on Monday 17<sup>th</sup> April 2023.**

**For Exams and Assessments after 14<sup>th</sup> April 2023, a new online Mitigating Circumstances Form will be opened on 17<sup>th</sup> April 2023.**

### **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).
2. You will receive an automatic response with further information and a copy of your application.
3. You will need to send your evidence, prior to the deadline, via email to [mitigatingcircumstances.sbs@manchester.ac.uk](mailto: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**

You must include any evidence that supports your request, such as:

- Extracts from your medical notes (you can request these from your GP practice)
- Copy of prescription or photo of name label on prescribed medication
- Copy or 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 (1<sup>st</sup> and 2<sup>nd</sup> year only)
- A resit opportunity (1<sup>st</sup> and 2<sup>nd</sup> year only)
- Removal of late penalties
- Excluding the mark from the overall unit average
- Excluding the mark for affected unit(s) from the overall calculation of the year mark

### 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](mailto: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

**I am struggling, where can I get help?**

You can contact the student support team by emailing [studentsupportoffice.sbs@manchester.ac.uk](mailto: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.*