**Faculty of Humanities Doctoral Academy**

**Postgraduate Research: Request for Mitigation for Taught Course Units**

Once completed, this form and any supporting documentation, must be submitted to [HUMS.doctoralacademy.support@manchester.ac.uk](mailto:HUMS.doctoralacademy.support@manchester.ac.uk). We recommend that the application form and supporting documentation are appropriately protected. Information on file encryption at the University can be found on the University [website](http://www.itservices.manchester.ac.uk/cybersecurity/advice/encryption/file/). Please note that the application will be reviewed by the School and/or Faculty depending on the application and they will decide whether the application will be approved, declined, the period requested reduced or whether further recommendations are suggested. Please note that if referred to Faculty, they aim to make a decision and communicate it to the School within 10 working days of receiving the complete application and supporting documentation.

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| **Student details** | | |
| **First Name:** |  | |
| **Last Name:** |  | |
| **University ID:** |  | |
| **University email address:** |  | |
| **Supervisor:** |  | |
| **Describe the circumstances or events that you believe have affected, or are affecting, your performance.** | | |
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| **Dates of period affected:** | |  |
| **Do you consider these circumstances to constitute a disability?** | |  |
| **Are you registered for DASS support?** | |  |
| **Do you have an automatic DASS extension?** | |  |
| **Are you accessing any other University support services?** | |  |
| **Supporting Documentation**  Please indicate **below** what documentation you are providing in support of your request | | |
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| **Assessed course units affected** | | | |
| **Course Code** | **Unit Title & Credit Weighting** | **Assessment weighting (out of 100%)** | **Submission due date** |
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| **If you are seeking an extension to a coursework submission deadline please complete this section** | | | |
| **Course code** | | **Requested revised submission date(s)** | |
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| **Declaration** | | | |
|  | | | |
| **SIGNATURE:** | | | |
| **DATE:** | | | |
| **For office use only** | | | |
| **Received by:** |  | **Date of receipt:** |  |
| **Request approved** | **YES / NO** | | |
| **Reason if declined** |  | | |
| **Considered by:** |  | **Date** |  |

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| **Notes** |
| **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/DocuInfo.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 alternative notification form for requesting mitigation.  **Please note that an accepted request will not result in the changing of marks.** Refer to the Basic Guide to Mitigating Circumstances 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 academic performance”. Please describe 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. It is important that you fully explain how the circumstances have impacted on your ability to complete your work or affected your performance.  **Deadlines for submission of this form**  Schools will advise 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 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**](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.**  **Supporting Documentation**  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.  **If you are unable to provide supporting documentation** please provide the reason why, and indicate when such documentation will be available:  **Researchers 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.  **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. |