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**Student Submission Form for Mitigating Circumstances** relating to mitigation for unforeseen circumstances affecting performance in assessment.

Please submit an electronic copy of this form, a covering note and any scanned evidence to

**Mit-Circs@bolton.ac.uk** using your University of Bolton email address.

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| **FAMILY NAME(S):** |  |
| **GIVEN NAME(S):** |  |
| **STUDENT NUMBER:**: |  |
| **PROGRAMME OF STUDY:** |  |
| **NAME OF PERSONAL TUTOR** |  |
| **NAME OF PARTNER INSTITUTION**  (if applicable) |  |
| **DATE OF APPLICATION** |  |

**Assessments to which the Mitigating Circumstances relate:** ***All sections must be completed prior to submission.***

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| --- | --- | --- | --- |
| **Module Name** | **Module code** | **Assessment Name** | **Assessment Deadline Date** |
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**List of Supporting Evidence Submitted** *Please list what you have included to support your mitigation request*

***Evidence of circumstances and assessment deadline(s) is required: Please read the guidance on the next page carefully.***

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| **Circumstances and documentary evidence will remain confidential and will be discussed at the Mitigating Circumstances Panels only.**  In some circumstances, Panels may, after considering a request for mitigation, wish to refer a student to the Disability Service. If you **do not wish** any information regarding additional needs to be shared with the Disability Service, please tick this box.  Please tick this box if you wish the circumstances to be viewed by the **Chair of the Mitigating Circumstances Panel only.** |

**Mitigating Circumstances Guidance for Students**

*Please refer also to the REGULATIONS AND PROCEDURES FOR THE SUBMISSION AND CONSIDERATION OF MITIGATING CIRCUMSTANCES on the Student Information – Policy Zone webpage.*

**What are Mitigating Circumstances?**

*Mitigating Circumstances* refer to**unforeseen**, **severe** and **exceptional** personal difficulties which adversely affect academic performance.

**How do I inform an Assessment Board that I have Mitigating Circumstances?**

Requests for Mitigating Circumstances to be taken into consideration by an Assessment Board should be made through the submission of:

1) A **Student Submission Form for Mitigating Circumstances**

2) A **covering note** in which you summarise your situation

3) **Documentary evidence\*** of your circumstances

4) **Evidence of the deadline/s of assessments\*\*** affected by the circumstances.

\*Examples of **documentary evidence** of Mitigating Circumstances include scans of official letters, e.g. from a medical professional, a legal professional, your employer; medical or death certificates, test result evidence and official reports.

Letters of support from your Personal Tutor, Programme Leader, or a Student Liaison Officer, or equivalent if based at a partner institution, will also be taken into consideration.

\*\*Evidence of your **assessment deadline/s** include assessment briefs, module guides, Moodle screenshots, your examination timetable or an email/s from your Module Tutor/s.

**You need to submit an electronic copy of your completed Mitigating Circumstances form, a covering note and any scanned evidence to** [**Mit-Circs@bolton.ac.uk**](mailto:Mit-Circs@bolton.ac.uk) **using your University of Bolton email address.**

**Help with submissions** for Mitigating Circumstances is available from your Personal Tutor and/or Programme Leader, as well as the Student Liaison Officers (slo@bolton.ac.uk), Student Advisors in the Student Centre (studentadvisors@bolton.ac.uk) and the Students’ Union (info@boltonsu.com) based at University.

**What happens next?**

Once you have submitted your request, the Mitigating Circumstances form together with your covering note and any evidence, will be considered by a **Mitigating Circumstances Decision Panel.** This panel, comprising academic staff from across the University, will come to one of three decisions: Mitigating Circumstances accepted, further evidence required, Mitigating Circumstances not accepted. If your Mitigating Circumstances request is not accepted, then a reason will be given. You will be notified of the decision made by the panel by the Academic Office.

Any **accepted** Mitigating Circumstances requests will be communicated to the Assessment Board which considers your results. Your difficulties will be taken into consideration when deciding the outcome of your results and you should not be penalised for adverse performance in any relevant assessments.