Please complete this form and submit it to your Personal Academic Tutor. A request for mitigating circumstances should be submitted a minimum of 3 working days prior to the assessment due date. If it cannot be submitted in advance it should be submitted as soon as possible and include reasons for the delay. Mitigating circumstances claims in all instances must be submitted within two weeks of the end of the relevant semester. Include any supporting documentary evidence, where relevant, appropriate to the request.

**Please Note:** the claim and supporting evidence will be treated confidentially and will only be seen by your PAT. If however it is necessary to disclose any information to another party, this will not be done without your permission.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Contact Details**  (This form should be completed electronically, where possible) | | | | |
| Name: |  | | Student Number: |  |
| Course: |  | | Group (if applicable) |  |
| Email Address: | **Please Note:** normally, your UHI (College) e-mail address will be used to correspond with you during this process | | | |
| Contact Telephone Number: | |  | | |
| PATs Name: |  | | | |

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| **Does your mitigating circumstances affect your ability to complete your qualification in its entirety this academic year?** |
| Yes / No |

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| --- | --- | --- |
| **If no to above, detail specific units and assessments affected** | | |
| Module/Unit Title and Code | Form of Assessment | Assessment Deadline |
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| --- | --- |
| I wish to request mitigating circumstances for late submission/deferment of the above  assessment(s) – state whether 1. COVID19 related; or 2. Non-COVID19 related, for the following reason:   1. Illness or serious accident at the time of an assessment or in the period leading up   to summative assessment   1. Serious illness or death of a family member 2. Severe unforeseen personal or psychological problems 3. Unanticipated difficulties in child or adult care arrangements during a semester   (where the student is the named carer for an adult)   1. Personal circumstances but which do not fall within the above categories. | |
|  | |
| For a non-COVID19 application indicate what documentary evidence you are providing to support your application. This should be submitted with your electronic application, either ie a scanned version. Please note that a determination can only be made once supporting evidence is received. | |
|  | |
| If you have not been able to supply evidence with your application please provide a statement as to why it is not yet available and, where possible, date when you will have this evidence available. | |
| Reason: | |
| Date when evidence will be available: | |
| Date Request Submitted to PAT |  |

The following points will help you when submitting an application:

* Seek guidance from your module or personal academic tutor if you are experiencing difficulties in completing your work on time, prior to the submission/examination date.
* Discuss with a tutor whether an extension would be appropriate.
* Request an extension where you are unable to meet the deadline.
* Submit an application that covers all module assessments you are taking during the period of difficulty.
* Complete all sections of the application form.

With respect to non-COVID19 related applications

* Do include evidence to support your case with your application form.
* Don’t use evidence that is undated or solely from family members supporting your application – you have to provide independent evidence.

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**OFFICE USE ONLY**

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| --- | --- | --- | --- | --- |
| **Checklist to be completed by the Personal Academic Tutor (PAT)** | | | | |
| Application fully completed? | Yes/No | If no, date returned to student for completion: | | Date application re-submitted: |
|  |
| Supporting evidence received, where relevant? | Yes/No | Is there a PLSP in place? | | Yes/No |
| Do you support the application | Yes/No | If rejected please provide an objective statement giving the reason to support or reject your decision: | | |
|  | | |
| If the mitigation affects the students ability to complete the qualification this academic year provide a statement on the guidance given to the student |  | | | |
| If the application affects units only state the new deadline date for assessment – if this a deferral to next academic year then please state so | Unit Number | | New Submission Deadline date: | |
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| Date Student informed of determination outcome |  | | | |

NB: Remember to add the information to the Course IV10 Mitigating Circumstances Form to be presented to the Progression Board.