Application for consideration of mitigating circumstances

This form should be used by all taught undergraduate and postgraduate students to submit mitigating circumstances claims for consideration by their parent school (including modules studied outside the parent school). The completed form and supporting evidence should be submitted to Alison Anthony.

The deadline for submission of mitigating circumstances claims will be communicated to students via email towards the end of each semester.

Please refer to the Mitigating Circumstances Guidance in the Important Information section in the Earth and Environment organisation on the VLE before completing this form.

Support for students who are experiencing difficulties, and assistance with completing your mitigating circumstances claim, can be obtained from Education Service staff within your school, who you are advised to approach in the first instance, Alison Anthony – a.r.anthony@leeds.ac.uk / Katrina Firth – k.l.firth@leeds.ac.uk or Leeds University Union https://www.luu.org.uk/helpandadvice/browse/.

Section 1: Student details

<table>
<thead>
<tr>
<th>Family name</th>
<th>Student number (SID)</th>
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</thead>
<tbody>
<tr>
<td>First name</td>
<td>Year of study (eg 1,2,3,4 etc)</td>
</tr>
<tr>
<td>Degree programme</td>
<td>Parent School</td>
</tr>
<tr>
<td>Personal tutor</td>
<td>University email address</td>
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</tbody>
</table>

Section 2: Modules affected

Please list below details of all the assessments which have been affected by the circumstances you are reporting.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>State which element of assessment was affected (eg in class test/ groupwork / presentation/ exam/ practical/ coursework)</th>
<th>Date of test/presentation/exam/practical/submission deadline date</th>
<th>Absent? (please state Yes or No)</th>
<th>Request (insert relevant code – see section 3)</th>
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<tbody>
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Section 3: Request

Please indicate for each module affected the nature of your request – select the relevant code from the list below. **You should be aware that the final decision as to how to treat your mitigating circumstances lies with the Board of Examiners and may be different to what you have requested.**

**NB** The University does **not** change module marks because of mitigating circumstances - see the Mitigating Circumstances Guidance for an explanation of possible outcomes.

<table>
<thead>
<tr>
<th>Further attempt</th>
<th>A</th>
<th>Coursework submission deadline extension (see Mitigating Circumstances Guidance for further information relating to extension requests)</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove penalties</td>
<td>C</td>
<td>Other (please state)</td>
<td>D</td>
</tr>
</tbody>
</table>

Section 4: Details of your circumstances

Please describe the nature of your circumstances, including the following information:

- A brief summary of your illness/circumstance
- How this has affected you
- How your performance has been impaired
- When the circumstances occurred, relating specifically to the assessments listed above
- If you are submitting your claim after the published deadline, you should provide an explanation as to why your case is late
- Length of extension requested (if applicable)

Please state the dates between which you have been affected by the circumstances set out above

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
<th>If your circumstances are ongoing please tick here and indicate a from date in the previous box</th>
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</table>

<table>
<thead>
<tr>
<th>Please state the dates between which you have been affected by the circumstances set out above</th>
<th>From:</th>
<th>To:</th>
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Section 5: Supporting evidence

All submitted mitigating circumstances claims must normally be supported by independent documentary evidence. Please indicate below the type of evidence you are providing. If you are unable to provide evidence, please explain why. Information on acceptable forms of supporting evidence can be found in the Mitigating Circumstances Guidance at www.leeds.xxx.co.uk

<table>
<thead>
<tr>
<th>Type of evidence</th>
<th>Further details</th>
<th>Tick all that apply</th>
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<tbody>
<tr>
<td>1. Medical note/letter</td>
<td>Give details:</td>
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<tr>
<td>2. Corroborating statement</td>
<td>Give details of who this is from and their relationship to you:</td>
<td></td>
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<tr>
<td>3. Bereavement evidence</td>
<td>Give details:</td>
<td></td>
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<tr>
<td>4. Official correspondence</td>
<td>Give details:</td>
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<tr>
<td>5. Police report/crime number</td>
<td>A crime number can be used as an interim measure but you may be required to provide a copy of the police report as well.</td>
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<tr>
<td>6. Other</td>
<td>Please give details of what other evidence you are supplying and why it is relevant:</td>
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<tr>
<td>7. Unable to provide evidence</td>
<td>Please explain briefly why:</td>
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</table>

If you are not submitting your evidence at the same time as your application form, please indicate above when you expect to be able to provide it. Please note that the outcome of your case cannot be confirmed until your evidence is submitted.

All claims are treated in the strictest of confidence. However, if you wish your evidence to be seen only by the Chair of the School Special Cases Committee, please enclose it in a sealed envelope clearly marked with your name and SID number and tick this box. Please read the information in the Mitigating Circumstances Guidance concerning confidentiality.

**Study Abroad:** If your degree programme involves a period of residence/study abroad, it is extremely important that you give us any information that may affect this, and which may affect the support you require. Please tick this box if you agree to disclose this information to the Study Abroad team.
Section 6: Checklist

Before you submit your application form, check that you have completed the following:

☐ I have read and understood the Mitigating Circumstances Guidance

☐ I have completed all personal details including my student ID number, name, programme and year of study

☐ I have listed all modules affected by my circumstances including module code and title and type of assessment

☐ I have set out details of the mitigating circumstances I wish to be considered and the relevant dates

☐ I have attached the supporting independent documentary evidence, or explained why this is not possible

☐ I have taken a copy of my form and evidence to keep for my records

Section 7: Declaration

I confirm that the information provided on this form is honest and accurate to the best of my knowledge and that I have read and understood the Mitigating Circumstances Guidance provided. I understand that if I seek to gain advantage or benefit by providing false or misleading information I will be subject to disciplinary action under the General University Disciplinary Regulations which can be found on the Student Cases Team website: http://www.leeds.ac.uk/secretariat/documents/gudr.pdf

Signed:  

Date:

Completed forms should be submitted to: Alison Anthony in the Student Support Office 10.142a or via email at a.r.anthony@leeds.ac.uk.

For Office Use Only

<table>
<thead>
<tr>
<th>Date form received:</th>
<th>Confirmation of receipt emailed to student: Yes/No</th>
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</thead>
<tbody>
<tr>
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<td>Date:</td>
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<tr>
<th>Evidence attached to the form?</th>
<th>Yes / No</th>
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<tr>
<th>Extension Approved? Yes/No</th>
<th>New submission date:</th>
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