**Mitigating Circumstances**

**Application**

**PLEASE REFER TO THE MITIGATING CIRCUMSTANCES GUIDANCE BEFORE COMPLETING THIS FORM.**

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 the Student Education Service in your parent school**.**

**PRIVACY STATEMENT**

## What data will we ask you for?

In order for us to consider your application for mitigating circumstances, we need to collect some personal data, including:

* Your name
* Your student identification number (SID)
* Details of evidence to support your application
* Details of the reason for your application which may require you to disclose information about health, personal circumstances or other sensitive information

## Disclosure of your data

Any information you disclose will be treated as confidential.

It is your decision what information you disclose, but please note that not having some information may affect our consideration of your application.

By disclosing data relating to a third party in order to evidence your mitigating circumstances application you are confirming that you have the consent of the third party to do so.

Your data may also be disclosed:

Where permitted under General Data Protection Regulation (GDPR) and any relevant Data Protection legislation, including to University staff or third parties where there is a need to know to protect your vital interests, or those of another person.

## How will we process your data?

Your application will be seen by a small number of staff from your parent school for administration purposes. It will also be seen and considered by your parent school’s Special Circumstances Committee (made up of a small number of staff) who will decide on its outcome.

Decisions made by the School Special Circumstances Committee must be ratified by the school Progression and Awards Board, at which professional and academic staff and External Examiners are present. Minimal personal data is shared with the Progression and Awards Board for ratification purposes and no information is shared outside the meeting.

The decision will be shared with a small number of staff in order to enact the decision and/or to support your studies.

We will also collect data anonymously relating to mitigating circumstances to inform the development of University policies.

## How will we store your data?

Data will be stored securely and treated confidentially. Once your application for mitigating circumstances has been concluded, your data will be retained in accordance with the University’s retention schedule <http://www.leeds.ac.uk/secretariat/documents/retention_policies.pdf>

## Legal bases for processing your personal data

The right to submit mitigating circumstances for consideration forms part of your contract with the University. As outlined in the Student Privacy Notice <http://www.leeds.ac.uk/secretariat/documents/student_privacy_notice.pdf> in order for the University to fulfil its contractual obligation and to pursue it legitimate interests, we must be able to process your personal data in the ways described in this notice.

## Concerns regarding your data

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice please contact your parent school in the first instance, or the University's Data Protection Officer, Alice Temple at [a.c.temple@adm.leeds.ac.uk](mailto:d.wardle@adm.leeds.ac.uk) .

## Support for you

Support for students who are experiencing difficulties, and assistance with completing your mitigating circumstances application, can be obtained from Student Education Service within your parent school, who you are advised to approach in the first instance or Leeds University Union: [www.luu.org.uk/student-help-support](https://leeds365-my.sharepoint.com/personal/englew_leeds_ac_uk/Documents/www.luu.org.uk/student-help-support).

**Mitigating Circumstances  
Application**

**Application deadlines are available from the Student Education Service within your parent school.**

**Section 1: Student details**

|  |  |  |  |
| --- | --- | --- | --- |
| Family name |  | Student number (SID) |  |
| First name |  | Year of study |  |
| Degree programme |  | Parent school |  |
| University email address |  | | |
| If you are currently away from the university on Study Abroad or Work Placement please give details here: | | | |

**Section 2: Modules affected**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Module Code | Module Title | Assessment affected (e.g. in class test/group work/ presentation/ exam/practical/ coursework) | Date of assessment or submission deadline | Absent from exam or not submitted assessed work? (please state YES or NO) | Penalties incurred for late submission (please state YES or NO) | Request  *(insert relevant code –  see  Section 3 below)* |
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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 guidance below for an explanation of possible outcomes.

|  |  |
| --- | --- |
| A | Further attempt (first attempt or resit attempt for capped mark). |
| B | Coursework submission deadline extension (see the guidance for further information relating to extension requests for your school as there may be a separate process). |
| C | Removal of penalties. |
| D | Other (please explain what you are asking for and why. See the guidance for possible outcomes.) |

**Section 4: Details of your circumstances**

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

* A brief summary of your illness/circumstances
* How this has affected you
* How your academic 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

|  |  |  |  |
| --- | --- | --- | --- |
| (Continue on a separate sheet if necessary) | | | |
| Please state the dates between which you have been affected by the circumstances set out above | From:  To: | If your circumstances are ongoing please tick here and indicate a from date in the previous box |  |

**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 detailed Mitigating Circumstances Guidance at <http://students.leeds.ac.uk/info/10111/examinations_and_assessment/860/mitigating_circumstances>

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type of evidence** | **Further details** | **Tick all that apply** |
| 1. | Medical note/letter |  |  |
| 2. | Corroborating statement | Who this is from and what is their relationship to you? |  |
| 3. | Bereavement evidence | A death certificate is not a requirement but can be used as a form of evidence. Please see Mitigating Circumstances Guidance for details of suitable evidence. |  |
| 4. | Official correspondence |  |  |
| 5. | Police report/crime number | 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. |  |
| 6. | Other | Please give details of what other evidence you are supplying and why it is relevant. |  |
| 7. | Unable to provide evidence | Please briefly explain why: |  |

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_current.pdf>

|  |  |
| --- | --- |
| Signed:  Alternatively, you may type your name in this box and submit this form as an attachment from your University email account. | Date: |

Completed forms should be submitted to the Student Education Service within your parent school.

**For Office Use Only**

|  |  |
| --- | --- |
| Date form received: | Confirmation of receipt emailed to student: Yes/No  Date: |
| Evidence attached to the form? | Yes/No |
| Decision: | Student informed of outcome: Yes/No |

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| --- | --- | --- | --- |
| Version | Date | Amendments | Approval |
| Version 1.1 | May 2019 | Text amendments | Standards Steering Group May 2019 |