

Application for Mitigating Circumstances

Student Details

HIC Student ID	First name	Surname
Term Address		
Course Name	Level	Course Start Date
	<input type="checkbox"/> Foundation <input type="checkbox"/> First-Year Business <input type="checkbox"/> Pre-masters	
Module Code		
Module Name		
Academic Sessional	<input type="checkbox"/> Semester 01 <input type="checkbox"/> Semester 02 <input type="checkbox"/> Semester 03	
Submission/Examination Date		
Reason for request for Mitigating Circumstances <i>(Please tick below)</i>		

Appropriate evidence such as a medical certificate, a letter from a student counsellor, or other documentary evidence must accompany an application for special consideration.

Note: Submitting an application for special consideration does not guarantee special consideration will be granted.

- Serious/Urgent physical or mental health condition at the time of assessment
- Disability including mental health disabilities
- Death and Bereavement
- Serious personal/domestic problem
- Exceptional Transport problem
- Serious illness in the family
- Commitment outside of the student's control
- Computer problems
- Visa Delays (New Students Only)

Please outline the details of your request below

Have you attached the supporting documentary evidence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Student Declaration

By signing the box below I understand and agree that:

- (a) in accordance with the College Policies and Regulations, I am required to act honestly and ethically in all dealings with the College and members of its community;
- (b) the College may take steps to confirm the authenticity and accurateness of the contents of this declaration at any time during my request; and
- (c) knowingly making a false declaration will constitute student misconduct, and may result in the imposition of a penalty under the College Policies and Regulations, including my temporary exclusion or permanent expulsion from the College.

Student Signature	Date

For Office Use Only

Signature of receipt by Academic and Support Services team		
Date	 	
Has Special Consideration been approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the student been notified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the Student Record been updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any other Comments		

Type of Mitigating Circumstances reported	Example and Evidence required
Serious/Urgent physical or mental health condition at the time of assessment	Broken Limb Influenza “flu” Clinical depression <i>For illnesses not covered by self-certification you will need to provide medical evidence</i>
Disability including mental health disabilities.	You need to provide evidence of the impact of a disability or mental health condition at the time of assessment as the diagnosis alone is not valid grounds for Mitigating Circumstances. If you have an SNA related to a chronic condition, you should approach Wellbeing for guidance on how to submit a request.
Death and Bereavement <ul style="list-style-type: none"> • Death of a significant relative or of a close friend close to the assessment date. • Attendance at a funeral at the time of the assessment. 	You should try to obtain documentary evidence of the death and explain the relationship if that is not immediately clear as we recognise that families are all different. <i>An Order of Service for the funeral or statement from a religious/humanist officiant is sufficient.</i>
Serious personal/domestic problem (not medical)	Separation from spouse/partner, a victim of crime, eviction or housing crisis within the semester, loss of formal sponsorship. <i>You may provide evidence from a Police Report, Housing Officer report or similar relevant to the situation. This must relate to the current assessment period.</i>
Exceptional Transport problem	A serious or out of the ordinary rail delay or road traffic accident, snow causing serious or out of the ordinary delays to traffic on the day you were due to travel to the exam or assessment. <i>You should provide evidence from police, traffic or weather reports or your transport ticket.</i>
Serious illness in the family	You will need to explain the situation and/or the impact that this has had on your ability to submit/sit the assessment. <i>You will need to provide medical evidence.</i>
Commitment outside of the student’s control	Emergencies, including an unexpected loss of childcare or other carer support on the day of an assessment. <i>You should provide a statement from the Nursery or childcare provider</i>
Computer Problems <ul style="list-style-type: none"> • Failure of own computer or software – leading to loss of time to complete coursework, loss of files/data/work. For on-campus students, failure of own computer can only be considered where students did not have access to on-campus facilities • Technical or other difficulties that prevent completion once a quiz, online test or exam has been started 	Evidence of technical or other difficulties. Any screenshots or screengrabs must show time and date. Students must complete the mitigating circumstances request and submit it, by midnight (GMT applies) on the day following the submission deadline