# **Mitigating circumstances (extension) request form** (FE and HN Courses only, Degree students should refer to [UHI Regulations](https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/regulations/))

Please complete this form and submit it to your Personal Academic Tutor(PAT) or Course Lead. 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 appropriate to the request.

Please note: the claim and supporting evidence will be treated confidentially and will only be seen by members of staff authorised to deal with mitigation claims (i.e. PAT, Course Lead, Curriculum Leader, Head of Department and Chair of Progression Board). If however it is necessary to disclose any information to another party, this will not be done without your permission.

**TO BE COMPLETED BY STUDENT**

*Please complete sections 1 – 6 then submit this form to your PAT/Course Lead*

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| 1. **STUDENT CONTACT DETAILS**   (This form should be completed electronically, where possible) | | | |
| Name: |  | Student Number: |  |
| Course: |  | Group (if applicable) |  |
| Email Address: | *Please note: normally, your student e-mail account should be used to correspond with you during this process* | | |
| Contact Telephone No: |  | | |
| PAT name: |  | | |

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| 1. **Module/Unit Information (add rows where applicable)** | | | | |
| Expected overall course completion (mm / yy) | | | |  |
| Module/Unit code | Module/unit title | Learning outcomes | Form of Assessment | Assessment Deadline |
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| 1. **I wish to request mitigating circumstances for late submission/deferment of the above assessment(s) for the following reason.** |
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| 1. **Indicate what documentary evidence you are providing to support your application. This should be submitted with your application, either in hard copy of electronic (scanned) version. Please note that a determination can only be made once supporting evidence is received.** |
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| 1. **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 a date when you will have this evidence available.** |
| Reason:  Date when evidence will be available: |

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| 1. **Date Request Submitted to PAT** |  |

The following points will help you when submitting an application:

**Do:**

* review the grounds for applying for mitigating circumstances (see Appendix 1 of the Extenuating Circumstances Regulations)
* seek guidance from your module or personal academic tutor if you are experiencing difficulties in completing your work on time
* meet with your tutor 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
* submit the application prior to the submission/examination date , or if incapacitated within 14 days from the submission/examination date
* complete all sections of the application form
* 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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| **Checklist to be completed by the Personal Academic Tutor (PAT)**  Please complete sections 7 – 11 then submit form and any related evidence to [quality.nwh@uhi.ac.uk](mailto:quality.nwh@uhi.ac.uk) | | | |
| 1. Application fully completed? | Yes  No | If no, date returned to student for completion: | Date application re-submitted and fully complete: |
| 1. Supporting evidence received? | Yes  No | 1. PLSP in place? | Yes  No |
| 1. Do you support the application | Yes  No | Please provide an objective statement giving the reason to support your decision: | |
| 1. Appropriate new submission date(s) |  | | |
| 1. Date Student informed of determination outcome |  | | |

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| ***Determination to be completed by the Curriculum Leader/Curriculum Area Lead/Head of Department***  *Please complete sections 13 – 14 then inform* [*quality.nwh@uhi.ac.uk*](mailto:quality.nwh@uhi.ac.uk) *that form is complete* | | | | | | |
| 1. Curriculum Leader/Curriculum Area Lead/Head of Department (name) | |  | | Date: | |  |
| 1. Is mitigation request approved? | | Yes  *If yes – complete deadline date / assessment brief below*  No  *If no – complete reason below* | | | | |
| If no, provide a reason: | | | | |
| Module(s)/Unit(s) | | | New Deadline date | | Is a new assessment brief to be issued?  Yes / No | |
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| 1. Date Returned to PAT: |  | | | | | |