

---

# Mitigating Circumstances Policy

---

**Status:** Approved

---

**Approval date:** August 2022

---

**Review date:** August 2023

---

**Audience:** Public

---

**Responsible person:** Head of Engineering Programme

---

**Approved by:** Academic Board

---



---

## Contents

---

<b>1.0 Introduction</b>	<b>3</b>
1.1 Vision and mission	3
1.2 Objectives	3
<b>2.0 Definitions</b>	<b>4</b>
2.1 Assessment	4
2.2 Deadline Extensions	4
2.3 Mitigating Circumstances	4
2.4 Type 1 Mitigating Circumstances	4
2.5 Type 2 Mitigating Circumstances	4
2.6 Students	5
<b>3.0 Unforeseen Circumstances</b>	<b>6</b>
<b>4.0 Type 1 Mitigating Circumstances: issues resolvable by a short deadline extension</b>	<b>7</b>
4.1 Type 1 Mitigating Circumstances	7
4.2 Scope of Extensions to deadlines	7
4.3 Grounds for Extensions	7
4.4 Process for claiming an Extension	7
4.5 Late submission	8
<b>5.0 Type 2 Mitigating Circumstances: issues not resolvable by a short deadline extension</b>	<b>9</b>
5.1 Type 2 Mitigating Circumstances	9
5.2 Scope of Type 2 Mitigating Circumstances requests.	9
5.3 Submitting a claim for Mitigating Circumstances	9
5.4 Deadline for submitting a claim for Mitigating Circumstances	10
5.5 Consideration of Mitigating Circumstances claims	10
5.6 Approved Mitigating Circumstances	10
5.7 Unapproved Mitigating Circumstances	11
5.8 Duration of accepted Mitigating Circumstances claims	11
<b>6.0 Mitigating Circumstances for group work</b>	<b>12</b>
<b>7.0 Mitigating Circumstances Appeals</b>	<b>13</b>
<b>8.0 Students already in receipt of Reasonable Adjustments</b>	<b>16</b>
<b>9.0 Appendix</b>	<b>17</b>
9.1 Type 2 Mitigating Circumstances claim form	17

---

## 1.0 Introduction

---

During their studies, students may from time to time be subject to events which are beyond their reasonable control, such as suffering from serious illness or personal misfortune. Such events may adversely affect their ability to attend an examination or complete the coursework required for formal assessment as part of their course, or the results they obtain for an examination or coursework which is subject to formal assessment. In such circumstances, it may be appropriate to consider applications for either a short extension to the coursework deadline or full Mitigating Circumstances.

This policy is intended to cover unforeseen, exceptional, and unpreventable issues affecting academic performance which are beyond a student's reasonable control.

This policy outlines the Dyson Institute's approach to Mitigating Circumstances and Extensions. It applies to all students enrolled at the Dyson Institute.

For long term or recurrent issues, please refer to the Reasonable Adjustments Policy.

---

### 1.1 Vision and mission

This policy has been developed with a view to supporting and furthering The Dyson Institute's vision and mission.

The Dyson Institute's vision is to be the best engineering university in the world, which develops the engineering leaders of the future.

Its mission is to build challenging and enriching educational experiences which are free, student-centric and aligned with the needs of industry.

---

### 1.2 Objectives

The aims of this policy are:

- To define deadline extensions and Mitigating Circumstances;
- To set out the procedure for requesting deadline extensions and Mitigating Circumstances;
- To explain the possible outcomes of a Mitigating Circumstances claim;
- To set out the procedure for agreeing extensions.

---

## 2.0 Definitions

---

Reference to any post holder at the Dyson Institute in this policy shall also include any other person (including parties external to the Dyson Institute) to whom the responsibilities of that post holder have been delegated.

---

### 2.1 Assessment

In this policy, assessment includes both examinations and coursework.

---

### 2.2 Deadline Extensions

In this policy, reference to deadline extensions includes brief adjustments to the original submission deadline of a piece of coursework for formal assessment. Applied for by students under Section 3.0 of this policy.

---

### 2.3 Mitigating Circumstances

In this policy, Mitigating Circumstances is defined as unforeseen, exceptional, and serious circumstances which are beyond a student's reasonable control, which have adversely affected their academic performance in relation to an examination or coursework submitted for formal assessment which contributes to the student's qualification. These include, but are not limited to, the following:

- Serious personal accident or injury
- Hospitalisation
- Serious illness or death of close family member or friend
- Sudden deterioration of long-term condition
- Serious personal disruption (e.g., relationship breakdown, separation or divorce, victim of crime, pregnancy, parenthood, illness of a dependent)
- Major household problem (break-in, fire)
- Major incidents (i.e., public transportation breakdown)
- Absence for public service (e.g., Jury Service)
- Recent diagnosis of disability/long-term condition, such that reasonable adjustments have not yet been put in place.

Students must take responsibility for their own personal organisation, including managing their learning, assignments, and revision, in a way which anticipates that events will not always run smoothly. As such, students are expected to cope with normal and minor life events without requiring extensions to assessment deadlines. Some examples of these events are colds and minor illness, 'bunching' of assessment deadlines, concurrent workplace and assessment deadlines, loss of own work due to own IT error, family events or normal examination pressure.

---

### 2.4 Type 1 Mitigating Circumstances

The Dyson Institute refers to Mitigating Circumstances (as defined at Section 2.3) that can be resolved by a short deadline extension of up to seven days as Type 1 Mitigating Circumstances.

---

### 2.5 Type 2 Mitigating Circumstances

The Dyson Institute refers to Mitigating Circumstances (as defined at Section 2.3) that cannot be resolved by a short deadline extension of up to seven days as Type 2 Mitigating Circumstances.

---

## 2.6 Student

In this Policy a reference to student means a registered student at the Dyson Institute as defined in its Academic Regulations.

---

## 3.0 Unforeseen Circumstances

We would normally expect an individual to submit Mitigating Circumstances before an assessment takes place, however, there are a limited number of circumstances in which a student may have been unable to recognise the need for Mitigating Circumstances prior to undertaking an assessment. For example, where a student became ill during an exam, or a student was so unwell that they were unable to recognise or determine their own ill health prior to undertaking the assessment. In such circumstances, a student can make a Mitigating Circumstances claim.

If the claim is approved, the student's previous sitting or submission will be declared null and void, and the student will be offered an opportunity to resit at the first attempt. If the exam has already been marked, the script will be destroyed confidentially, and the mark will be disclosed neither to the Board of Examiners nor to the student. If the coursework marks and feedback for the rest of the cohort have already been released, the student will be provided with a different, but equivalent, piece of coursework to complete with a revised submission date.

---

## 4.0 Type 1 Mitigating Circumstances: issues resolvable by a short deadline extension

---

### 4.1 Type 1 Mitigating Circumstances

In some circumstances, a student may experience an issue such as short-term ill health, personal difficulties or similar which could not have been planned for but are in evidence before a coursework deadline. In such circumstances, a deadline extension of up to 7 days may be sufficient to address the problem.

The Dyson Institute refers to issues that can be resolved by a short deadline extension of up to 7 days as Type 1 Mitigating Circumstances.

---

### 4.2 Scope of Deadline Extensions

If a short period of additional time (up to 7 days) is sufficient to address an issue, then a deadline extension may be granted.

Deadline extensions are reserved for coursework and cannot be granted for other types of Assessment.

Where a short deadline extension will not be sufficient, the procedure for requesting Type 2 Mitigating Circumstances, outlined in 4.0, should be followed. If it becomes clear that an issue previously thought to be resolvable within an agreed deadline extension will not be resolved within that timeframe, the student should apply for Type 2 Mitigating Circumstances under section 4.0 of this policy.

It is expected that only one deadline extension will be agreed per module subject to the application of the Reasonable Adjustments Policy.

---

### 4.3 Grounds for Deadline Extensions

Requests for extensions must be supported by relevant evidence. A table of suggested evidence can be found in Section 9. Where students are potentially waiting on evidence from a 3<sup>rd</sup> party (i.e., Police Reference Number or Doctor's Note) they should still submit the completed Mitigating Circumstances form, and the evidence as soon as possible thereafter.

Requests supported by relevant evidence and related to a medical condition or illness; exceptional personal or travel circumstances beyond the student's control will normally be accepted.

Requests relating to IT issues will only be considered if the issue has occurred on Dyson equipment or the Dyson system, and a ticket has been raised with IT.

Extension requests arising from poor time management or personal organisation; referring to circumstances within the student's control or to minor ailments will not normally be accepted.

---

### 4.4 Process for claiming a Deadline Extension

A student experiencing a short-term problem may apply for a deadline extension by making the request in writing (by email) to the Module Leader, copying in the Senior Academic Administrator, a student must do this before the original coursework deadline.

The email should:

- Be titled 'Deadline Extension Request', followed by the relevant module code;

- Explain the issue, and why they believe a deadline extension will resolve it;
- Include evidence of the issue; and suggest the extension period required (max 7 days).

The Module Leader will review the extension request and supporting evidence and, where appropriate, discuss any concerns with the Chair (or designated deputy) of the Mitigating Circumstances Panel. The Chair may request further evidence to inform their decision on any request for an Extension.

The Chair (or designated deputy) will decide whether an extension should be granted as well as the duration within 3 working days of receipt of the original request.

The Module Leader will communicate the outcome of the request to the student, in writing (via email), copying in the Senior Academic Administrator.

The Senior Academic Administrator will be responsible for keeping a record of any agreed extensions.

NB: Deadline extension requests submitted on a Friday may not be considered until the following Monday.

---

#### **4.5 Late submission**

Coursework not submitted by the submission date (plus any agreed extension) will be penalised at a rate of 10% of the final mark per day.

---

## 5.0 Type 2 Mitigating Circumstances: issues not resolvable by a short deadline extension

---

### 5.1 Type 2 Mitigating Circumstances

In some circumstances, a student may experience an issue such as ill health, personal difficulties, or similar, which could not have been planned for but are in evidence before a deadline. If it is not possible to resolve these issues with a short deadline extension (as outlined above), the Dyson Institute refers to these as Type 2 Mitigating Circumstances.

Students who have made a Mitigating Circumstances claim will not have assessment marks passed to the Board of Examiners for ratification until the Mitigating Circumstances Process has been completed. This may result in the student not receiving a mark until the next meeting of the Board of Examiners.

---

### 5.2 Scope of Type 2 Mitigating Circumstances requests.

A request for Mitigating Circumstances can be submitted for form of assessment.

In the case of individual assessment submission, the students should first consider and discuss with the module lead whether a short deadline extension would be sufficient. The process for requesting a deadline extension is outlined in Section 4.0.

---

### 5.3 Submitting a claim for Mitigating Circumstances

The Dyson Institute operates a 'fit to sit' approach to assessments. This means that by sitting an exam, or submitting an assessment, the student is declaring themselves fit to do so and will not usually be able to submit a claim for Mitigating Circumstances. As such, students who do not believe themselves fit to sit or submit an assessment should not do so and should instead submit a Mitigating Circumstances request supported by appropriate evidence.

A student can apply for Type 2 Mitigating Circumstances by submitting a Mitigating Circumstances claim form (see Section 9) to the Senior Academic Administrator via the [academic.admin@dyson.com](mailto:academic.admin@dyson.com) email address.

The Mitigating Circumstances claim form must be supported by evidence that supports what is being claimed. A non-exhaustive list of examples is outlined in Table 1 in Section 9. If a student is not comfortable submitting information about their Mitigating Circumstance to the Senior Academic Administrator, they should contact their Student Support Advisor, Academic Tutor or the Governance and Student Affairs Officer.

---

## 5.4 Deadline for submitting a claim for Type 2 Mitigating Circumstances

Mitigating Circumstances claim forms should be submitted to the Senior Academic Administrator no more than ten working days before, or five working days after, the original deadline for which a student wishes to claim Mitigating Circumstances.

In the case of supporting evidence, the student will have seven working days from the Assessment deadline to gather and submit their evidence.

An extension may be granted in respect of the submission of both the claim and the evidence of Mitigating Circumstances where a student can provide compelling reasons why they were unable to do so within required timeframe of five working days after the Assessment deadline.

---

## 5.5 Consideration of Mitigating Circumstances claims

The Senior Academic Administrator and the Chair will ensure that the Mitigating Circumstances Panel is convened within two working days of receipt of the claim.

The Mitigating Circumstances Panel will consist of:

- a senior lecturer (Chair);
- a lecturer (Deputy Chair)
- a student Support Advisor,
- A member of the Governance Team,

The Senior Academic Administrator will also be present in the role of clerk.

The Mitigating Circumstances Panel will consider carefully the content of the Mitigating Circumstances claim and evidence. It will examine:

- Whether the Mitigating Circumstances are circumstances genuinely beyond the student's control or ability to foresee and whether they may seriously impair the student's Assessment attempt;
- The impact of the event or circumstance on the student and their studies;
- The length of time the circumstances lasted;
- The proximity of the event or circumstance to the assessment(s);
- Whether all/other assessment(s) might equally be affected; and
- Whether there is verifiable and current third-party evidence to support the request for deferral or under-performance.

The Mitigating Circumstances Panel may seek further evidence, information, or corroboration as it deems necessary. Based on the above, the Mitigating Circumstances Panel will decide whether to approve the Mitigating Circumstances claim.

The student will be informed by Senior Academic Administrator as to whether their Mitigating Circumstances claim has been accepted, and next steps where appropriate, within 15 working days of the final Assessment of the module for which Mitigating Circumstances have been requested.

---

## 5.6 Approved Mitigating Circumstances

In the case of a missed written examination, if a student's claim is approved their Assessment will be deferred to the next assessment point when they will be able to sit an equivalent examination. The deferred Assessment will be counted as a first attempt and the full range of marks will be available.

In the case of coursework which has not been submitted, the student will be given the opportunity to submit by a new deadline, as long as this deadline is within 10 working days of the original deadline. If the decision of the Mitigating

Circumstances Panel is that the extension should be longer than 10 working days, then the student will need to submit a new piece of coursework, to a new assessment brief, in a different examination period.

If the extension granted takes a student beyond the coursework return release date to other students, a new assessment brief will be set by the academic team.

---

### 5.7 Unapproved Mitigating Circumstances

If a Mitigating Circumstances claim is not accepted the student will receive the original mark for the assessed work with late penalties applied if appropriate. If they have not submitted the assessed work, this will result in a mark of zero.

If, as a result of claim for Mitigating Circumstances not being accepted the student fails the module, they will be offered the opportunity to resit. However, their mark will be capped at the threshold pass mark for the module (usually 40%).

---

### 5.8 Duration of accepted Mitigating Circumstances claims

Type 2 Mitigating Circumstances claims are not approved indefinitely. If a student continues to be affected by Mitigating Circumstances at the point of completing a deferred assessment, they are advised to submit another Mitigating Circumstances claim to request an additional opportunity to resit. Only two opportunities to resit at the first attempt will be granted, per module. Students affected by long term mitigating circumstances should also consider applying for Reasonable Adjustments.

If a resit will need to be taken in the next academic year, the student will be required to defer their studies until this resit has been taken and re-join the Dyson Institute at the appropriate point to continue their studies.

---

## 6.0 Mitigating Circumstances for group work

---

Individual requests for both Type 1 and Type 2 Mitigating Circumstances claims can be considered for group coursework.

Overall group applications for Mitigating Circumstances are not accepted.

## 7.0 Mitigating Circumstances Appeals

---

### 7.1 Grounds for a Mitigating Circumstances Appeal

The Dyson Institute will only consider Academic Appeals against Mitigating Circumstances decisions if they are made on the following grounds:

- a procedural irregularity or administrative error in the Mitigating Circumstances process;
  - bias or perception of bias;
  - Evidence that, for good reason, the Mitigating Circumstances Panel could not have been made aware of that significant factor relating to the student when it made its original decision; or
  - the decision was unreasonable (i.e., there was a failure to properly consider the case and all supporting evidence).
- 

### 7.2 Making a Mitigating Circumstances Appeal

#### 7.2.1 Submission of appeal

Mitigating Circumstances Appeals must be submitted within 10 working days of the date of notification of the decision that is the subject of the Appeal. A further five working days are permitted to supply appropriate evidence if this was not available at the time of submitting the initial appeal.

Students may lodge a Mitigating Circumstances Appeal by submitting a form available on the Complaints, Concerns, Appeals and Feedback Portal

#### 7.2.2 Consideration by the Governance Team

The Governance Team will consider the grounds for the Mitigating Circumstances Appeal and evidence provided and decide whether the appeal should be permitted to proceed. The Governance Team reserves the right to refuse an appeal if:

- the appeal does not meet the grounds set at 4.1 of this Policy; or
- the appeal has not been made within the required 10 working days of the decision that is being appealed (and there is no reasonable explanation nor evidence for why the appeal has could not be made within the required timeframe).

If the Governance Team decides that the appeal will not be permitted to proceed, the team will write to the student within five working days of the receipt to advise that the Mitigating Circumstances Appeal has been rejected, the reasons for that decision and notifying the student that the original decision appealed against will stand. There will be no right of appeal against this decision and the Governance Team will issue a Completion of Procedures letter within 28 days of coming to this decision. This letter will state the decision not to uphold the appeal, and the reasoning.

#### 7.2.3 Referral to the Academic Appeals panel

If the Governance Team decides to progress the appeal, the matter must be referred to the Academic Appeals Panel, and the team must arrange for the Panel to be convened.

The Governance Team must write to the student:

- informing them of the decision to convene the Academic Appeals Panel;
- confirming the date on which the Academic Appeal Panel will convene (the student must be given at least 15 working days' notice);

- providing copies of the evidence to be considered by the Academic Appeal Panel;
- providing details of the composition of the Academic Appeal Panel, including the name of the Chair, and providing the student with the right to submit representations regarding its composition within 5 working days;
- offering the student opportunity to submit a written statement to the Academic Appeal Panel;
- offering the student, the opportunity to attend the meeting of the Academic Appeal Panel in person;
- outlining the students’ right to be accompanied to the meeting by a member of the Dyson Institute as a supporter but not an advocate; and
- requesting a confirmation of attendance within ten working days of the letter being issued.

#### 7.2.4 Attendance at the meeting

If a student has indicated that they do not wish to attend the Academic Appeal Panel, the Academic Appeal Panel will make a decision taking into account any written representations from the student and advise the student of this decision accordingly.

If a student has indicated that they are attending but is prevented from doing so for good reason which can be evidenced, and the student advises the Chair of the Academic Appeal Panel before the hearing, the hearing will be deferred to a later date.

If the student has indicated that they are attending but fails to attend and does not inform the Chair of the Academic Appeals Panel prior to the hearing, the hearing will go ahead and a decision on fact will be reached based on the information available to the Academic Appeal Panel.

If the student fails to confirm their wish to attend the panel (or not), and all attempts to contact the student have failed, the hearing will go ahead and a decision on fact will be reached based on the information available. Attempts to contact the student will be recorded on the student’s file including copies of letters and emails.

#### 7.2.5 Academic Appeals Panel

The Governance Team will convene an Academic Appeals Panel. The Academic Appeals Panel for Mitigating Circumstances Appeals will usually consist of:

- the Director (Chair)
- a Stream Lead
- a member of the Governance Team who has not previously been involved in the consideration of the student’s request for an Academic Appeal
- a representative nominated by the student, selected from a list of trained individuals;
- a member of the Student Support Team; and
- an appointed Clerk.

The membership of the Academic Appeals Panel may vary to ensure there can be no perception of bias: this may require using non-Dyson Institute staff as panel members. Any reasonable concerns which the student has regarding the composition, or any perception of conflicts of interest or bias of the Academic Appeals Panel must be addressed within 5 working days of any representations made by the student.

At its meeting, the Academic Appeals Panel will review all written evidence submitted, including that submitted to any previous panel as well as receiving oral evidence and representations from the student or other parties as appropriate, in order to fully understand the basis and merit of the Academic Appeal.

A written record must be kept of all meetings of the Academic Appeals Panel by the Clerk to the Panel  
Public

At the conclusion of the meeting, the Academic Appeals Panel may make one of the following decisions:

- To reject the Mitigating Circumstances Appeal and uphold the original assessment decision;
- To uphold the Mitigating Circumstances Appeal and recommend to the relevant Board of Examiners that it reconsider its previous decision in light of the decision of the Academic Appeal Panel; or
- remit the case back to the Mitigating Circumstances Panel for reconsideration afresh.

The outcome of the Mitigating Circumstances Appeal shall be communicated to the student in writing, noting the reasons for the decision, within ten working days of the meeting of the Board of Examiners relating to the Academic Appeal.

The Academic Assessment Appeals process is to be completed typically within 90 working days.

In the case of a Mitigating Circumstances Appeal there shall be no further right of appeal and a Completion of Procedures letter must be sent to the student. This letter must be sent no later than 28 days following the completion of all steps associated with the Mitigating Circumstances Appeal.

If after the Mitigating Circumstances Appeals process has been finalised, a student is dissatisfied with the outcome they may raise their appeal with the Office of the Independent Adjudicator for Higher Education (OIA). Any request for review must be received by the OIA within 12 months of the date of the Completion of Procedures letter.

---

### 7.3 Support through the Mitigating Circumstances Appeals process

During all stages of the Academic Appeals process, Students may be accompanied to meetings by a member of the Dyson Institute, usually either a member of staff, a Dyson employee, or a fellow student.

Only in exceptional circumstances and by prior agreement may a student be accompanied by someone who is neither a member of the Dyson Institute nor a Dyson employee.

The role of the companion is to offer support and advice to the student: they cannot formally represent the student or act as their advocate.

Students who would like further guidance on this policy and the processes it describes can speak to their Student Support Advisor, the Senior Academic Administrator or any member of the Governance Team.

---

## 8 Students already in receipt of Reasonable Adjustments

---

Students with a long-term illness or disability should familiarise themselves with the Reasonable Adjustments Policy. This policy requires them to discuss their condition with the Disability Support Advisor who will support them in ensuring Reasonable Adjustments for specific learning requirements and assessments are put in place.

However, the timing of the diagnosis, or a marked deterioration of an existing condition may be considered a basis for Mitigating Circumstances if this has caused notable distress or has meant that pre-existing reasonable adjustments were no longer sufficient. In this case, the students should follow the process for claiming Mitigating Circumstances outlined in section 4.0 of this Policy.

## 9 Appendix

### 9.1

**Table 1 : Suggested evidence of Mitigating Circumstances**

<b>Mitigating Circumstance</b>	<b>Examples of appropriate evidence</b>
Bereavement	No formal evidence is required but a conversation with the Head of Engineering Programme is mandatory at the soonest appropriate moment.
Serious illness affecting a close family member or close friend	Formal proof of the illness (i.e., a GP letter)  Proof of your relationship with the individual in question (e.g., birth or marriage certificates, documentation indicating that the person is a member of your household, or other items proving your close relationship with the individual)
Short term or significant illness	Certificate of Illness or letter signed by an appropriately qualified medical professional, confirming the nature and extent of a student's illness and the dates on which they were affected. This should usually be obtained during the period of illness.  Where a student is taken ill during an examination, a copy of the Invigilator's Report will be sufficient – the student may ask the Dyson Institute to obtain this evidence  Medical notes which demonstrate that medical advice and treatment was sought at the time of, or soon after, a bout of illness, will carry more weight than a retrospective disclosure of illness weeks or months after the fact.
Victim of a crime	Police report or letter confirming the date, time, and nature of the incident  A crime reference number  Where a student is the victim of crime but has not felt able to report the incident to the

	police, a letter from an appropriately qualified medical professional, counsellor or another professional familiar with the incident may be provided
--	--

## 9.2 Mitigating Circumstances claim form

To claim Mitigating Circumstances, you should complete this form no more than 10 working days before, or five days after, the assessment deadline.

By submitting this claim, you agree that details of your Mitigating Circumstances can be shared with members of the Dyson Institute staff who are directly responsible for making a decision. All personal data will be treated confidentially and will only be shared with those who are directly involved in considering your request and making a decision. If you are concerned about disclosing sensitive information, you may ask for your request to be considered directly by the Mitigating Circumstances Panel. Please contact [studentcases@dyson.com](mailto:studentcases@dyson.com) for details of how to submit a confidential request.

*Remember, Mitigating Circumstances are unforeseen, exceptional, and serious circumstances which are beyond an Undergraduate's reasonable control, and which have adversely affected their academic performance in relation to an examination or course work submitted for formal assessment which contributes to the Undergraduate's qualification. Normal and minor life events, or events for which you cannot supply evidence, will not be accepted as Mitigating Circumstances.*

*The following represents examples of mitigating circumstances (the list is not definitive):*

- Serious personal accident or injury
- Hospitalisation
- Serious illness or death of close family member or friend
- Sudden deterioration of long-term condition
- Serious personal disruption (e.g., relationship breakdown, separation or divorce, victim of crime, pregnancy, parenthood, illness of a dependent)
- Major household problem (break-in, fire)
- Absence for public service (e.g., Jury Service)
- Recent diagnosis of disability/long-term condition, such that reasonable adjustments have not yet been put in place

Personal details
------------------

Name	
ID number	
Email	
Module Code/s and Name/s that this claim relates to	
Is this a Type 1 or Type 2 Claim (Please tick)	Type 1: <input type="checkbox"/> <i>A short deadline extension of up to seven days as Type 1 Mitigating Circumstances (Coursework only)</i>  Type 2: <input type="checkbox"/> <i>Cannot be resolved by a short deadline extension of up to seven days.</i>
Category of Claim (Tick all that apply) (see notes below)	1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/>
<p>Categories of Mitigating Circumstances</p> <ul style="list-style-type: none"> <li>– <b>Category 1</b>: could not attend examination</li> <li>– <b>Category 2</b>: examination performance affected by Mitigating Circumstances</li> <li>– <b>Category 3</b>: coursework not submitted due to Mitigating Circumstances</li> <li>– <b>Category 4</b>: coursework submitted late due to Mitigating Circumstances</li> <li>– <b>Category 5</b>: coursework submitted on time, but performance affected by Mitigating Circumstances</li> <li>– <b>Category 6</b>: coursework submitted late, and performance affected by Mitigating Circumstances</li> </ul>	

<p>Description of the Mitigating Circumstances</p> <p>Please provide the full details of your Mitigating Circumstances, including key dates. Explain how these Mitigating Circumstances would impact or have impacted on your academic performance.</p> <p>If you need more space, continue on a separate sheet of paper, which should be securely attached to this form, and clearly marked with your name and ID number.</p>

Supporting evidence

Please list below each piece of documentary evidence you have submitted with this form. If you do not have your evidence, you should submit this form regardless; you will have one week from the date of your first affected Assessment in which to submit your evidence.

Retrospective submission

If you have attempted your assessment(s), please state why you did not follow the Mitigating Circumstances procedure before presenting yourself for your Assessment(s). Please detail any supporting evidence.

<b>Declaration</b>	
<p>I confirm that the above information represents an accurate and true reflection of my mitigating circumstances</p> <p>I understand that providing false information or making a deliberate omission will invalidate my Mitigating Circumstances claim and any decision made by members of the Mitigating Circumstances Panel and may result in a penalty being imposed by the Mitigating Circumstances Panel.</p> <p>I authorise the Mitigating Circumstances Panel to consider this claim and any other relevant information held by The Dyson Institute to the extent necessary for the consideration of my submission.</p> <p>I give permission for the Mitigating Circumstances Panel and its representatives to seek verification of the authenticity of any statements or evidence provided with this claim.</p> <p>I confirm that, where I have submitted personal information relating to any individual other than myself, I have the permission of the individual in question to provide this information.</p>	
Name (print)	
Signature	
Date	

**9.2 Decision Form – For Office use only**

Does the claim meet the definition of Mitigating Circumstances?	Yes <input type="checkbox"/> No <input type="checkbox"/> Pending (further evidence required) <input type="checkbox"/>
Is the claim supported by appropriate evidence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type 1 Extension Approved	Signed: Printed Name: Date:

Type 2 Mitigation Approved	Date of Panel:  Signed:  Printed Name:
<i>Please ensure that the decision is communicated to the Undergraduate, the Academic Team and is recorded on the Student Record within one week of the decision.</i>	