

Please do not submit additional forms for the same circumstance, simply email any additional/new and updated information pertaining to this current submission separately to the Computer Science Student Support Office: COMPSCI-SSO@manchester.ac.uk

Use a new form for any NEW circumstance that arises.

MITIGATING CIRCUMSTANCES REPORT FORM

Academic Year 2019-20

Department of Computer Science

PLEASE COMPLETE ALL FIELDS ON THIS PAGE

Student ID Number:

First Name of student:

Family Name/Surname of student:

University email:

Term time telephone number:

Personal Tutor/Supervisor:

Programme of Study

Undergraduate only: Single Honours/Joint Honours:

Year of Study:

**IMPORTANT INFORMATION IS INCLUDED ON THE FORM
PLEASE READ CAREFULLY**

1. Please specify what your submission relates to:

2. Are you registered with DASS? If yes, please tick the box.

Students who are registered with DASS do not need to provide additional medical evidence unless requested otherwise (see page 3).

3. Are you entitled to a DASS automatic extension? If yes, please tick the box.

4. Do you consider your mitigating circumstances to constitute a Disability? If yes, please tick the box.

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5. If you are currently using another University support service, other than DASS, please specify.

If the service has information relevant to this request, please provide the details of your contact with that service in the box below:

6. Have you submitted supporting documentation (please tick if appropriate)?

7. What documents have you provided? To allow for a thorough consideration of your request, it is essential that supporting documentation is attached; failure to do so may affect the outcome of your request. Supporting documentation should be independent and time-specific to the circumstances for which you are requesting mitigation.

Please provide additional information in the box below:

Please ensure that any hard copy confidential material is contained in a sealed envelope with the name of your year tutor/postgraduate tutor clearly stated.

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8. If you have not provided evidence, why not? Should you be unable to provide supporting documentation please provide the reason why, and indicate when such documentation will be available:

9. Dates of Circumstances

What date did the circumstances start? Select date from the calendar provided in the box.

What date did the circumstances cease? Select date from the calendar provided in the box.

Otherwise, if the circumstances are ongoing please tick the box

10. Semester affected:

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11. Coursework. Please list what coursework/laboratories have been affected by the circumstances described. Also complete this section if you are applying for a UG late flag to be removed.

Please list the course units affected	Have you submitted the work? (yes/no)	Was it on time? (yes/no)	Due Submission date dd/mm/yyyy
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12. Exam. Please list what exams/tests (if any) have been affected by the circumstances described.

Course Unit Code (please list the units affected)	Date of Examination dd/mm/yyyy	If the exam has already taken place, did you attend? (yes/no)	If you are applying before your exam, do you think you will be able to attend? (yes/no)
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13. Other Assessments affected (e.g. group work, in-class tests, presentations, etc). Please list the course units affected by the circumstances described. Also complete this section if you are applying for a UG late flag to be removed.

Course Unit Code (please list the units affected)	Date of Assessment dd/mm/yyyy	Type of Assessment	Did you attend/submit? (yes/no)
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14. **Description of Circumstances**

Please fully explain the nature of the circumstances or events that you believe have affected, or are affecting, your performance or ability to complete assessments by the due date.

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15. Are you submitting your Mitigating Circumstances after the deadline? If so, please provide a reason why. Late requests for mitigation will not be considered without a credible and compelling explanation as to why the request was not made by the appropriate deadline. If necessary, please provide your explanation as to your late submission below:

If an Examination Board has already confirmed the results of your assessment you should consult Regulation XIX (Academic Appeals Procedure) and follow the procedure outlined.

www.staffnet.manchester.ac.uk/tlso/academic-appeals-complaints-and-misconduct/

16. **Confirmation and Consent**

I confirm that all information given or referred to above is true and that I believe there has been a significant adverse effect on my performance as a result of the circumstances and/or events described. I consent to the University sharing any relevant personal data about me between departments (e.g. Department, Mitigating Circumstances Panel, DASS), based on the information disclosed on this form, which may be necessary to allow for the consideration of my request for mitigation. Please tick the box below.

Note: this form may also be shared with a disciplinary panel in the event of you being referred for disciplinary action at a similar time period to you submitting this form.

**UPON COMPLETION, PLEASE EMAIL THE FORM
(WITH EVIDENCE) TO:
COMPSCI-SSO@manchester.ac.uk**