Mitigating Circumstances Flow Chart – School of Physics and Astronomy

Student | **SEMESTER 1 and 2 (S1 & S2)** | **School**

Contact Student Support and Welfare Officer via appointment or drop in session and establish if you have a case

Meet with student, advise on circumstances and record the meeting

Complete the online Mitigating Circumstances form **HERE**

IMPORTANT: Think about the "assessments affected" question. If you don't include an assessment it won't be considered

Receive the online Mitigating Circumstances form and check it is correct.

Check the request is submitted by the **DEADLINE**

Students are responsible for providing valid and relevant supporting documentation and completed Mitigating Circumstances form by the **DEADLINE**

Submit the request and supporting documentation with a case number and summary to the Mitigating Circumstances Committee (MCC)

IMPORTANT: If your S1 circumstances affect assessments in S2 a new form and evidence should be submitted

If you do have a case and require medical evidence you must register with a GP. Don't leave it too late! To find a GP **click here**.

The MCC meets and reviews all cases with double anonymity (no name, course or ID number). This is to ensure consistency and fairness

SEMESTER 1 (S1)

The MCC decides to either **ACCEPT** or **NOT ACCEPT** the request based on the evidence. The DECISION made at the end of S1 (JANUARY) is deferred until JUNE where the MCC will decide on the recommendation along with S2

You are informed of the outcome.

You *may* be granted 10 days to provide further evidence

Speak to the Student Support & Welfare Officer for further advice if required

SEMESTER 2 (S2)

All semester 1 and 2 DECISIONS and recommendations from the MCC are received at the end of year Exam Board held in JUNE.

PLEASE NOTE: The details of each case are not revealed to the Exam Board. Only the DECISION and recommendation from the MCC

You are informed of the outcome.

You *may* be granted 10 days to provide further evidence

Speak to the Student Support & Welfare Officer for further advice if required

PLEASE NOTE: Mitigating Circumstances for students registered with DASS follow a different process, which can be discussed with the Student Support & Welfare Officer on request.