

CONFIDENTIAL

MITIGATING CIRCUMSTANCES REPORT FORM

Academic Year 2011-12

School of Computer Science
University of Manchester

Name of student: _____

Registration No: _____

Current Year of Study: _____ Degree Programme: _____

Current phone number: _____

Contact email: _____

Notes for the Student – please read carefully

- Mitigating Circumstances are circumstances outside the University which may have caused a reduction in some of your marks. Their effects may be taken into consideration by the examiners when assessing your work.
- This form **must** be completed if the Mitigating Circumstances Committee appointed by the Board of Examiners is to take account of any extenuating circumstances when considering your academic performance.
- You should complete all sections. If necessary, continue on separate sheets (signed by you and attached to this form).
- **The completed form must be signed by the appropriate Undergraduate Year Tutor or Postgraduate Programme Director BEFORE YOU RETURN THE FORM TO THE STUDENT SUPPORT OFFICE.**
- Any information you provide will be treated **confidentially**, and will only be seen by the Mitigating Circumstances Committee. If it proves necessary to disclose this information to another party, this will **not be done** unless you give your explicit written permission.
- Wherever possible you **must** supply written evidence. This should be a statement from a person competent to assess your situation professionally. Examples: Doctor's note, a letter from Student Counselling Service, etc.
- The completed form, and attached evidence, must be submitted to the Computer Science Student Support Office, by the end of the appropriate University Examinations period

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Undergraduate Dates and Contact Details

- **The 3rd Year** Mitigating Circumstances Committee sits on Monday 18th June 2012 to make recommendations to the UG Examinations Boards. A note of the Board's decision regarding your application will be available from mid-August 2012. Please email sso@cs.man.ac.uk for a copy of that decision.
- **The 1st/2nd Year** Mitigating Circumstances Committee sits on Thursday 28th June 2012 to make recommendations to the UG Examinations Boards. A note of the Board's decision regarding your application will be available from mid-August 2012. Please email sso@cs.man.ac.uk for a copy of that decision.

UG Contact Details

1st year – Paul Nutter (including 1st Year CSE)

2nd year – Graham Gough

3rd year – Tim Morris

4th Year – Nick Filer

Joint Honours Maths (all years) – Andrea Schalk

CSE (2nd Year and onwards) – Tom Thomson

Postgraduate Dates and Contact Details

- **The Postgraduate** Mitigating Circumstances Committee sits on 28th June 2012 to make recommendations to the PGT Examinations Boards. A note of the Board's decision regarding your application will be available from mid-August 2012. Please email sso@cs.man.ac.uk for a copy of that decision.

PGT Contact Details

Advanced Computer Science – Renate Schmidt, Ernie Hill, Andy Brass

ACS&ITM – Goran Nenadic

Modular and Part Time – Alex Walker

Digital Biology – Andy Brass

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1. **Summary of circumstances affecting your academic work. Please be as specific as possible.**

2. **Periods affected. From:** _____ **To:** _____
Exams affected: _____
Other assessment affected: _____

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3. **Effect of the circumstances (e.g. specific examinations or coursework affected). Please give details of course names and dates.**

4. NATURE OF SUPPORTING DOCUMENTATION

It is essential that this documentation is attached. Please tick the relevant box.

- Letter from medical practitioner
- Letter from Counselling Service
- Police Report
- Other (please specify)

Please ensure that confidential material is contained in a sealed envelope.

I confirm hereby 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.

Signed (Student): _____ Date: _____

Signed (Tutor): _____ Date: _____

For office use:

RECEIVED BY (Name):

DATE OF RECEIPT:

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Guidance for Students - Grounds for Mitigation

<http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/section-reachingdecisionsfromassessment/mitigatingcircumstancesguidanceforstudents/>

Please Read Carefully

1. Grounds for mitigation are *unforeseeable* or *unpreventable* circumstances that could have a *significant adverse effect* on the academic performance of a student. Possible mitigating circumstances include
 - significant illness or injury;
 - the death or critical/significant illness of a close family member/dependent;
 - family crises or major financial problems leading to acute stress;
 - absence for jury service or maternity, paternity or adoption leave.
2. Circumstances that will **not** normally be regarded as grounds for mitigation include
 - holidays and events that were planned or could reasonably have been expected;
 - assessments that are scheduled close together;
 - misreading the timetable or misunderstanding the requirements for assessments;
 - inadequate planning and time management;
 - failure, loss or theft of a computer or printer that prevents submission of work on time: students should back up work regularly and not leave completion so late that they cannot find another computer or printer;
 - consequences of paid employment;
 - exam stress or panic attacks not diagnosed as illness.
3. For the avoidance of doubt, pregnancy is not an illness but an altered state of normality, so that unless the woman has an illness she decides how near to the birth she will work. Events may arise during pregnancy that may constitute mitigating circumstances, and these need to be judged on an individual basis. Note that U.K. legislation does not allow a woman to work in the first six weeks following the birth.
4. Absence from the University during the semester for any period of no more than five working days will not normally be regarded as grounds for mitigation unless the absence occurred for good cause within a two-week period immediately preceding a formal university examination or the deadline for submitting a piece of assessed course work or delivering an assessed presentation.

TLSO website: (see page 35 of the Assessment Framework document)

<http://documents.manchester.ac.uk/display.aspx?DocID=7333>