# Application for Consideration of Mitigation

**Note: Mitigation forms have to be submitted within one day of the affected submission or Exam date**

***Please note that individual Academics/Tutors/Directors of Education or any other member of staff cannot grant mitigation and extensions***

|  |  |  |
| --- | --- | --- |
| Date: | Student Name: | Student Number: |
| Your Tutors Name: | Programme:………………………………………(e.g. BSc Zoology/BEng Mining/MSc Applied Ecology) | Year of Study: **1 / 2 / 3 / 4 / MSc** (circle) |
| **Is Supporting Evidence attached: Yes /No (circle)** |  |

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| --- |
| **Please clearly complete below the reasons for Mitigation (use additional paper if required and attach to this form):** |
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**Enter the Modules affected below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module No.** | **BART hand in date or Exam date** | **Exam or Assignment title & Academic setting the assignment?** | **Do you require an Extension for an assignment? Or Impact on Performance to be considered? Or Unable to attend (UTA) Exam/test (potentially a deferral)?** |
|  |  |  | Extension / Performance / UTA |
|  |  |  | Extension / Performance / UTA |
|  |  |  | Extension / Performance / UTA |
|  |  |  | Extension / Performance / UTA |
|  |  |  | Extension / Performance / UTA |
|  |  |  | Extension / Performance / UTA |

**Please submit the completed form to the SID Desk Peter Lanyon Building or email to** **penryn-mitigation@ex.ac.uk****.**

**Please note that submissions of mitigation will be treated confidentially**

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| **Examples of circumstances which may be considered:** | **Potential extensions granted** |
| Serious short term illness or accident – evidence required | 1 week |
| Worsening long term health condition or serious injury – evidence required | Up to 2 weeks |
| Adverse personal / family circumstances | Up to 2 weeks |
| Other exceptional factors of which evidence can be provided | Up to 2 weeks |
| **Please note that extensions of more than 2 weeks cannot be granted. Students will be recommended to defer the assignment.**  |

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| **Examples of circumstances which may NOT be considered:** | **No extensions will be granted** |
| IT issues – work must be backed up at all times |
| Minor short term illness or alleged illness without evidence |
| Issues where you are receiving suitable support/adjustments (ILP’s) |
| Foreseeable/planned circumstances such as holidays/finance/poor time management and lack of awareness of submission date/s |
| Late application for mitigation/no retrospective cases will be considered |
| Breakdown of vehicle or issues with public transport |
| Planned absence (e.g. wedding, sports event conferences, other) |

**All extension requests will be assessed on a case-by-case basis. We aim to respond to your application within 2 working days.**

*Below for Office Use only:*

Extension/Performance **APPROVED or REJECTED.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module No.** | **Extension granted (date)** | **Student emailed****(date)** | **Module Leader & Tutor Included** | **MI on SITS****(tick)** |
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Signed on behalf of committee: ……………………………………… Date of Committee Meeting (if applicable):