

MITIGATING CIRCUMSTANCES REQUEST FORM

To be completed by Student

Student Name		Student ID	Faculty
Programme	Module	Assessment	Date of submission/Exam

Request Purpose:

Deadline Extension up to 5 working days	<input type="checkbox"/>	Deadline Extension for more than 5 working days	<input type="checkbox"/>
*Non-Submission of Assignment/Project	<input type="checkbox"/>	*Non-Attendance of Examination	<input type="checkbox"/>
**Absence for more than 30% of classes	<input type="checkbox"/>	Performance in Assessment	<input type="checkbox"/>

Please take into consideration the following mitigating circumstances in relation to my recent assessment/attendance issues. I have attached any relevant ORIGINAL documentation.

(Attach extra sheets if required)

I declare that to the best of my knowledge, all information given is true and all evidence submitted is genuine.

Student's Signature: _____ **Date:** _____

For University Use only (Original Form to be completed and filed in Student File by Student Administration)

Extension Up to 5 Working Days *(Recommendation by Module Coordinator, approval by HoP as Dean's nominee)*

Faculty Administrator to send the completed Form with documentation to the Module Coordinator. Module Coordinator to seek HoP approval and to inform the decision via email to the Faculty Administrator and the Student. Decision to be reported to BoE by Module Coordinator.

Extension More than 5 Working Days *(Recommendation by Module Coordinator and HoP, Approval by Dean)*

Faculty Administrator to send the completed Form with documentation to the Head of Programme with a copy to Module Coordinator. HoP in consultation with Module Coordinator to make appropriate recommendation for Dean's approval. Module Coordinator to do the necessary follow-up and to inform the decision via email to the Faculty Administrator and the Student. Decision to be reported to BoE by Module Coordinator.

Absence for more than 30% of classes *(Recommendation by Module Coordinator and HoP, Approval by BoE)*

Faculty Administrator to send the completed Form with documentation to the Head of Programme with a copy to Module Coordinator. HoP in consultation with Module Coordinator to make appropriate recommendation to BoE.

Assignment Non-Submission / **Examination Non-Attendance** / **Performance in Assessment**
(Recommendation by Mitigating Circumstances Committee, Decision by BoE)

Faculty Administrator to send the completed Form with documentation to the Head of Student Administration (HoSA) for further processing by MC Committee. Recommendation of MC Committee to be presented to BoE by HoSA for final decision.

* *Requests will not be accepted after 10 days of the published date of assessment unless special grounds are established*

** *Requests will not be accepted after the end of the last scheduled session*