This form should be used by students to claim Mitigating Circumstances for one or more assessments. It must be completed in full and supported by the relevant independent evidence. For information please see the policy and procedure document.

Grounds for mitigation are unforeseeable and unavoidable circumstances that could have, or did have, a significant impact on the academic performance of a student. This may occur at the time of the assessment or period immediately preceding it (e.g. revision period). They are:

* unforeseeable: the student would not have been anticipated the event,
* unavoidable: it would not be possible for the student to have reasonably avoided or prevented the circumstances.

The form, and evidence must be submitted to your department contact point within **10 College working days** of the circumstances occurring (usually the assessment date). Ensure that you have understood the requirements of the procedure and seek support from the Imperial College Union, your personal tutor or departmental administration team.

**Please note that if the information provided in this form or the supporting evidence that indicates a serious risk to yourself or others that action may be taken by the College as part of its public duty to safeguard the health, wellbeing and security of all members of the College community.**

|  |
| --- |
| **Personal Details** |
| Forename: |   | Surname: |   |
| CID no: |   | Department: |   |
| Programme of Study: |   | Year of study: |   |
| Contact email address |   |
| **Reason for Claim**Please use the box below to describe the reason for your claim. You must clearly explain:* the circumstances of the claim - “what”
* the impact on your studies - “how”
* the period that you have been affected - “when”
 |
|   |
| **Claims received after the 10 day deadline**This section ONLY needs to be completed for claims submitted AFTER the 10 working day deadline. Where you have been unable to claim within the deadline please explain in the box below the reason for this. You are also required to provide supporting evidence. |
|   |
| **Evidence/supporting documentation**Please list all the documents that you are providing to support your claim. Where documents are to follow please indicate when they will be provided. Evidence may be submitted in a sealed envelope marked ‘Private and Confidential – for the attention of the MCB’ and your CID number. |
| 1 |   |
| 2 |   |
| 3 |   |
| 4 |   |
| **Self-certification**Please note that self-certification should only be used in circumstances where independent evidence cannot be provided. In some cases the panel considering your claim will not accept the claim where it is self-certificated. **Please provide the self-certification form with your claim.** |
| Reason for self-certification: |   |
| **What do you want to happen if your claim for mitigation is successful?**Please indicate below what action you want with regards to your claim if successful. You may use the free text box for further information if necessary. The final decision rests with the Board of Examiners. |
| An additional attempt at the assessment for an uncapped (deferred) or capped (resit) mark |[ ]
| For a late submission to be accepted and marked as though ‘on time’ |[ ]
| For the Board of Examiners to look at their decision again with regards to progression, transfer or final programme outcome (such as an uplift in classification) in the light of the accepted claim. |[ ]
| Other: (please use the box below to explain) |[ ]
|   |
| **Privacy statements**1. The College will normally only share the information in this claim with those that are required to consider the claim\*.
2. The full information that is contained in the claim submission will only be held for the period as outlined in the College [retention schedule](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/records-and-archives/public/RetentionSchedule.pdf).
3. Fully anonymised data may be retained after this date for the continuous improvement of processes and procedures, for example analysis of types of cases and outcomes, or for training purposes. No individual will be identifiable from this data.

**\*In certain circumstances the College may be required to share the information provided in this form where it is considered that the information relates to a concern for the safety and wellbeing of any member of the College community, for example where there is a direct risk to the student or another individual.****Student Declaration**Please note that if this section is incomplete, the claim cannot be considered. As the claimant, by submitting this form and supporting documentation: |
| * I declare that the information given is true and accurate to the best of my knowledge.
 |[ ]
| * I declare that I have consulted the Mitigating Circumstances Procedure prior to completing the form.
 |[ ]
| * I understand that the information and documentation in this form will be shared in order for the College to fully consider the claim. I note for my safety and wellbeing or that of others further dissemination of the information may be required.

On reading your Mitigating Circumstances Request Form, the Senior or Deputy Senior Tutor may wish to discuss these with the Wellbeing Advisor with a view to identifying suitable support. Are you happy that we do this?Yes [ ]  No [ ]  Please send this form to bg-studentoffice@imperial.ac.uk. Alternatively, you can bring a hard copy to the student office in Room 321c, Royal School of Mines. |[ ]
| Student signature:*Typed is sufficient* |   | Date |   |

**Advice and guidance**

Below are a series of frequently asked questions about the mitigating circumstances (mit circs) process.

1. **Where can I get support?**

There are a number of places you can seek support or advice such as your tutor, the Disability Advisory Service or the Imperial College Union advice centre. Please ensure you access support as this may be your only opportunity, and you need to make sure you have given all the information needed.

1. **Is there a ‘best’ way to present my case?**

Each case if different but general advice is:

* + - **Read the procedure and any guidance in full** before starting.
		- **Write everything down** in a draft first statement to ensure that you have all the information about your claim.
		- **Don’t withhold information because you are embarrassed or don’t want to share it for whatever reason.** The panel can’t consider what they don’t know.
		- **Don’t include information that is irrelevant**, your main points could get lost.
		- Use this information to produce a timeline, information presented chronologically is easier to follow.
		- **Identify any documents/evidence** from your timeline that you will need to support the claim.
		- Once you have completed the form **run through the procedure again**, with your notes, to ensure that you have covered everything you needed to say.
		- **Ask someone you trust**, such as a friend or relative or a member of the Imperial College Advice Centre **to review your statement**.
		- Remember that the panel/caseworker is not an expert in you or your programme. You need to explain, don’t assume they will understand.
		- **Make sure you meet the deadline**. If you are waiting for a document or information it is better to submit what you have and state when you expect to be able to send it on. Late claims are likely to be rejected.
1. **Can a claim be raised for me by someone else?**

No, not normally. As you are an adult, under UK law the College cannot discuss your case with anyone else including your parents, partner etc. unless we have your specific written permission to do so. Please see the section of the procedure regarding support and representation.

1. **What happens once I have submitted the claim?**

The claim will be reviewed by the department mitigation panel. These will be the only ones to review the claim in full. They will make a recommendation based on their consideration of your case to the Board of Examiners. The Board will only receive the decision (accept etc.), they do not receive the details of your claim.

1. **How long will a claim take to be considered?**

Panel meet regularly so you should not have to wait too long for a decision, but each department has its own panel, set up to meet the requirements of the programmes it runs, rather than a College wide timetable. The department administrator will be able to give you an indicative timescale.

1. **What happens if my claim is successful?**

If successful, the Board of Examiners will consider this alongside your academic profile. You should note that any decisions, regardless of an accepted claim for mitigation must take into account the College and any programme specific requirements/ regulations and therefore may not appear to directly correspond to any requests you have made.

1. **What happens if my claim is not successful?**

If your claim is not successful, you may consider requesting an Academic Appeal. The purpose of the appeals process is to ensure that the mitigation panel have correctly followed the procedure, or to consider any new material information that could not reasonably have been provided earlier.