

Mitigating Circumstances Policy

1. Mitigating circumstances are significant, unforeseeable, and unavoidable events that occur close to or during an assessment period and have a direct, negative impact on a student's ability to engage with academic work or complete assessments to the expected standard and by the deadline. These circumstances must be outside of the student's control, and the claim must be supported by appropriate evidence.
2. This policy is aligned with the '[Requests for Additional Consideration](#)' section of the Office of the Independent Adjudicator for Higher Education's Good Practice Framework.
3. This policy applies to all Undergraduate and Postgraduate Taught students undertaking summative assessments. It applies to Postgraduate Research students only for the taught components of their programme. Postgraduate Research students experiencing difficulties affecting their research should speak to their supervisor and may need to use the [Thesis Extension Request process](#).
4. Students with a disability or long-term condition are normally supported through the university's procedures for additional examination arrangements, coordinated by the [Disability Advice Service](#). Students receiving support through this route should not normally need to submit a mitigating circumstances claim for issues already covered by their reasonable adjustments. An exception may be made if the condition suddenly or significantly worsens in a way that cannot be managed through existing adjustments. Evidence may be required. *Other Forms of Support* of the Mitigating Circumstances Procedure provides further details on available support to students.
5. Students are responsible for submitting Mitigating Circumstances claims or extension requests in accordance with the Mitigating Circumstances Procedure. All claims are reviewed by the departmental Mitigating Circumstances Board (MCB). Claims are handled confidentially, processed formally, and considered fairly. The Mitigating Circumstances Board's decision is reported to the Board of Examiners, which determines the appropriate mitigation for the affected assessment.
6. This policy applies to individual student circumstances only. Circumstances that affect most or all students will be managed through separate institutional processes.

Document Control

Document title:	Mitigating Circumstances Procedure		
Version:	7.0	Date:	June 2026
Location:	R:\7.Quality Assurance\3. Policy Framework\4. Examination & Assessment\Mitigating Circumstances Policy & Procedure		
Initially approved by and date:	Senate December 2009		
Version approved by and date:	QAEC June 2026		
Version effective from:	October 2026		
Originator:	Academic Registrar		
Contact for queries:	Assistant Registrar (Academic Policy)		
Cross References:	Data Retention Policy Thesis Extension Request process Regulations for Taught Programmes Academic Appeals Policy and Procedures Student-led Changes to Registration Status Procedure (Programme Transfers, Interruptions of Study, Withdrawals, Mode of Study)		
Notes and latest changes:	Significant rewrite after review of Mitigating Circumstances Policy and Procedure Separated previously joint policy and procedure into two separate documents		