Application for Consideration of Mitigating/Extenuating Circumstances

The Mitigating Circumstances (MC) application form and notes have been further revised as of May 2022.

Please read the [guidance notes](https://www.dundee.ac.uk/corporate-information/guidance-notes-mitigating-circumstances-recurring-circumstances) carefully to assist you with the completion of this application form.

The application should be submitted as an email attachment, accompanied by the appropriate evidence, to the School Office of your home School (or as described in the School’s guidance or handbook) using the correct [School MC Confidential Email Addresses](https://www.dundee.ac.uk/corporate-information/mitigating-circumstances-application-form-and-deadlines) within the required deadlines MC Deadline Dates. Please include in the subject heading of the email ‘Mitigating Circumstances - Private and Confidential’. Please note that this application does not normally cover requests to extend assessment deadlines.

The deadlines for submission of applications for consideration of mitigating circumstances are available on the University website [MC Deadline Dates](https://www.dundee.ac.uk/corporate-information/mitigating-circumstances-application-form-and-deadlines) and also described in the relevant student handbooks or in specific guidance provided by the School and made available on My Dundee.

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| --- | --- |
| Name |  |
| Contact phone number |  |
| UoD email address |  |
| Matriculation/ Student number |  |
| School |  |
| Programme of study |  |
| Mode of study (e.g. full time, part time, distance learning) |  |
| Year of study |  |
| Adviser of studies (or equivalent) |  |
| Which assessments/examinations were/will be affected? Please list below. |
| Module title and code[[1]](#footnote-1)  | Examination/assessment item(s) | Exam/assessment submission date | Date assessment submitted (if applicable) |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| Details of the circumstances that have significantly affected your performance (see guidance notes). Please provide details of the impact for each element listed above. |
| The period(s) of time that you were affected | From: |  | To: |  |
| From: |  | To: |  |
| From: |  | To: |  |
| Have these circumstances been allowed for in other ways (e.g. disability adjustments)? | YESNO*Circle the correct answer* |
| If yes, please provide details: |
| Evidence provided in support of your application (see guidance notes). Please specify what evidence is attached or if to follow. |
| What is your preferred outcome from this process? |
| I consent to the information I have given in this form being discussed with my Adviser of Studies. | YESNO*Delete as applicable* |
| I declare that, to the best of my knowledge, the information I have provided is correct and complete, and consent to this information being used by the Mitigating Circumstances Committee. |
| Signed: | Date: |

1. For programmes that are not modularised (e.g. the MBChB and BDS) a module code does not need to be entered. [↑](#footnote-ref-1)