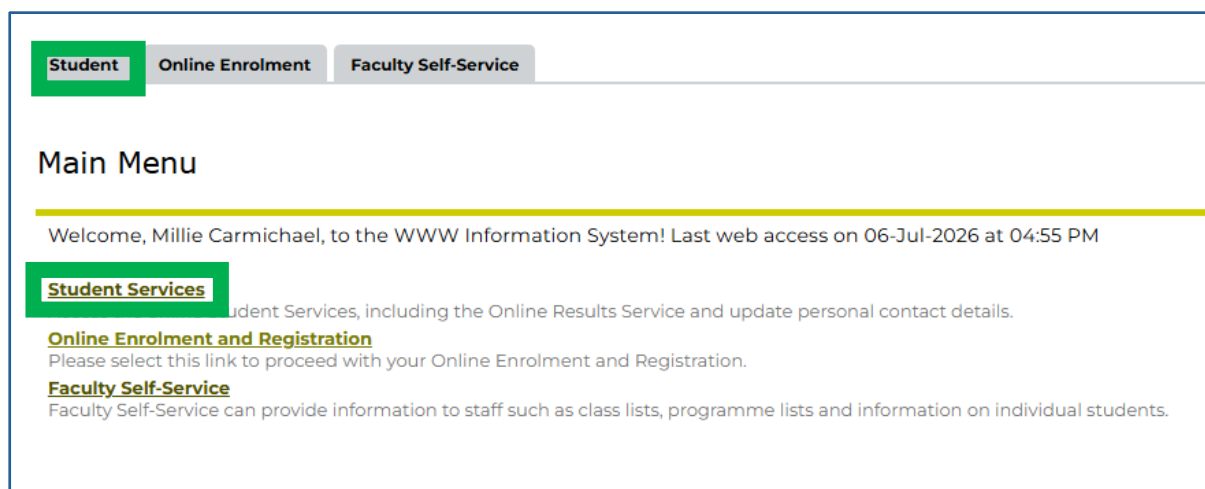


Mitigating Circumstances Application Guidance for Students

The guidance below provides a step-by-step guide on how to submit an application for Mitigating Circumstances.

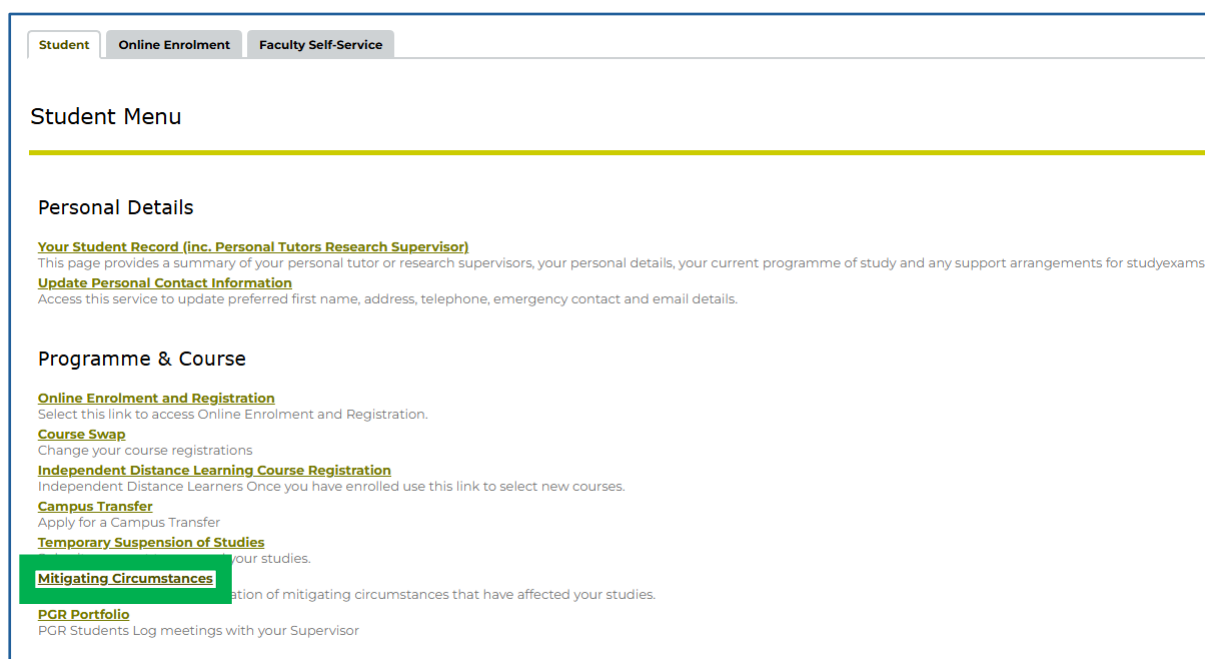
Before submitting an application, you should check the [MC Guide for Students](#) to determine if you have acceptable grounds for mitigating circumstances. If you have acceptable grounds, and evidence to support them, you should then follow the process below to submit an MC application.

1. Access Student Services through the Student Portal



The screenshot shows the 'Student Portal' interface. At the top, there are three tabs: 'Student' (highlighted in green), 'Online Enrolment', and 'Faculty Self-Service'. Below the tabs is the 'Main Menu' section. A welcome message reads: 'Welcome, Millie Carmichael, to the WWW Information System! Last web access on 06-Jul-2026 at 04:55 PM'. Under the 'Student Services' heading (highlighted in green), there are three links: 'Online Enrolment and Registration' (with a description: 'Please select this link to proceed with your Online Enrolment and Registration.'), 'Faculty Self-Service' (with a description: 'Faculty Self-Service can provide information to staff such as class lists, programme lists and information on individual students.'), and 'Mitigating Circumstances' (highlighted in green, with a description: 'Student Services, including the Online Results Service and update personal contact details.'

2. Select 'Mitigating Circumstances'



The screenshot shows the 'Student Menu' section of the portal. At the top, there are three tabs: 'Student' (highlighted in green), 'Online Enrolment', and 'Faculty Self-Service'. Below the tabs is the 'Student Menu' section. Under the 'Personal Details' heading, there are three links: 'Your Student Record (inc. Personal Tutors Research Supervisor)' (with a description: 'This page provides a summary of your personal tutor or research supervisors, your personal details, your current programme of study and any support arrangements for studyexams.'), 'Update Personal Contact Information' (with a description: 'Access this service to update preferred first name, address, telephone, emergency contact and email details.'), and 'Mitigating Circumstances' (highlighted in green). Under the 'Programme & Course' heading, there are five links: 'Online Enrolment and Registration' (with a description: 'Select this link to access Online Enrolment and Registration.'), 'Course Swap' (with a description: 'Change your course registrations'), 'Independent Distance Learning Course Registration' (with a description: 'Independent Distance Learners Once you have enrolled use this link to select new courses.'), 'Campus Transfer' (with a description: 'Apply for a Campus Transfer'), and 'Temporary Suspension of Studies' (with a description: 'your studies.'). At the bottom, there is a link for 'PCR Portfolio' (with a description: 'PCR Students Log meetings with your Supervisor').

3. Select 'Submit New Request'

Student

Online Enrolment

Faculty Self-Service

Request for Mitigating Circumstances

Before making a request for Mitigating Circumstances, please refer to the [Mitigating Circumstances](#) section of the website.

- You must read the [Mitigating Circumstances Policy](#) and, where possible, submit your request before the assessment for which mitigating circumstances apply.
- It will take longer if you have not provided all required information, so please refer to the [guidance provided](#) on the scenarios covered by the policy.
- Please note that, if you would like your circumstances to be taken into consideration for AY courses, you may need to submit more than one request, as each course is assessed independently, so each requires its own application.
- If you are a **research student**, you should only make a request for mitigating circumstances in relation to any taught elements of your programme.

Once submitted, notifications on the progress of your request will be sent to your HWU email account.

SUBMIT NEW REQUEST...

Previous Requests

Select	Ref	Academic Year	Semester	Time Period	Date Submitted	Status
☐		No previous MC requests found				

VIEW SELECTED REQUEST...

4. Specify Affected Semester and Dates

Please specify the semester (e.g. Semester 1, Semester 2, Semester 3 or AY) and the time period which has been impacted by your circumstances. Remember that you should ensure that the affected dates in your application correspond with the selected Semester. e.g. Semester 1 (September – December), Semester 2 (January – May), Semester 3 (May – August).

If you are enrolled on one or more AY courses and intend to apply for a mixture of semesters (e.g. an AY course and a Semester 1 course), two applications should be submitted – one for AY and another for S1.

Request for Mitigating Circumstances

Student: H00559081 Millie Carmichael
Programme: A117-GEO BSc Geography
Campus: Edinburgh **Mode:** Full-time Student **Stage:** Year\Stage 1

Semester of the Mitigating Circumstances

Please select the Academic Year and the Semester your Mitigating Circumstances request is related to. Semesters marked with an asterisk(*) have passed the cut-off date for submission and will not normally be accepted without good reason.

Semester: Academic year 2026-2027 - Semester 2 (18-Jan-2027 - 07-May-2027) ▼

Dates of the Mitigating Circumstances

Please select the exact dates of your Mitigating Circumstances request.

From: dd-Mon-yyyy **To:** dd-Mon-yyyy

5. Describe your circumstances and how they have impacted your studies

Please provide a short summary of the circumstances which have impacted on your studies in the 'What has happened?' text box. E.g. *'I broke my leg and had to attend multiple doctor's appointments.'*

You should provide a summary of how your circumstances have impacted on your studies. E.g. *'I was unable to attend a class test and submitted coursework 2 late.'*

1. What has happened? (Maximum of 1000 characters).

2. How have these circumstances impacted your studies this semester? (Maximum of 1000 characters).

6. Select the impacted courses and components

Please specify the courses that have been impacted by your circumstances and which components (e.g. exam, coursework).

If you would like to provide more context (e.g. Coursework 1, Class Test 2) please use the text box provided. Please do not provide specifics of your circumstances in this text box (e.g. 'could not complete coursework due to bereavement' or 'missed final exam due to mental health issues') as the contents of this text box will be shared with the MC Committee.

Courses affected by the Mitigating Circumstances

Please select all aspect(s) affected for any relevant courses. If "Other" has been selected, please fill in the text box with details.

A17DE Dynamic Earth 2

☐ Classes ☐ Coursework ☐ Exam ☐ Other (please specify below)

A17SG Scottish Geographies: Fieldwork Observation

☐ Classes ☐ Coursework ☐ Exam ☐ Other (please specify below)

D47HC Human Geography & The City

☐ Classes ☐ Coursework ☐ Exam ☐ Other (please specify below)

D57SB Shaping Tomorrow Together B

☐ Classes ☐ Coursework ☐ Exam ☐ Other (please specify below)

7. Upload supporting evidence

Please upload evidence to demonstrate the reason you are applying. See the [MC Guide for Students](#) for more information on what evidence is likely to be accepted.

Choose File No file chosen

UPLOAD FILE

☐ Tick here if you are unable to provide relevant documentary evidence (ensuring adequate details have been provided above)

By submitting this request, I confirm that the information contained in the statement is accurate and complete to the best of my knowledge and I consent to the information being used by the University.

SAVE FOR LATER

SUBMIT

Please ensure that the evidence you have provided is relevant, up-to-date and covers the full affected time period. Please submit all evidence in pdf, doc or jpg format.

If you are providing a self-certification form as evidence (for seven days or less), please upload this before submitting your application.

If you are unable to provide your evidence until later, and the MC deadline is approaching, please submit your application without evidence. Your application will then be marked as 'Further Info Requested' which will give you ten working days to provide your evidence when it becomes available.