Mitigating Circumstances (MC) Procedure

This Procedural Guide is designed to advise students who are submitting a mitigating circumstances (MC) application at the time of, or immediately after, their assessments (coursework or equivalent, take home exams, dissertations). This applies on to **ALL** students.

This documentation must be read in conjunction with [MC-Student Guide](#).

All MC applications are to be submitted via the University’s Online MC Submission process.

Your submissions will be securely saved and your confidential circumstances will only be seen by approved MC Administrations and the Academic Chairs of the MC Committees (see further below).

**ONLINE SUBMISSION**

Unless it is not possible for you to do so, you must submit your MC application online via Student Self-Service. Further guidance is provided below if you are not able to submit online.

**Student Self Service Home Page:**

![Student Self Service Home Page](image)

Which then takes you to the following page:
Request for Mitigating Circumstances

Student: H9984469 Ginerva Weasley
Programme: A1E1-BSH BSc Biological Sc (Human Hlth)
Campus: Edinburgh  Mode: Full-time Student  Stage: Year/Stage 2

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.

Dates of the Mitigating Circumstances
Please select the exact dates of your Mitigating Circumstances request.
From: dd-Mon-yyyy  To: dd-Mon-yyyy

Details of the Mitigating Circumstances
Please provide a description of the mitigating circumstances that may have affected your performance in the examinations below. Please state what aspect(s) of the examination(s) you feel have been affected.

In these unprecedented times, it may not be possible for many students to provide medical certificates, police reports, death certificate, etc. Therefore, it is imperative that your description below is explained (to your best ability) clearly and is focussed. It should state what happened, when it happened and the effect on your examination(s).

Where a student has been physically unwell, and unable to see a GP, we are advising you to write this on the form. The University Well-Being Services cannot write a letter relating to a health issue, or the general disruption regarding the global situation, and will only provide letters to cover specific critical circumstances that are impacting on a student, in line with the policy ie, bereavement, significant adverse family circumstances etc.

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

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

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.

A181M Introduction to Microbiology
- Classes
- Coursework
- Exam
- Other (please specify below)

A18MC Cell and Molecular Biology
- Classes
- Coursework
- Exam
- Other (please specify below)

C17EC Enterprise and Its Business Environment
- Classes
- Coursework
- Exam
- Other (please specify below)

C085Y Social Psychology
- Classes
- Coursework
- Exam
- Other (please specify below)

Supporting Evidence
Please upload any documents in support of your request.
- Click on the browse/choose file button and select the required file, then click "Upload File"
- You can only remove documents before submitting your request
- Please refer to the University's Mitigating Circumstances Policy for guidance on what documents are required
- Any evidence provided must be in English or accompanied with an official translation

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

You must complete all sections above
User Friendly Procedure Video
There is also a video guide to aid you through the process:

The Self-Service MC Application can also be directly accessed via the following URL:
https://myhwu.hw.ac.uk/ssomanager/c/SSB?pkg=bwkkspgr.showpage?page=HW_MC_REQUEST_1

If you are unable to submit online:
Where you are unable to submit online, via Student Self-Service, you are required to contact your school directly for guidance, submitted directly to your School, following the University MC Policy and Procedures.

Once your MC is submitted, the Workflow will be initiated, and your Personal Tutor will also be informed that you have submitted an MC application (but not be able to see the details of your circumstances – only approved MC Administrations and Academic MC Chairs will see any details). Your Personal Tutor can provide any support and reassurances as required.

If you submit online or via the MC Form, you will receive a notification, normally within 5 working days, as to whether your application has been accepted or not.

If you have any problems submitting your application, please contact the Student Information Desk or Student Support Centre.

We wish you well in your University studies.

Registry and Academic Support
Heriot-Watt University
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