

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 policies and advice found on the [Mitigating Circumstances site for Students](#).

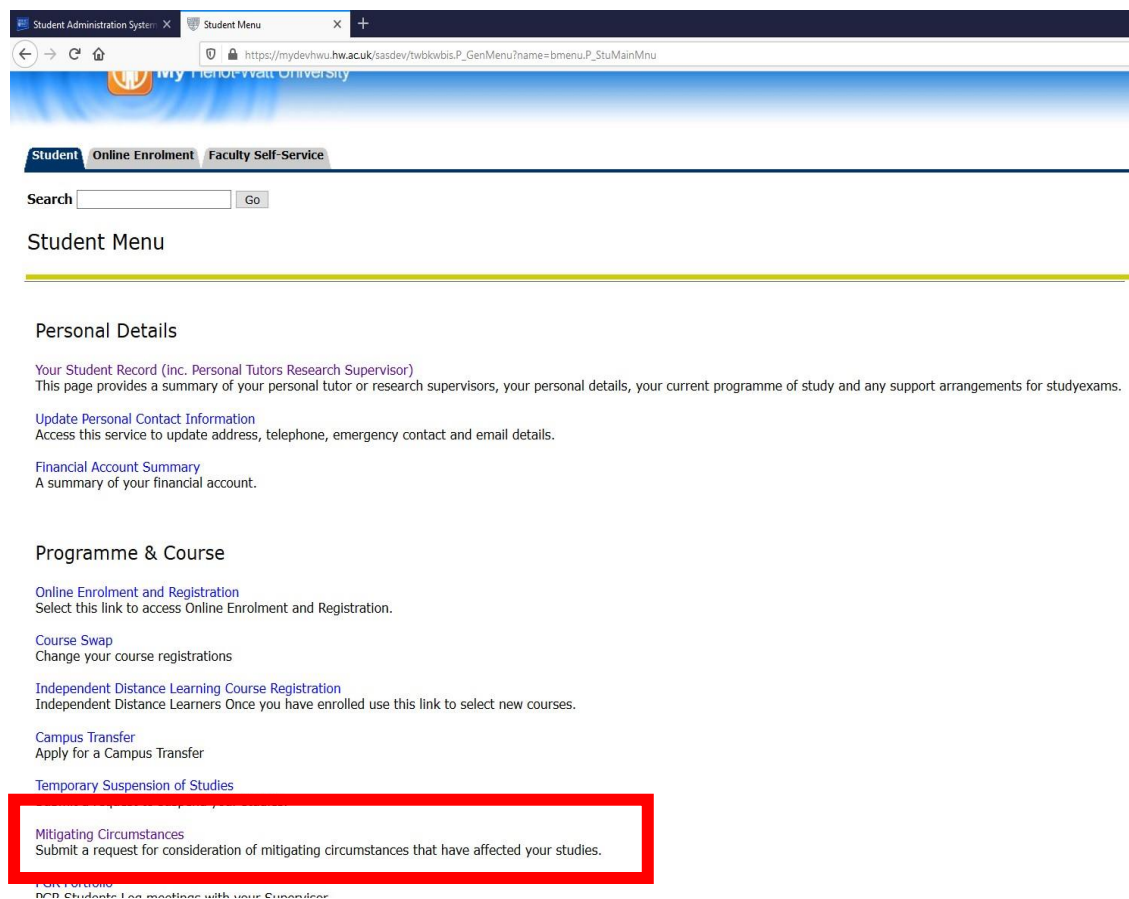
All MC applications are to be submitted via the University's Online MC Submission process

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:



The screenshot shows a web browser window with the URL https://mydevhwu.hw.ac.uk/sasdev/twblkwbis.P_GenMenu?name=bmenu.P_StuMainMnu. The page header includes the University of Humber logo and navigation tabs for Student, Online Enrolment, and Faculty Self-Service. A search bar is present below the navigation. The main content area is titled "Student Menu" and lists several service links:

- Personal Details**
 - Your Student Record (inc. Personal Tutors Research Supervisor)
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](#)
Access this service to update address, telephone, emergency contact and email details.
 - [Financial Account Summary](#)
A summary of your financial account.
- Programme & Course**
 - [Online Enrolment and Registration](#)
Select this link to access Online Enrolment and Registration.
 - [Course Swap](#)
Change your course registrations
 - [Independent Distance Learning Course Registration](#)
Independent Distance Learners Once you have enrolled use this link to select new courses.
 - [Campus Transfer](#)
Apply for a Campus Transfer
 - [Temporary Suspension of Studies](#)
 - Mitigating Circumstances**
Submit a request for consideration of mitigating circumstances that have affected your studies.
 - [Request for a Student Support Plan](#)
 - [Request for a Student Support Plan](#)

Which then takes you to the following page:

Request for Mitigating Circumstances

Student: H99944669 Ginevra 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.

Semester:

Dates of the Mitigating Circumstances

Please select the exact dates of your Mitigating Circumstances request.

From: **To:**

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.

A18IM 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)

C98SY 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

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.

You must complete all sections above

User Friendly Procedure Video

There is also a video guide to aid you through the process:

<https://web.microsoftstream.com/video/d21e1ea0-e344-425f-8847-62c459519533>

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

September 2020; updated February 2023