**Applicant Mitigating Circumstances Form**

**Purpose of this form**

This form allows you to tell us about any mitigating circumstances which you think may have impacted your academic achievements, **but only where it was not possible to inform the examination board(s) of these circumstances.**

Whilst we understand that all mitigating circumstances are unique, we can only accept notification of them through completion of this form to ensure we’re able to understand the circumstances and the impact of these upon your achievements.

**Definition of mitigating circumstances**

We define ‘mitigating circumstances’ as any circumstances, beyond your control, which may have had a negative impact upon your academic work.

We regard your circumstances and the effect of these as unique. As such, we are unable to provide a list of mitigating circumstances which we would typically consider or any guidance on how to explain a particular circumstance.

**Guidance on completing the form**

As the applicant, you must complete this form **yourself.** There are six questions to answer within the form. We understand that it can be difficult to explain personal circumstances and it is up to you how much detail you share with us. Further guidance is provided under each of the questions about the information you should include.

**Confidentiality**

All information provided to us in this form and any additional supporting evidence will be treated in the utmost confidence. It will only be shared with University staff involved in confirmation decisions and supporting students.

**Next Steps**

If you meet the conditions of your offer your place will be confirmed. We may also be able to consider your application if you’ve narrowly missed the conditions of your offer, depending on whether there are places available on the course you have applied to. Where this is the case, we look at all relevant circumstances, including any evidenced mitigating circumstances.

If you’ve narrowly missed the conditions of your offer we’ll advise you via UCAS Hub as soon as possible after we receive your results. However, occasionally we are unable to let you know if a place is available until after we receive all remaining results for applicants in the application cycle. This is normally one week after the publication of A-level results, and in 2023 this will be Wednesday 23August.

**Deadline**

Mitigating circumstances forms and evidence will normally only be considered if they’re received by us prior to the release of your examination results or **by Monday 31 July 2023** (whichever is sooner), unless there is evidence to support a valid reason why you were unable to submit it to us earlier.

**Returning the form**

The deadline for completing the form and returning it to us is Monday 31 July 2023. If you wish to use this form, you should:

* Specify which parts of your studies were affected
* Specify why it’s not been possible to report the mitigating circumstances to the relevant examination boards or why the examination boards were unable to take account of their mitigating circumstances
* Include evidence, including medical evidence where applicable.

You’ll need to upload the form using our [UG Portal](https://www.dur.ac.uk/study/undergraduate/before-you-arrive/document-upload/).

Submitting mitigating circumstances does not guarantee the University will accept you if you don’t meet the conditions of your offer. Academic achievement and the ability to successfully complete your course are always the primary considerations when deciding whether we’re able to accept you if you don’t meet the exact conditions of your offer.

**Nominating a Third Party**

We’re unable to discuss any part of your application with another person unless we have written permission in advance. You may wish to nominate someone else to communicate with us on your behalf. To do this you would need to [contact us](http://www.durham.ac.uk/study/askus) in writing and must specify:

1. your name
2. your UCAS Personal ID
3. the course you have applied for
4. whether you wish to give us permission to discuss your mitigating circumstances or your entire (or a specific part of your) application
5. the name, email address and telephone number of the person you’re giving us permission to correspond with
6. the person’s relationship to you.

**Continued support while you study**

If your mitigating circumstances are a result of a long-term health issue or disability, the University offers support and guidance to students and applicants through our [Disability Support Service](https://www.dur.ac.uk/colleges-and-student-experience/student-support-and-wellbeing/applicants-with-disabilities/).

**Personal Details**

Please complete your personal details in full below.

|  |  |
| --- | --- |
| **First Name:** |  |
| **Last Name:** |  |
| **UCAS Personal ID:** |  |
| **Date of Birth:** |  |
| **Course(s) to which you have applied:** |  |
| **College:** |  |
| **Were you able to take your exams? (Y/N):** |  |

**Question 1**: **Please tell us the nature of your mitigating circumstances.**

**Guidance**

*In the answer to this question, please briefly state what your mitigating circumstances are. Mitigating circumstances are defined as circumstances beyond your control which have a negative impact upon your academic work. You do not need to explain the impact these circumstances have had upon your work in your answer to Question 1 as you will be asked about this in a later question.*

**Answer**

**Question 2: Which parts of your study did these circumstances affect?**

**Guidance**

*Please complete the table to show which parts of your study were affected by the circumstances stated in Question 1. This could be learning, revision, exam, coursework and so on.*

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| --- | --- | --- | --- | --- | --- | --- |
| Qualification | Subject | Module | What percentage of the qualification was this module worth? | What was affected?  | Time period you were completing this work (e.g. two weeks in May) | Were you able to take this exam? |
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**Question 3: How did these circumstances affect your work?**

**Guidance**

*In the answer to this question, please describe the way in which the mitigating circumstances in Question 1 affected your work in Question 2. It is important to note that the same circumstances can affect different people in different ways so you should not assume we will know the way that your circumstances have affected your work.*

**Answer**

**Question 4: Were your mitigating circumstances reported to the examination board(s)?**

No (go to a.) Yes (go to b.)

1. Please give the reason(s) why your mitigating circumstances were not reported to the examination board(s).

**Guidance**

We’re unable to take account of mitigating circumstances if it was possible to report these mitigating circumstances to examination boards.

**Answer**

1. We’re unable to take account of mitigating circumstances for a second time. If your circumstances were reported to the examination board(s), we will not be able to consider your mitigating circumstances as part of our admissions process and your completed form will not be accepted.

**Question 5: Please detail the evidence you have submitted, to demonstrate your mitigating circumstances and the impact upon of these upon your work.**

**Guidance**

*We can only take account of your mitigating circumstances if you’ve provided us with evidence. Evidence must be from an impartial person or authority such as a doctor’s letter or legal letters. Evidence should, where possible, demonstrate the impact on your work as well as the circumstances themselves. There is no limit to how many pieces of evidence you can submit to us. Please list the evidence you have submitted to us and indicate whether we should find this with the completed form or whether it has been sent separately and how. This helps us ensure we consider all of the information provided.*

|  |  |  |
| --- | --- | --- |
| Evidence | Included with this form?  | Forwarded separately  |
|  |  |  |
|  |  |  |
|  |  |  |

**Question 6: If applicable, why have you been unable to submit this form to us before your results were released or before by Monday 31July 2023**  **(whichever is sooner)?**

**Guidance**

*Please only complete this question if your information will reach us after you’ve received your results or after Monday 31July 2023 (whichever is sooner). Exceptions to the deadlines will only be made where you’ve experienced further circumstances beyond your control, which have impacted upon you meeting the deadline.*

**Answer**

Please sign and date this form. If submitting the form electronically, please type your name below in place of a signature. By completing this section you are confirming that the information provided in this form is true, complete and accurate.

**Signed………………………………………………………………… Date…………………………………………………….**