

Your Circumstances

Please describe the nature of your personal mitigating circumstances and explain how they have affected your academic performance in the assessments above?

What steps are you taking (or have you taken) to minimise the effect on your work?

e.g. Action plans, liaison with tutors and HELMs

Student Declaration

I confirm that the information is correct and that I have read and understood the guidelines relating to Personal Mitigating Circumstances.

For administration use only

Application Received by:		Application Complete:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Received Date:		Documentary evidence attached:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PMC Panel Comments:				
Panel Outcome:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Deferred	<input type="checkbox"/> Rejected	<input type="checkbox"/> Partially Accepted
Chair:		Signature:		Date:
Student informed of outcome:				
<input type="checkbox"/> Letter	<input type="checkbox"/> Email	Nominated Tutor informed of outcome by e-mail:		<input type="checkbox"/> E-mail
Date: Click here				Date: Click here
Student Administration Manager				