

MITIGATING CIRCUMSTANCES PROCEDURE FOR STUDENTS

Mitigating circumstances are unforeseen personal circumstances. Further information can be found here [Mltigating-Circumstances-Regulations-and-Procedures-2023-24.pdf \(bolton.ac.uk\)](https://www.bolton.ac.uk/student-policy-zone/student-policy-zone-2021-2022/mitigating-circumstances-regulations-and-procedures-2021-22/)

Purpose of this procedure is for the students to be clear on what they need to do if they have mitigating circumstances for exams and assessments.

1. You will be required to complete the Mitigating Circumstances Form which can be found here <https://www.bolton.ac.uk/student-policy-zone/student-policy-zone-2021-2022/mitigating-circumstances-regulations-and-procedures-2021-22/>
2. Evidence will be required for the mitigating circumstances eg. medical form, signed letter from GP.
3. Students are responsible for completing the mitigating Circumstances form themselves. Student support staff would only be able to support with the documents, i.e. advising what they might need.
4. Once completed, the form should be signed and sent to Mit-Circs@bolton.ac.uk via your UOB email address.
5. You will then be notified by UoB if it has been accepted.