

# Mitigating Circumstances Application Form

This form is for students seeking an extension, or to defer assessment to the next available opportunity due to Mitigating Circumstances.

**\*Compulsory Fields**

## Personal Details

1. Full Name \*

2. Student ID number\*

3. Programme Title \*

4. Programme Level\*  Level 4  Level 5

5. Do you have a Personal Learning Plan?\*  Yes  No  
If "No" go to section 8

6. If yes above, does your claim relate to the condition outlined in the PLP?  
 Yes  No

7. Do you give us consent to contact the Support Team to discuss this further?  
 Yes  No

## Details of Mitigating Circumstances

8. What has happened and when?\*

9. What impact has this had on you? \*

10. How has this impacted on your ability to complete the assessment(s)? \*

### Details of your Assessment \*

Unit Title	Assessment title and weighting	Submission Date	Requesting Extension or Defer

## Supporting Evidence Provided \*

Please list the evidence that you have included with your application.

## Declaration

### (a) Data Protection

The LTE group is the Controller for the personal information you submit within this form.

We use the information submitted to process your exceptional factors case and to issue you with an outcome.

Furthermore, where information submitted as part of this process indicates:

Activity which is judged to be criminal, it may be necessary to make a disclosure of relevant information to a law enforcement agency.

If you refer a complaint to the Office of the Independent Adjudicator, there may be a need to share personal data with them in order to respond accordingly.

This processing and potential disclosures of personal data fulfils core functions of the LTE Group as a public authority in accordance with s124 of the Education Reform Act and is conducted in the public interest, as such we rely upon the General Data Protection Regulation Article 6(1)(e) 'public task' lawful basis to conduct this processing.

Your claim data will be retained by the University until the conclusion of your mitigating circumstances claim plus six years in accordance with the data retention schedule.

If you have any queries about the processing of your personal data in managing the mitigating circumstances application process please contact the Mitigating Circumstances Team: E-mail: [SEGL4MC@ucenmanchester.ac.uk](mailto:SEGL4MC@ucenmanchester.ac.uk)

The LTE Group Data Protection Officer can also be contacted using the [dpo@ltegroup.co.uk](mailto:dpo@ltegroup.co.uk) e-mail address.

(b) False Claims

The submission of a false claim or fraudulent documentation is a serious offence under the Student Disciplinary Policy. UCEN Manchester reserves the right to check on the validity of the document(s) submitted by contacting the third party directly.

I agree with the statements contained in (a) above and confirm that the information which I have given is true and that I have read and understood the Procedures for Mitigating Circumstances.

**Submission of this form is confirmation of your agreement with the above statements.**

You should save this completed form and submit with your supporting documentation to [SEGL4MC@ucenmanchester.ac.uk](mailto:SEGL4MC@ucenmanchester.ac.uk).

**End of Document**