

## Completing The Personal Statement For Mitigating Circumstances & Appeals

### Regulations

The University defines mitigating circumstances as circumstances that are acute, severe, unforeseen and outside your control, that occur immediately before or during the assessment period in question. The 'assessment period in question' is defined as follows:

**(a) Non-attendance at an examination = the date of the examination.**

**(b) Late submission of coursework = the coursework deadline date**

**(c) Non-submission of coursework = the coursework deadline and a 10 working days late coursework period.**



To submit a claim, you must complete a Mitigating Circumstances Form and you should read the accompanying notes and guidance before doing so.

**Unacceptable Circumstances** - Circumstances that are not acceptable are those where you could reasonably have avoided the situation, made arrangements to address the problem or taken action to limit the impact of the circumstances, as these circumstances would be deemed to be within your control. Minor ailments e.g. colds, toothache, sore throat **will not** be accepted **nor will** minor or predictable transport disruption, and IT failures, such as printer, computer, or data storage problems (even on the day of submission).

**Supporting Evidence** - Every application must be accompanied by appropriate evidence. The evidence is crucial to the consideration of any claim and it must clearly demonstrate that your circumstances meet the University's definition for your claim to be accepted. Medical certificates and doctor's letters are only accepted if they are: (a) appropriately dated; (b) specific about the nature of the illness; (c) indicate the period affected; (d) indicate the severity of the problem; (e) have a confirmed diagnosis by a GP who saw you at the time of the assessment period in question and (f) report a professional opinion not just what you have said to the GP.



### Completing Your Personal Statement

On the form, you are asked to: *"briefly describe your circumstances and their impact on your studies, making reference to your supporting evidence, and being specific about dates."* You may find the following guidelines helpful in completing the statement.

**What has been happening in your life, that has affected your studies?** Describe this, giving accurate dates (saying how long the circumstances lasted and if they are current). Refer to physical health, emotional health, events and circumstances in your life.

**How have the circumstances affected you generally, physically, emotionally or practically?**

**What has been the impact on your ability to study, complete assignments or attend exams.** It is not helpful to make a general statement. Instead, you should refer to specific assignments and specific exams affected. Give dates for each coursework deadline or exam affected.

**Your GP** - Have you consulted with your GP or any other medical practitioner? If so, give dates. What diagnosis was given by your GP? What has your GP said about the severity of your problem? If you have a GP letter, refer here to what has been written in the letter.

**Mental Health Practitioner** - In relation to present difficulties, have you spoken with any external mental health practitioners, e.g. psychiatrist, clinical psychologist, CMHT? If so, give dates and comment on relevance to your current difficulties.

**Academic Department** - When did you first discuss your situation with your academic department and what advice were you given? Did you have subsequent discussions and what advice were you given?

**Student Services** - Have you met with anyone in Student Services (for example, Advice & Information or the Disability & Dyslexia Services) in order to address your difficulties? If so, give the person's name, service name and dates. **University Counsellor** - Have you consulted with a university counsellor? When did you first have a counselling consultation and what subsequent sessions have you attended? Please note, that the Counselling Service is only able to support students who have been in regular contact with the service.

---

### Other Information

What else have you tried to do about the difficulty?

Please make clear what you are proposing to the Registry, i.e. your plan and what you are requesting?

Student Services  
Calcutta House  
Old Castle Street  
London E1 7NT

**Telephone**  
020 7320 2370

Student Services  
Learning Centre  
Holloway Road  
London N7 6PP

**Telephone**  
020 7133 2094

