

# Application for Mitigation

(HEQMP 4/2/1)

Section 1 – To be completed in full by the student.

Date of Application:		Full Name:	
Enrolment Number:		Contact Email:	
Personal Tutor Name:		Contact Address:	

School:	
Programme Title:	
Awarding Body:	
Year / Level:	
Mode (ft / pt):	
Cohort (Partner only)	

## Module, Assessment and Evidence Details

Modules / Assessments affected (it is your responsibility to ensure you have listed ALL the module assessments and components that are or have been affected).

Module Title	Module Code	Module Leader	Assessment Number/Type	Original Submission / Assessment Date	Assessment extension* (up to 7 days) granted? <b>Y / N</b>
<i>Example: Business Environment</i>	<i>BMS412</i>	<i>C.Dixon</i>	<i>1 - Report</i>	<i>08.10.2025</i>	<i>Y</i>



\*Generally students require an extension to complete assessments. If this mitigation application relates to student under performance, owing to significant extenuating circumstances, an extension may not necessarily be required.

Have you previously applied for mitigation for the module(s) listed above? Y/N
Describe in detail the circumstances and how they have affected your ability to complete the assessment work using the box below:

Module Title	Assessment Number /Type	Assessment now submitted? <b>Y / N</b>	Date Submitted (if applicable)
<i>Example: Business Environment</i>	<i>1 - Report</i>	<i>Y</i>	<i>24.10.2025</i>

List the evidence provided or which you intend to provide to support your application - *(Please note: mitigation will only be considered if relevant evidence to support your claim is submitted. Also please ensure your evidence relates to the dates of the assessments)*

List of Evidence	Expected date of late evidence
Evidence 1 – Insert detail here	
Evidence 2 – Insert detail here	
Evidence 3 – Insert detail here	
Evidence 4 – Insert detail here	

If evidence includes personal information on a third party, do you have their consent to provide evidence on their behalf?	Yes / No
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Section 2 – To be completed by the Programme Leader or Personal Tutor

I confirm that all of the above programme information is correct. If any information is incorrect, please provide correct details below:

Module Name	Module Code	Module Lead/Tutor	Assessment Number/Type	Original submission date	Extension granted <b>Y / N</b>	Proposed submission date/ date submitted
<i>Example: Business Environment</i>	<i>BMS412</i>	<i>C.Dixon</i>	<i>1 - Report</i>	<i>08.10.2025</i>	<i>Y</i>	<i>Submitted 24.10.2025</i>

Has the student been referred for additional support? <i>Delete as appropriate</i>	Yes / No / N/A
Have you discussed Suspension of Studies with the student? <i>Delete as appropriate</i>	Yes / No / N/A
If the student is applying for mitigation for several assessments, have you agreed an action plan? <i>Delete as appropriate</i>	Yes / No / N/A

Further comments, including explanation of any of the above:

Staff Name:		Staff Signature:		Date:	
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### Section 3 – All students must read and complete

I confirm that:

- the information supplied is true and accurate to the best of my knowledge. I am aware that a fraudulent application may lead to Academic/Professional misconduct regulations being invoked. I acknowledge that it is my responsibility to ensure that I have fully completed this form and the supporting evidence is attached. I understand that any evidence supplied with this form will not be returned. I have read and understood the relevant regulations on extenuating circumstances. I am aware that any person named in my submission may be contacted in order to seek clarification for further information.

I understand that:

- The information I have provided on this form will be held by the College for six years after my final academic year and any evidence I have submitted in relation to my application will be held for one year after my final academic year.  
Note: If your application is successful, the College will record the fact that the application was successful on your permanent student record as described in our Privacy Notice <http://newcollegedurham.ac.uk/privacynotices/>

Student Signature:		Date:	
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Please Note:

- If you are submitting your form electronically, please submit this as an attachment to [mitigation@newdur.ac.uk](mailto:mitigation@newdur.ac.uk). Please check your inbox regularly, as the email which will be sent to you in response to your submission will act as a receipt. If you are submitting a hard copy, hand in to the University Centre Reception in a sealed envelope with your Name, Enrolment number and the words “Application for Mitigation” on the front. You will be issued with a receipt which is your proof of submission so please keep it somewhere safe.
- If you have identified the late arrival of evidence, in Section 1 do not allow it to hold back your application. If you wish to submit any late evidence electronically, please ensure it is sent as an attachment to [mitigation@newdur.ac.uk](mailto:mitigation@newdur.ac.uk). Please check your inbox regularly, as the email which will be sent to you in response to your submission will act as a receipt. A hard copy is to be submitted in the same way as your application; to the University Centre Reception in a sealed envelope with your Name, Enrolment number, Course title and the words “Late Evidence” on the front. This must be submitted no later than 4 days before the scheduled date of the mitigation Panel meeting. You will be issued with a receipt which is your proof of submission so please keep it somewhere safe. If your evidence is not available to the panel it may result in your application being rejected.
- Any applications for mitigating circumstances received after the published deadline will only be considered by the panel at their discretion, having taken account of the reasons and evidence provided by the applicant for its late arrival.

Section 4 – OFFICE USE ONLY

Date application received by panel secretary:		Copy of claim in student file	
Date of Mitigation Panel:		Date student informed of outcome:	
Date of Assessment Board:		Signed by Secretary	