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**MITIGATING CIRCUMSTANCES REVIEW FORM**

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| **Please complete this form if, after the publication of the decision of the Mitigating Circumstances Board, you wish for the decision of the Board to be reconsidered.**  Before completing this Review Form you are strongly encouraged to read the following documents:   * **Extenuating Circumstances Regulations (Taught Provision)** * **Mitigating Circumstances Review Process (Taught Provision) ‘Guide for Students – Your Questions Answered’**   Due to current working practices, the form should be submitted to the Student Casework Office via email. Please remember to attach any documentary evidence.  Please note that any documents supplied as part of your Appeal will not be returned. You should complete all relevant sections as any omissions may result in a delay with your Appeal being processed. |

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| **1.     PERSONAL DETAILS** | |
| **Name:**  *Please provide your full name as stated on your Student Card.* |  |
| **Date of Birth:** |  |
| **Student Number:**  *You will have been provided with this at enrolment and will find it on your Student Card.* |  |
| **Address:** |  |
| **Telephone Number:**  *Please provide the best number to contact you on.* |  |
| **Contact Email Address:**  *This is the address that the Student Casework Office will use to communicate with you regarding your case.* |  |
| **Disability or Learning Difficulty:**  *Should you have any specific requirements relating to a disability or specific learning difficulty please indicate any adjustments you feel you need to access this process.* |  |

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| **2. COURSE INFORMATION** | |
| **Course:**  *For example BSc (Hons) Psychology* |  |
| **Studying on a Professional Apprenticeship:** | Yes  No |
| **School:**  *(Please select as appropriate)* | School of Health & Life Sciences  Teesside University International Business School  School of Computing, Engineering & Digital  Technologies  School of Social Sciences, Humanities & Law  School of Art and Creative Industries  Teesside University London  Other *Please state:* |
| **Level of Study:** | 4  5  6  7  Other |

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| **3. MITIGATING CIRCUMSTANCES INFORMATION** | | |
| **Date of publication of the Mitigating Circumstances Board’s decision:**  ***It is important that you provide this information*** | | |
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| **What were the examinations or assessments which are affected?**  *You should include details of all examinations or assessments that you are applying for a Review* | | |
| **Module Title**  **and Module Code** | **Form of Assessment**  **(for example Examination/ Assignment/Other)** | **Submission/**  **Examination Date** |
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| **4. YOUR PREFERRED OUTCOME** |
| Please indicate below what outcome you would like to see as a result of your Review. |
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| **5. THE INVOLVEMENT OF AN ADVISER** |
| If you have sought advice from the Students’ Union, please state the name of the person who provided you with advice. |
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| If you give permission for the University to discuss your case with the above person please indicate below |
| Yes  No  The Student Casework Office is not able to provide documentation or communicate with the Students’ Union about your case without your consent. |

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| **6.     GROUNDS FOR REVIEW** |
| Please indicate which of the ground(s) you are applying for by ticking the appropriate box(es):    It is important that you provide as much information as possible.  If you wish to submit this information in typed format on a separate sheet, please ensure that you answer each of the questions. |
| **6.1**  **That the decision not to grant Mitigating Circumstances was wholly inconsistent and/or unsupported by the evidence presented** |
| **Please explain*:***    **What documents are included:** |
| **6.2**  **That there was a material procedural irregularity by the Mitigating Circumstances Board which has prejudiced your case** |
| **Please explain:**    **What documents are included:** |
| **6.3**  **That additional evidence has come to light since the decision of the Mitigating Circumstances Board, which could not reasonably have been expected to have been produced at the time of the consideration of the application** |
| **Please explain:**    **What documents are included:** |

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| **7.     DECLARATION** | |
| Any Personal Data provided by you in this Application Form, or as an attachment, will be processed by the Student Casework Office for the purposes of logging, coordinating, progressing and facilitating resolution of the matter(s). The Student Casework Office will only process your Personal Data (which may include sharing Personal Data with staff and or Panels within Schools/Departments/Partner Institutions or requesting information from them) to the extent necessary to enable the proper administration of your case.  If you have submitted information regarding your health and wellbeing, including details of any disability or learning difficulty, as part of your Application, this is classed as ‘Special Category Data’, and we are required to obtain your express consent to process this information. You are able to withdraw your consent to the University processing your Special Category Data at any time. For further information regarding how your Personal Data will be used please refer to the University’s Privacy Policy for Students which can be found on the Legal Statements page of the University’s website:  <http://www.tees.ac.uk/sections/about/public_information/copyright.cfm?display=privacy>  I declare that:   * The information provided on this Application Form and any accompanying documentation is true to the best of my knowledge; * I have read and understood the University’s Privacy Notice for Students and I agree to the processing of my Personal Data as set out above and as provided for in the Privacy Notice, including Special Category Data; * Where I have submitted Personal Data regarding a third party I have obtained written consent from that individual to share their Personal Data and have provided this with my Application or I have anonymised the Personal Data. | |
| **Signed:** |  |
| **Dated:** |  |

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| **CHECKLIST**    Before returning this form you are advised to check the following:     * you have read and understood the Extenuating Circumstances Regulations (Taught Provision). * you have completed all relevant fields on the Review Form. * you have identified whether you have any specific requirements relating to a disability or specific learning difficulty (should you wish to discuss your requirements please contact the Student Casework Office). * you have clearly identified the ground(s) under which you are applying. * you have clearly labelled any accompanying sheets. * you have included all relevant documentary evidence to support your Review. * Where you have submitted Personal Data regarding a third party you have obtained written consent from that individual to share their Personal Data and have provided this with your Application, or you have anonymised the Personal Data. * you have signed and dated your Review Form *(if submitting electronically this is not necessary).* * you have kept a copy of your Review Form for your own records. |

**TO SUBMIT YOUR REVIEW**

**Email:** sco@tees.ac.uk