

BIRKBECK – UNIVERSITY OF LONDON

Mitigating Circumstances Claim Form (for academic session 2011/12)

You must submit this form at the earliest possible opportunity, and at the latest 7 days after the final examination for your programme for the year. Submission after that date must be in line with the College procedure for ‘Appeals Against Decisions of Boards of Examiners’. Claims that do not include relevant information or documentary evidence will not be considered. Acceptance of mitigating circumstances claims is at the discretion of the College only. All information submitted as a claim of mitigating circumstances will be treated as confidential.

Please check our website for further information at: <http://www.bbk.ac.uk/mybirkbeck/services/rules/>

Surname: First Name(s):

Student Number Programme of Study:

Current Email Address: (you will normally be contacted with a decision by email)

Please list all modules for which you are submitting a claim of Mitigating Circumstances:

Module Code	Module Title	Assessment affected (e.g. examination, first coursework, in-class test)	Coursework		Examination
			Deadline	Date submitted	Date of examination

Please complete the following information by ticking the appropriate box and completing the related columns.

Type of Original Evidence you are Submitting	Tick	Date Covered by Evidence	
		Date From	Date To
Doctor’s note or other medical evidence			
Police letter or form			
Employer’s letter (part-time students only)			
Death Certificate			
Other (<i>Please specify</i>)			
Please see my approved Individual Student Support Agreement			

All claims should include wherever possible original independent documentary evidence, e.g. medical certificate. If you fail to provide this information your claim may not be considered. Please note that you may resubmit a previously rejected claim only if it is supported by significant additional evidence. All claims made after the set deadline should give valid reasons for the late submission of the claim.

