This form should be used by student by making a claim for Mitigating Circumstances that is unable to provide independent supporting evidence. Please see the relevant section of the Mitigating Circumstances Policy and Procedure

This form should not be used for to claim for a period longer than 5 working days. The mitigating circumstances claim must be supported by independent evidence.

Students should only “self-certificate” as a last resort if no other independent evidence to support the impact of the circumstances on their studies can be obtained, and should note that the use of self-certificates will be monitored.

The Mitigating Circumstances Board (MCB) will review the claim and this form to come to their decision. Ensure you fill them in as clearly and fully as possible. Please note that in some cases you may need to supply for further information to support your self-certification. For example if you are claiming for a migraine attack, you will need to supply medical evidence that supports that you suffer from migraines.

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| **Personal Details** |
| Forename: |  | Surname: |  |
| CID no: |  | Year of study: |  |
| Programme of Study: |  |
| Department: |  |
| **Details of circumstances** |
| Date(s) you were affected: |  |
| Number of days you were affected: |  |
| Reason for absence/sickness: |  |
| **Impact** of those circumstances on the ability to take/complete assessment |  |