

DUSA



Your Guide to Mitigating Circumstances



WHAT IS MITIGATING CIRCUMSTANCES

Mitigating
Circumstances make the
University and Academic
Schools aware of
unforeseen and
unavoidable
circumstances which
affect attendance and
performance.

WHERE TO BEGIN

Get help - an important first step is speaking to people.

GET THE SUPPORT

Get in touch with these people for help and advice on the process:

-DUSA:

Vice President of Academia, Vice President of Student Welfare or the Student Legal Adviser = email

advice@dusa.co.uk

-Adviser of Studies / Programme Directors

-Lecturers on course.



**At DUSA we are here to help
get in touch**

ADVICE@DUSA.CO.UK

University of Dundee Mitigating Circumstances Advice and Support Flow

Have you experienced significant, unforeseen or unavoidable issues which have affected your recent academic performance?



Contact the School and let them know – this way we can help support you when you need it most.



It is likely that you will need to complete a Mitigating Circumstances Application Form and submit this with related evidence to your School Office before the deadline date



Do you need **help** with submitting your mitigating circumstances?



Make **contact** with one or more of the following:
DUSA: advice@dusa.co.uk
School Adviser of Studies or School Office
Enquiry Centre: [Enquiry Centre](#)



Engage with the support on offer and follow the advice you are given; this might be a meeting with the DUSA VPA or Adviser of Studies, or a talk with a Student Support Adviser in the Enquiry Centre



Complete your mitigating circumstances application form and **submit** to the School Office along with your evidence to support your application.



COVID-19

UNIVERSITY HERE TO SUPPORT

University understands the significant pressure that you are under at the minute and they have taken that into account through the no-detriment policy. Info can be found here - <https://www.dundee.ac.uk/guides/no-detriment-what-does-it-mean>

However if you feel that you have been impacted significantly by this process the University then encourages you to submit an application

COVID & MITIGATION

KEY POINTS:

If you have any questions please get in touch with advice@dusa.co.uk

If you have been involved in the Coronavirus effort i.e - nurse, medic, social worker, educator or carer for an affected person you can self-certify.

If you have technology issues including problems with internet, access to IT equipment, or carer responsibilities such as looking after kids, dependents or others. Then please submit an application

GUIDANCE ON MITIGATION

- Examples of mitigating circumstances:
 - Serious or incapacitating injury, illness or medical condition or emergency operation
 - A significant family or personal crisis (e.g. bereavement or a serious illness affecting a close family member)
 - Unforeseen, unpreventable events (victim of a criminal act, natural disaster, including severe weather affecting travel, and military service).

COMPLETING THE APPLICATION

- Insert the modules into the form where you feel adversely affected. Include = exam, essay, lab report, fieldwork report.

- **Important to indicate how your work is affected = lack of time to complete the work, missed tutorials, missed laboratory sessions, unable to attend a fieldtrip, unable to concentrate for revision, left examination early etc.**

- **Indicate how long it lasted**



Evidence

During Covid-19 the University highlights:

- You do not need to provide medical documentation for Covid-19 symptoms or diagnosis just self-certify
- Do not worry if you cannot provide evidence the University understands it will be hard to get evidence during this period Committees will take this into account.
- A self-certification form (form is available from the University Health Service)

<http://www.dundee.ac.uk/studentservices/health/student-self-certificate/>

MITIGATING CIRCUMSTANCES PANELS

Panels are strictly confidential

- School Associate Dean (Learning and Teaching)
- Programme representative
- Convener of the Board of Examiners
- School Lead for Equality and Diversity
- External Examiner

IMPORTANT POINTS

- Speak to someone – adviser of study or DUSA
 - Engage with support services
 - Fill in form noting difficulties faced and how long it has impacted you.
 - Complete form and email it to the school office information can be found here <https://www.dundee.ac.uk/qf/documents/details/application-form-and-guidance-for-consideration-of-mitigating-circumstances.php>
- Look out for submission deadline** more info can be found if you search for the University of Dundee Mitigating Circumstances online.



Useful links:

For Mitigating Circumstance application, guidance notes, submission dates and contact details use -

<https://www.dundee.ac.uk/qf/documents/details/application-form-and-guidance-for-consideration-of-mitigating-circumstances.php>

For information on the University no-detriment policy use -

<https://www.dundee.ac.uk/guides/no-detriment-what-does-it-mean>

CONTACT US

FOR ENQUIRIES

EMAIL ADDRESS

advice@dusa.co.uk

