

**University of Plymouth International College**  
**UPIC CPR QS09 Appendix B**

### **Application for Mitigating Circumstances or Special Consideration**

Title	UPIC Student ID	Given Name	Family Name
UK Address (or equivalent)			
UPIC Programme Title			
Module Code			
Module Title			
Academic Staff Member			
<i>Please identify the Assessment Type by placing an [X] in the applicable box below</i>			
Assessment Type	<input type="checkbox"/> Coursework	<input type="checkbox"/> In Class Test	<input type="checkbox"/> Mid Term Exam <input type="checkbox"/> Final Exam
Date of Assessment			
<b>Appropriate evidence such as a medical certificate, a letter from a student counsellor, or other documentary evidence must accompany any application for special consideration@.</b>			
Reason for request for Special Consideration / Mitigating Circumstances (Please outline the details below and ensure you attach the appropriate documentary evidence.)			
Have you attached the supporting documentary evidence?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**PLEASE NOTE: Submitting an application for special consideration does not guarantee special consideration will be granted.**

Student Declaration: I declare that all information included in this application is correct and factual the best of my ability and knowledge.	
Student Signature	Date

For Office Use Only

Signature of receipt by Student Experience Team			
Name	  	Date	  
Signature of approval by the Director of Academic and Student Services			
Name	  	Date	  
Has Special Consideration/Mitigating Circumstances been approved by Director of Academic and Student Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has the student been notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has Attendance Record been amended <i>(if applicable)</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has the Academic Teaching Staff been notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Any other Comments <i>(please us the space below)</i>			