

UCFB Student Guide to Mitigating Circumstances (2026–27)

This guide explains **what mitigating circumstances are, when you can apply**, and **what evidence you need**. It is written to help students understand the process clearly and confidently.

What are Mitigating Circumstances?

Mitigating circumstances are **serious, unexpected situations** that:

- affect your exam performance, **or**
- stop you from attending an exam or assessment, **or**
- prevent you from submitting coursework by the deadline.

For circumstances to be accepted, they must usually be:

- **Unforeseeable** – you could not reasonably have known this would happen
- **Unpreventable** – you could not reasonably have stopped it happening
- **Short-term** – not long-term or ongoing
- **Serious** – with a clear impact on your ability to study or perform

You are expected to plan for common issues (such as transport problems or IT issues), even if they sometimes feel unexpected.

Types of Mitigating Circumstances

There are **two types** of mitigating circumstances you can apply for.

1. Mitigating Circumstances – Self-Certification

Sometimes students are affected by illness or personal issues but **cannot provide formal evidence**.

In these cases:

- You can **self-certify once per semester**
- Self-certification can cover **up to 7 working days**
- You do **not** need medical evidence

- After submitting your Mitigating Circumstances application form, you must contact mitigatingcircumstances@ucfb.com to explain: what happened
- how serious it was
- how it affected your assessment

Once you have contacted the MC inbox, you will receive a separate self-certification form to complete.

2. Mitigating Circumstances – With Evidence

This option applies **to all assessments** and should be used if:

- your situation is serious
- your circumstances are stopping you from engaging with your studies
- your situation needs formal evidence

These circumstances must still be **unforeseeable, unpreventable, and short-term**. If they relate to an ongoing circumstance or long-term condition, it must be a clear flare-up or a new development.

If mitigation **with evidence** is approved at your **first sit**:

- you will be offered a **resit**
- the resit will be **uncapped**, meaning you can achieve any grade

Before applying, consider whether other UCFB policies might support you. More information is available on the **UCFB Student Policies webpage**.

When Can You Apply?

You can apply for mitigating circumstances if:

- a 7-day automatic extension is **not enough**
- your circumstances continue to affect your performance
- you completed the assessment before realising how serious the impact would be

You can submit an application using the **Mitigating Circumstances form**.

Evidence: What You Must Provide

When you submit your application, you **must include evidence at the same time**.

Evidence can be:

- uploaded with the form, **or**
- emailed to mitigatingcircumstances@ucfb.com

Important rules:

- The **same evidence cannot be used for multiple deadlines**
- If you cannot get evidence, contact the Mitigating Circumstances team and explain why
- It is your responsibility to provide acceptable evidence

Applications **without credible evidence will not be accepted**.

What Counts as Credible Evidence?

Your evidence should:

- clearly show **your full name**
- be dated **close to the assessment deadline**
- explain the **circumstances or diagnosis**
- explain how it impacted **you and your studies**

Screenshots, generic appointments through the NHS app and photos are **usually not accepted**.

What Else Should You Read?

Alongside this guide, you should also read:

- your **Course Specification**
 - your **Module Specifications**
 - UCFB Course Specifications (UG or PG)
 - the **UCFB Mitigating Circumstances Policy and Procedure**
 - **UEL Academic Regulations**
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Why Is It Important to Tell Us Early?

Letting UCFB know **as soon as possible** helps us:

- give you the right support sooner
- keep more options open

Delays can reduce the help available – the longer you wait, the fewer options there may be.

Who Should You Talk To?

If circumstances are affecting your studies, you should speak to:

- your **Module Leader**
- your **Course Leader**
- the **Student Support Team**

Student Support can:

- offer academic and personal guidance
- provide a **supporting statement** if they already know your situation

You also have access to the **Student Assistance Programme (SAP)**, offering:

- free, confidential counselling
- available 24/7, 365 days a year
- phone, video, and chat support

 **0800 243 458**

For advice on whether your situation meets the criteria, contact:

mitigatingcircumstances@ucfb.com (using your UCFB email address).

What Happens After You Apply?

Once submitted:

- your application is reviewed for eligibility by the Academic Quality Officer;
- once eligible it is considered by the **Mitigating Circumstances Panel for an outcome;**
- panels meet regularly throughout the academic year;
- applications **cannot be approved before the deadline.**

Deadlines:

- Applications should normally be submitted **within 7 working days** of the deadline
- Late applications may be considered **before results are released**, with valid evidence

If your application is incomplete:

- it will wait until all documents are received
- all paperwork must be submitted at least **5 working days before a panel meeting**

Extra evidence added later:

- will be reviewed at a later panel
- does **not** change the original submission date

Applications submitted **after results are released** will not be considered.

Final outcomes are approved by the **Assessment Board**, and your **Student Admin Team** will confirm the decision.

Reasons Usually Not Accepted

Applications are unlikely to be accepted for reasons such as:

- project dissertation deadlines without supervisor evidence
 - long-term conditions without an unforeseeable flare-up or new development
 - holidays, house moves or other planned events
 - poor time management
 - exam stress alone
 - IT, internet, printer, or transport issues
 - misreading timetables or submission time
 - financial difficulties without severe impact evidence
 - minor illnesses without medical support
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Examples of Acceptable Evidence

Accepted evidence depends on the situation and may include:

- GP or hospital letters
- counsellor or Student Support letters

- solicitor, police, or counsellor documentation
- official confirmation letters

Unacceptable evidence often includes:

- screenshots or photos
- WhatsApp or text messages
- generic appointment letters
- evidence not written in English

If you are unsure at any stage, **ask for advice early** – support is there to help you stay on track with your studies.

UCFB  MCR Mitigating Circumstances Checklist 			
• Relate to the time of the affected assessments • Dates within application and evidence should be close to the submission deadline	• Must be short-term and unforeseen • Long-term or ongoing conditions typically do not meet criteria unless there was a sudden worsening or a new development	Acceptable examples include: • Medical letters • Letters from mental health services or Student Support • Police reports or legal documents (if applicable) • Death certificates	• Evidence and application should clearly state the impact on the ability to complete assessment(s) • Vague, brief or general statements cannot be accepted
Relevant to Assessment Deadline	Nature of Circumstances	Types of Evidence	Specificity
• Screenshots, photos or handwritten notes are not accepted • Evidence must be from a credible source including your full name, dated, and signed	• Claims must be submitted within 7 working days of the submission deadline • All evidence must be submitted at least a week in advance of a Panel • Late claims may not be considered unless reasons and supporting evidence are given when submitting	• Students must complete the MC application form and attach supporting evidence • Incomplete applications or missing evidence may delay or invalidate your claim	• UCFB MC Policy • Student Guide to MC • Reach out to Student Support • Contact the MC inbox: mitigatingcircumstances@ucfb.com
Format	Submission	Student Responsibility	Contact / Resources