



Mitigating Circumstances Policy and Student Procedure

For programmes validated by the University of Roehampton and the University of Bradford

Academic year 2026/27

Document control	Detail
Owner	Campus Director / Academic Services
Effective from	Academic year 2026/27
Operational lead	Academic Services Team
Support lead	Student Support Team
Review due	September 2027

The most important point

You should not have to search university websites to work out what to do. Submit your request to UHE(UK). Academic Services will identify whether you are on the Roehampton or Bradford route, check the correct rules and tell you the outcome and next steps.

Start here: what should I do?

Your situation	What to do now
I need a short extension for coursework	Submit the UHE(UK) extension form before the deadline. Follow the validator instructions in section 6.
I need more time than an extension allows	Apply for a deferral before the assessment or submission deadline.
I cannot attend an examination, test or live assessment	Apply for a deferral before the published start time. Tell Academic Services immediately if an emergency prevents this.
I already submitted or attended but was seriously affected	Contact Academic Services immediately. A late or post-assessment request is accepted only in limited, evidenced circumstances.
I missed the deadline	Submit a late request immediately, explain why you could not apply on time and provide evidence.
I need ongoing support or adjustments	Contact Student Support as well as making any time-sensitive mitigating-circumstances request.
I am unsure which university validates my award	Check your offer or registration record, or ask Academic Services. Do not delay your application while checking.

Do not rely only on telling a tutor

Speaking to a lecturer, Programme Lead or Student Support adviser does not submit a formal request. You must complete the UHE(UK) form unless Academic Services confirms an authorised alternative as a reasonable adjustment.

1. Purpose

This policy explains how UHE(UK) supports students whose ability to prepare for, attend or submit an assessment has been materially affected by serious circumstances outside their reasonable control. It creates one clear UHE(UK) entry point while preserving the different academic rules of the University of Roehampton and the University of Bradford.

2. Who this applies to

It applies to students on taught undergraduate and postgraduate programmes delivered by UHE(UK) and validated by Roehampton or Bradford. It covers coursework, examinations, tests, presentations, practical assessments, projects and dissertations.

3. What mitigating circumstances are

Mitigating circumstances are serious, relevant and normally unforeseen or unavoidable events outside your reasonable control which materially affect your assessment. An accepted request normally gives you a fair opportunity to complete assessment later or by an adjusted deadline. It does not raise a mark, lower academic standards or estimate what you might have achieved.

4. Examples

May normally be accepted	Will not normally be accepted on its own
Sudden or serious physical or mental ill health	Minor ailments with no material effect on assessment
Bereavement or a serious family emergency	Poor time management or avoidable workload pressure
Unexpected and significant caring responsibilities	Holidays, social events or elective commitments
Jury service, court attendance or another unavoidable legal obligation	Misreading a deadline or assessment instructions
Victimisation, harassment, crime or a serious incident	Routine computer, printer or internet problems where contingency was possible
Major unavoidable transport or infrastructure disruption	Loss of work because backups were not maintained
Failure to provide an agreed reasonable adjustment	A circumstance already fully addressed by an effective adjustment

Every case is considered individually. An example in the first column is not automatically accepted; you must show when it happened and how it affected the specific assessment.

5. The common UHE(UK) process

1. Identify the affected assessment, its deadline or start time, and the outcome you need.
2. Submit the UHE(UK) Mitigating Circumstances / Extension form as early as possible: [UHE Mitigating Circumstances Application 26/27 – Collaboration](#)
3. Provide the information and evidence required for your route. Do not wait for a mark or Board decision.
4. Academic Services checks your validating university, cohort, assessment and current attempt status.
5. You receive a written decision stating the exact revised deadline or next assessment opportunity.
6. Where the outcome affects attempt status, progression, credit or award, it is confirmed by the appropriate Roehampton or Bradford Board.
7. Comply with the new deadline or assessment arrangement and contact Academic Services immediately if circumstances materially change.

Where to submit

Upload as an MS document: [UHE Mitigating Circumstances Application 26/27 – Collaboration](#)
 Student Support can help you complete the form but does not submit it for you unless an authorised adjustment applies. The form is available ere: [UHE Mitigating Circumstances Application 26/27 – Collaboration](#)

6. Your validator route: exactly what to do

Your offer letter, registration record and formal UHE(UK) correspondence identify your validating university. UHE(UK) will check this for every request.

6A. University of Roehampton route

Roehampton student: choose the right request

Use a self-certified extension for a short eligible coursework difficulty; an evidenced extension where you need up to 14 calendar days; or a deferral where you need longer, cannot attend an examination/live assessment, or the assessment cannot be extended.

Request	What you must do	Normal effect
Self-certified extension	Apply before the deadline. No evidence is required. You may normally use up to three in an academic year for eligible assessments.	Five working days, where the Roehampton entitlement and assessment eligibility apply.
Evidenced extension	Apply before the deadline and explain the circumstances and impact. Provide supporting evidence.	Normally up to 14 calendar days without late penalty.
Deferral	Apply before the examination start time or submission deadline. Explain why an extension is not enough or is unsuitable and provide evidence.	Assessment moves to the next available opportunity without penalty, at the authorised attempt status.
Late/post-assessment request	Apply immediately. Explain and evidence why you could not reasonably apply before the deadline or recognise/disclose the circumstances.	Considered exceptionally; acceptance is not guaranteed.

- Do not submit work after an extension deadline unless Academic Services confirms what late rule will apply.
- If you are granted a deferral but decide to undertake the assessment at the original time, tell Academic Services; undertaking it may cancel the deferral.

- Roehampton late work submitted without an approved adjustment may be capped at the applicable pass mark within the permitted late window and may become a zero after that window, as stated in the Academic Regulations.

6B. University of Bradford route

Bradford student: choose the right request

Request a short extension for eligible coursework before the deadline. Request consideration of personal circumstances/deferral where you cannot complete within the extension period, cannot attend an examination or live assessment, or need the assessment opportunity and attempt status considered under Bradford rules.

Request	What you must do	Normal effect
Short coursework extension	Apply through the UHE(UK) form by 12 noon on the original deadline at the latest. Apply earlier wherever possible. Identify the eligible assessment and explain the need.	Normally five working days where the assessment is eligible. Not normally available for examinations, laboratory tests or live presentations.
Personal circumstances / later assessment opportunity	Apply before the examination start time or submission deadline. Explain the circumstances, impact and why a short extension is not sufficient. Provide evidence.	The authorised Bradford outcome and attempt status are recorded and, where required, confirmed by the Bradford Continuation and Award Board.
Late/post-assessment request	Apply immediately and provide evidence explaining both the impact and why you could not submit the request on time.	Considered only where Bradford rules permit; acceptance is not guaranteed.
Self-certification	Do not assume the Roehampton three-request entitlement applies. Follow any Bradford self-certification arrangement expressly confirmed to you by UHE(UK).	Only available where Bradford policy or an approved programme variance expressly permits it.

- A Bradford extension is not normally available for an examination, laboratory test or live presentation. Apply for the personal-circumstances/deferral route instead.
- Bradford academic consequences, including reassessment, third attempt, restudy, continuation or award, are decided under Bradford regulations; Roehampton condonation and extension rules do not transfer.
- Do not wait for results before reporting circumstances that could reasonably have been reported earlier.

7. What to put in your application

Required information	What good information looks like
Assessment	Module code/title, assessment component, deadline or examination date and current attempt if known.
Dates	When the circumstances began, when they were most serious and when they ended or are expected to end.
Impact	A specific explanation of how the circumstances affected preparation, attendance, concentration, completion or submission.
Outcome requested	Short extension, longer evidenced extension, deferral/later opportunity, or consideration of a late request.
Evidence	Independent evidence covering the relevant period, unless an authorised self-certified route applies.
Late explanation	If late, explain separately why you could not reasonably apply on time and provide evidence of that barrier.

8. Evidence

Evidence should be relevant, dated, independent where appropriate, and show the timing and likely impact of the circumstances. It does not need to disclose unnecessary private detail.

Examples of evidence	Important points
Medical or professional confirmation	Should normally relate to the affected period and explain functional impact where possible.
Bereavement or family emergency evidence	For example a death certificate, funeral notice or confirmation from a recognised professional/support service.
Police, court or legal documentation	Should identify the date or period of the unavoidable obligation or incident.
Employer, placement or caring documentation	Should confirm unexpected duties and relevant dates.
Transport/infrastructure evidence	Official notice showing significant disruption at the relevant time.
Student Support confirmation	May confirm a disclosure or support engagement without revealing unnecessary sensitive information.

- If evidence is not available by the deadline, submit the form on time, explain why, and state when the evidence will be available.
- Evidence not in English should be accompanied by a reliable translation.
- False or altered evidence may be referred under disciplinary or academic integrity procedures.

9. Fit to sit or submit

You should not normally attend or submit an assessment when you know you are not fit to do so. Attending or submitting will normally be treated as confirmation that you were able to undertake the assessment. A request after attendance or submission is considered only where the applicable validator permits it and you can credibly evidence why you could not reasonably recognise, disclose or act on the circumstances earlier.

In an emergency during an examination or live assessment

Tell the invigilator or responsible staff member immediately if possible. Ask them to record what happened, seek appropriate support, and submit the formal UHE(UK) request as soon as you reasonably can.

10. What happens after you apply?

Stage	What UHE(UK) does	What you should do
1. Route and completeness check	Academic Services verifies Roehampton/Bradford, cohort, module, deadline, attempt and programme variation.	Check messages and provide missing information promptly.
2. Decision	A trained authorised decision-maker considers seriousness, relevance, control, evidence and impact.	Do not assume approval. Continue preparing where it is safe and reasonable to do so.
3. Written outcome	You receive accepted, partly accepted, rejected or further-information-required, with reasons and exact next steps.	Read the whole letter and note the revised deadline or assessment date.
4. Academic confirmation	Where required, the relevant validator Board confirms attempt, progression, credit or award consequences.	Wait for the ratified outcome before assuming an award or progression result.
5. Record and support	Academic Services updates the record; Student Support may contact you where appropriate.	Engage with support and tell UHE(UK) if the circumstances continue or change.

11. Possible outcomes

- A revised submission deadline.
- A later assessment opportunity or deferral without academic penalty at the authorised attempt status.
- Partial acceptance covering only some assessments or dates.

- A request for further evidence or clarification.
- Rejection because the circumstances, timing, evidence or causal impact do not meet the criteria.
- Referral to Student Support, Fitness to Study, complaints, safeguarding or another appropriate process.

Mitigating circumstances cannot directly increase a mark, remove learning outcomes, guarantee progression, create condonation for a Bradford award, or require a Board to make an award contrary to the applicable regulations.

12. If your request is rejected or you disagree

Issue	Correct route
You need clarification about the decision	Contact Academic Services promptly using the contact details in the outcome letter.
You believe UHE(UK) did not follow this procedure	Use the procedural review route and deadline stated in the outcome letter.
You have important new evidence that could not reasonably have been provided earlier	Submit it through the review route explained in the outcome letter, with an explanation of why it is new.

- Roehampton academic appeals are normally due within 10 working days of formal notice of the decision.
- Bradford formal academic appeals are normally due within three weeks of the ratified result or decision; a review request is normally due within two weeks of the formal-stage outcome.
- The Quality Office, acting as the UHE(UK) Appeals Office, will help you identify the correct route.

13. Disability, long-term conditions and support

Mitigating circumstances are not a substitute for ongoing reasonable adjustments. Contact Student Support if you have, or may have, a disability, long-term condition or recurring difficulty. You may need both an immediate mitigating-circumstances request and a longer-term adjustment plan. Where an agreed adjustment failed, or a condition was diagnosed late, UHE(UK) will consider the actual disadvantage and the remedies available under the correct validator route.

14. Responsibilities

Who	Responsibility
Student	Apply promptly, identify every affected assessment, provide truthful information/evidence, monitor communications and meet any revised arrangements.
Programme Lead / teaching staff	Explain assessment requirements, signpost the formal process, provide factual information and implement authorised outcomes; they cannot promise approval.

Who	Responsibility
Academic Services Team	Verify validator and cohort, screen and record requests, issue outcomes, maintain records and prepare Board information.
Campus Director	Accountable for regulatory advice, delegated authority, record integrity and validator liaison.
Student Support Team	Provide wellbeing support, reasonable-adjustment advice and appropriate evidence/confirmation; it does not decide reserved academic outcomes.
Quality Office	Assure consistency and policy compliance and support the correct review or appeal route.
Validator Board/body	Confirm reserved decisions affecting attempt status, progression, credit, reassessment, restudy, classification or award.

15. Staff service standards and records

- Extension requests should be checked daily during working periods and, where complete and within delegated authority, normally decided within two working days.
- Outcome letters must identify the validating university, assessments considered, decision, reasons, exact deadline/opportunity, attempt status, any Board confirmation and review/appeal route.
- Case information is confidential and shared only where needed for decision, support, records or authorised reporting.
- The Quality and Standards Committee receives assurance on consistency and validator-route accuracy; the Student Experience Committee may receive anonymised themes about accessibility and support.

Appendix A. One-page student checklist

- ☐ Check the assessment deadline or start time now.
- ☐ Check whether your award is validated by Roehampton or Bradford—or ask Academic Services.
- ☐ Choose extension or deferral/later opportunity using section 6.
- ☐ Submit the UHE(UK) form; [UHE Mitigating Circumstances Application 26/27 – Collaboration](#) telling a tutor is not enough.
- ☐ Name every affected assessment and explain the exact impact.
- ☐ Attach evidence, unless an authorised self-certified route applies.
- ☐ If late, explain and evidence why you could not apply on time.
- ☐ Read the outcome letter and follow the exact revised deadline or opportunity.
- ☐ Contact Student Support for ongoing difficulties or adjustments.
- ☐ Use the stated review/appeal route promptly if needed.

