

Heriot-Watt University recognises that certain circumstances may prevent students from performing to their full potential. This policy outlines how students can request consideration of mitigating circumstances when issues beyond their control impact their ability to take assessments or achieve their best academic performance.

## What are Mitigating Circumstances and who can apply?

Any student enrolled on taught programmes, including those undertaking taught elements of research degrees, who face circumstances beyond their control that affect their ability to study effectively or perform in assessments may apply for mitigating circumstances consideration. Examples of mitigating circumstances can include, but are not limited to:

			
<b>SIGNIFICANT ILLNESS (PHYSICAL OR MENTAL)</b>	<b>FAMILY OR RELATIONSHIP ISSUES</b>	<b>UNEXPECTED LIFE EVENTS, E.G. ACCIDENT</b>	<b>EXTERNAL FACTORS, E.G. POLITICAL UPHEAVAL</b>

## Overview of the Mitigating Circumstances Process

- Students should be encouraged to first seek advice from their Student Advisor (or Personal Tutor if they do not have a Student Advisor) or Student Wellbeing Services if they experience difficulties affecting their studies or assessments.
- Students must then submit an online mitigating circumstances application, with supporting evidence, through their Banner Self-Service home page, accessed via the myHWU portal. This must be completed no later than the deadlines outlined on the Mitigating Circumstances webpage.
- After submission, students will receive an email with the next steps and timescale for their application, which may be lengthy (potentially up to six months depending on the timing of the next board of examiners meeting).
- The application itself is reviewed by Academic Operations within 10 working days to ensure all evidence is complete. It is then considered by the Mitigating Circumstances Board for recommendations, before the final decision is made by the Exam Board.

## Resources

For full, up-to-date details on how to submit mitigating circumstances, please refer to:

- [Mitigating Circumstances webpage](#)
- [Mitigating Circumstances Policy](#)
- [Mitigating Circumstances Guide for Students](#)

