Undergraduate Mitigating Circumstances Procedure – quick guide

Before submitting a claim

Discuss any issues with your programme team (Course Director/Academic Director) and Academic Centre Coordinator

The Assistant Director of Academic Centres: Student Experience will be able to offer pastoral advice and support

Submit an online Mitigating Circumstances Form
www.ice.cam.ac.uk/info/student-forms

Attach evidence with your form

Review

The Mitigating Circumstances Committee reviews applications at the end of each term

Your Academic Centre Administrator will communicate the decision to you following the Committee meeting

Things to remember

The mitigating circumstances process is intended to help those facing severe and/or unexpected difficulties, and evidence is required for all applications.

You should submit your form in line with the deadlines shown on the ICE website. If your Mitigating Circumstances last longer than one term you will need to submit an additional form.

If you require the Form in a different format contact the Governance team at qa@ice.cam.ac.uk

You can seek independent advice from the Assistant Director of Academic Centres: Student Experience studentwelfare@ice.cam.ac.uk

We will only share the details of your Mitigating Circumstances with the Mitigating Circumstances Committee

Submit forms, evidence or any questions to us by email at: qa@ice.cam.ac.uk

Resources

Mitigating Circumstances Procedure
www.ice.cam.ac.uk/info/mitigating-circumstances-undergraduate-programmes-only
or
www.ice.cam.ac.uk/info/student-handbook

Mitigating Circumstances Form
www.ice.cam.ac.uk/info/student-forms