

MITIGATING CIRCUMSTANCES FORM – ANNUAL RESEARCH PLAN

Name:	
Position/Job Title:	
Department/School:	
Please list the areas of your work/research that has been affected.	

Mitigating circumstances are defined as “recognisably disruptive or unexpected events, beyond an individual’s control, that could result in a significant and adverse impact on their academic performance”.

If you believe that your research work has been affected by such circumstances, you may submit this form for consideration.

Description of Circumstances

Please now explain **how** these circumstances have affected your research work. Please provide all relevant dates and/or events that have impacted on your work.

Please send this form to HR as soon as possible.

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Supporting Evidence

If you would like to submit supporting evidence along with this form then please attach to this form on submission. Please note this is not a requirement.

Next Steps

Once you have submitted this form the Head/Deputy Head of HR will contact you to discuss the information outlined and the proposed next steps.

Please send this form to HR as soon as possible.