Individual Mitigating Circumstances (IMCs) Report Form 2023/24

**Before submitting this form, you must read the** [**guidance on IMCs**](https://www.bath.ac.uk/guides/individual-mitigating-circumstances-imcs/) **and** [**submitting an IMC claim**](https://www.bath.ac.uk/guides/submitting-an-individual-mitigating-circumstances-imc-claim/)**. This is important information on what an IMC is, the process for requesting one, what is normally considered as a valid IMC and evidence requirements.**

# Instructions for completion

This form is broken down into five sections, please make sure you complete them all:

* Your details
* The details of the affected assessment
* Your reason for submitting a claim
* Your evidence to accompany the claim (including notification of any evidence that may follow)
* Your statement about your circumstances
* Submitting the form - please refer to the [IMC claim form webpage](https://www.bath.ac.uk/publications/individual-mitigating-circumstances-report-form/) for information on who you should send your claim form to. The final page is important information for you to keep – it does not need to be submitted.

# Your details

|  |  |
| --- | --- |
| **Student Number: *(this is listed on your library card)*** |  |
| **Full Name:** |  |
| **Department:** |  |
| **Degree course:** |  |
| **Year of Study:** |  |

# Details of the affected assessment

Please fill in a separate line for each assessment item affected. Add rows as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unit Code**  e.g., XX59999 | **Unit Title**  e.g., Consulting | **Assessment item**  e.g., exam; group presentation; in-class test; lab practical; essay; dissertation; project | **Submission deadline or date of assessment**  Date/Month/Year | **Did you submit/ attend?** (Y or N) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Your reason for submitting an IMC claim.

This is about identifying the nature of your circumstances.  You can provide more detail in the next section.

If you think more than one reason applies you can tell us about this in your statement in the next section.

More information about reasons normally accepted for an IMC can be found in our [guide on reasons and evidence for submitting an IMC](https://www.bath.ac.uk/guides/reasons-and-evidence-for-requesting-a-coursework-extension-or-imc/).

|  |  |
| --- | --- |
| **Reason for your claim** | **Indicate with X if one assessment; indicate with unit codes if multiple assessments** |

## Something happened to YOU

|  |  |
| --- | --- |
| Physical health |  |
| Mental health |  |
| Experience of bullying, harassment or crime |  |
| Technical issues regarding online assessment |  |
| Other disruption in your personal life caused by something happening to you, for example a financial, immigration or housing crisis, work-related |  |
| Placement-related event (This relates only to placements forming part of a University course of study.) |  |
| *Other valid reason – use this space to state briefly what this was* |  |

## Something happened to SOMEONE ELSE (family/friend) but impacted on you

|  |  |
| --- | --- |
| Bereavement of family or friend |  |
| New or additional caring responsibilities, for example supporting a parent through serious illness. |  |
| Disruption in your personal life caused by something happening to family/friend, for example a disruptive breakdown of a significant relationship (i.e. parental) |  |
| Other valid reason - *use this space to state briefly what this was.* |  |

# Your evidence

**Where possible please attach any evidence when you submit your form. In the final row on the bottom of the table please let us know if you intend to send further evidence at a later date** **and an indication of when you will get it to us.**

More information about what you can submit as evidence can be found in the[guide on reasons and evidence for submitting an IMC](https://www.bath.ac.uk/guides/reasons-and-evidence-for-requesting-a-coursework-extension-or-imc/)

|  |  |
| --- | --- |
| **Type of evidence** | **Indicate with X if one assessment; indicate with unit codes if multiple assessments** |
| Official documentation |  |
| Documents/correspondence/statements from University support services or staff including the Students’ Union at the time the circumstances occurred |  |
| Documents/correspondence/statements from external, third-party professionals or support services |  |
| Correspondence with/from family/friends at the time the circumstances occurred |  |

Additional Information:

1. *if you intend to send further evidence at a later date, it would be helpful if you could also indicate here roughly when we might receive this:*
2. *if you had any issues obtaining evidence you wished to provide please explain this here:*

|  |
| --- |
|  |

# Your statement

This is for you to provide detail about your circumstances and their impact on your assessment(s).  **Word limits are suggested as a guide to the level of detail necessary.**

**The Students’ Union Advice & Support Centre (**[**suadvice@bath.ac.uk**](mailto:suadvice@bath.ac.uk)**) can provide independent help with writing or reviewing these sections.**

|  |
| --- |
| **WHAT** - Please use this space to tell us more detail about your circumstances (suggested limit 250 words) |
|  |
| **HOW –** Please use this space tell us how your assessment performance was affected (suggested limit 250 words) |
|  |
| **WHEN** – Please confirm when the circumstances occurred **- this is expected to be around the time of your assessment** |
|  |
|  |

**ACTION TAKEN** - were anyof the following taken to try and prevent disruption to your assessment(s)

|  |  |
| --- | --- |
| **Action** | **Indicate with X if one assessment; indicate with unit codes if multiple assessments** |
| Coursework extension request | **(please include date of agreed extension if applicable)** |
| Mitigating steps as detailed in my Disability Access Plan |  |
| Support from DoS/unit convenor/personal tutor |  |
| Support from University support services, including Students’ Union |  |
| Support from external, third party services e.g. NHS, charity etc |  |
| None |  |

Any other action –*use this space to state what this was.*

|  |
| --- |
|  |

*Office use only*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date received: |  | Within deadline? | Y/N | Received by (name and role): |  |

# Important information for you to keep

## Confidentiality

The information you provide will be treated in accordance with the University’s [Data Protection Statement for Student Registration](https://www.bath.ac.uk/guides/data-protection-statement-for-student-registration/).

Personal information which is received as part of your claim will be treated as confidential. This information will be kept, used and shared with other members of University as necessary and appropriate for the purposes of considering your claim and related academic decision-making. This includes sharing the full detail of your claim with the IMC panel who determine whether your claim is valid. A headline summary of the nature of your IMC claim is made available to the Board of Examiners who determine what action (if any) to take as a result of a valid claim.

That you have submitted a claim, its outcome and minimal information concerning its contents will be stored in our student records system for the purposes of audit and academic decision-making. To ensure confidentiality for any sensitive information, the full details of your claim will be stored separately from your record in SAMIS.

***If you have questions or concerns about your information being shared, then please contact your Director of Studies to discuss this as it may be possible to ensure some information is restricted.***

## Outcome

You will find out the outcome of your claim at the same time as your unit results are released.

## Further support

We understand that this form encourages you to be brief and factual about your circumstances but that you may still want or need support. Your Directors of Studies, Personal Tutor or Student Experience Officer will normally contact you by email to follow up to ensure you are aware of the support available to you based on the information in this IMC form.

Please note you may also be contacted by Student Support and Safeguarding, if, based on the circumstances you disclose, the University considers you or another person at risk of serious harm.