Instructions for Mitigating Circumstances (MCs) claim submission

NOTE: *These instructions are intended to help students in submitting a Mitigating Circumstances claim and should not be used as a substitute for the MC regulations. For reference, please refer to Section 11: Mitigating Circumstances in the Handbook of Academic Regulations.*

Definitions and Conditions

In case you face serious, unforeseen, unpreventable circumstances that significantly disrupt your ability to undertake an assessment, you have a right to submit a Mitigating Circumstances (MC) claim.

In order for your MC claim to be considered, it must satisfy the following requirements:

1) The MC claim must be submitted before the deadline specified by the University - deadlines are communicated by email.
2) Circumstances must be:
   a) unforeseen
   b) out of your control and could not be prevented
   c) relate directly to the timing of the assessment
   d) meet specific conditions relating to the documentary evidence.
3) The following reasons are not considered valid for making an MC claim:
   a) leisure travel
   b) bereavement for a family member not in the direct line
   c) employment-related reasons from undergraduate students
   d) unawareness of regulations
   e) after the assessment took place and a mark was given.

Submission of the MC claim

The University recommends that all MC claims are submitted within five working days after the assessment due date (or as soon as the evidence becomes available), but no later than the published deadline for each Semester.

Submission of the MC Claim is done through the WIUT SRS in accordance with the MC Claim instructions. In order to submit your claim, you will need to follow the steps below:

1) Log in to the WIUT SRS and choose Mitigating Circumstances
2) Read the instructions carefully
3) Choose "New MC claim" and fill in the form that appears, upload the evidence, and submit

MC claims for Late submission

Any coursework submitted more than 24 hours past the deadline will result in a 10-mark deduction. This rule will also apply to submissions after the granted extension. For the MC claim for late submission (i.e., extension), you will need to follow the steps below:

1) Fill in the MC form through the WIUT SRS within 5 working days following the original deadline
2) Attach the documentary evidence outlined below
3) Submit your work within 5 working days after the original assessment submission deadline (if you fail to do so, the MC claim will be considered for non-submission)

Your coursework will be considered for non-submission if:

a) you fail to submit an MC form and the coursework within 5 working days after the original deadline

b) the submitted MC claim has been rejected by the MC board.

Normally, the decision regarding your claim's approval or rejection will be known to you through SRS within 2 weeks' time.

Types of documentary evidence

Illness and Injury	Polyclinic Statement (справка из поликлиники)	A medical certificate on a specific diagnosis/illness with: 1. Rectangular polyclinic stamp 2. Triangular polyclinic stamp (Tashkent city students)/ Round polyclinic stamp with coat of arms (regional students) 3. Doctor's stamp with signature 4. In case of extension of the Coursework submission – the proof (ВКК1) with at least 2 signatures
	Hospital Statement (выписка из больницы)	A document from the hospital specifying the hospitalization period.
	Medical Analysis	Tests such as blood; feces; urine; x-ray; endoscopy; biopsy; hormones; MRI (magnetic resonance imaging)

Chronic Condition	Doctors' evidence confirming a chronic condition	A medical history book copy certified by the triangular polyclinic stamp with evidence of chronic illness. Confirming manifestation of the chronic condition during the time of the examination period provided by the University's medical staff or the polyclinic.
Aggravated conditions with pregnancy/ labour	Doctors' evidence confirming aggravated condition/delivery	Confirmation letter from the gynecologist stating the following: 1. Period of pregnancy 2. Toxicosis degree. A hospital letter indicating the hospitalization period 3. Condition/treatment/excerpt statement from the hospital 4. Labour dates confirmation. Birth delivery and care proving with a copy of the Birth certificate
University Counsellor's letter	Evidence confirming that a student is sent to programs, conferences, and exchanges by the University	University Counsellor's statement on official University paper with the signature of the counsellor. The letter must be addressed to the MC Board.
Employment (part-time and postgraduate students only)	Employers statement	Employer's letter on the official paper with the stamp and signature of the employer proving the unforeseen/beyond control nature of the work.
Bereavement of close relatives	Death certificate and relationship proof	Copy of the death certificate of the direct line relative. Documents proving the relationship. A passport copy of the relative(s) in direct line.
Incident	Police letter/Court Summons/ Traffic police certificate/hospital confirmation	An official statement from the relevant state authorities and a witness statement are appropriate.
Other type		Any relevant additional evidence

Missed deadlines for MC submission

It is the student's responsibility to make sure that all MC claims are submitted within the given period after the assessment deadline. Late claims will only be considered in highly exceptional circumstances, which include:

1) Hospitalization for the period between the exam and the submission of the MC deadline
2) Being under arrest for the period between the exam and the submission of the MC deadline.

If you submit the MC after the deadline with evidence of highly exceptional circumstances, you must state in the explanation section the reason for missing the deadline.

Otherwise, claims submitted after the deadline, but without the occurrence of highly exceptional circumstances and appropriate explanations, will not be considered.

Consideration of the MC submission

The types of documentary evidence listed are the requirements for the review of the Mitigating Circumstances Board. The outcome of the MC claim will be communicated to students via the WIUT SRS and WIUT email.

Student Performance section

Academic Registrar's Office

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