



UNIVERSITY OF KURDISTAN HEWLÊR
ACADEMIC REGISTRAR'S OFFICE

Serial No

MITIGATING CIRCUMSTANCES FORM

Student Name: Student ID Number:
Contact Number: UKH Email Address:
Department: Level: Major:

Before completing the form, you must carefully read the following:

- 1. You should use this form to make a Mitigating Circumstances claim for:
- Non-attendance at an exam/s;
- Non-submission of coursework;
- An extend period of absence from classes (3 days or more)
2. Claims without evidence will be rejected. Do not submit a claim if you are unable to secure relevant supporting evidence.
3. All completed forms must be submitted to the appropriate Academic Registrar's Office by 5 working days after the date of the last missed examination or assignment deadline.
4. If your circumstances are highly personal, please submit your form in a sealed envelope labeled with your name and student ID number.

Non Submission / Non Attendance

Table with 3 columns: Module Title, Component Affected: (Class attendance, essay, exam/s, etc.), Date(s) of Examination / Absences. Contains 7 empty rows for data entry.



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- 1. Have you previously submitted a mitigating circumstances claim during the current academic year?
 Yes (*proceed to Question 2*) No
- 2. Did you submit supporting evidence with your previous claim which is also relevant to this claim?
 Yes No

DECISION BY MITIGATING CIRCUMSTANCES COMMITTEE

Accepted Rejected

Recommended action (if applicable):

Name: _____
MCC Chair

Signature: _____ Date: _____

SUPPORTING DOCUMENTS DETAILS

(Please give details of the documentary evidence you are submitting in support of your request)

I confirm that I have read and understood the information above.

I declare that to the best of my knowledge, all information given is true and all evidence submitted is genuine.

Student's Signature: _____ Date: _____

FOR ARO USE ONLY

Received by: _____ Date: _____