

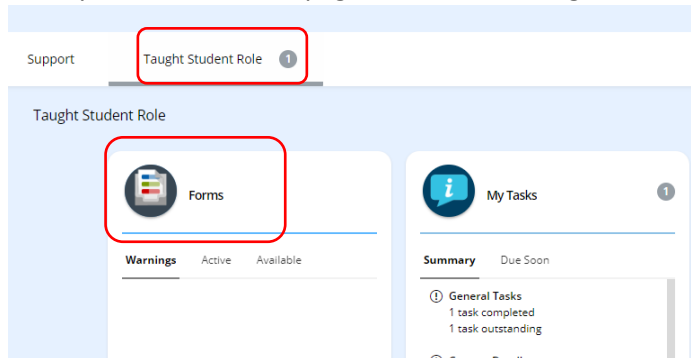
Student's Guide - Applying for Mitigating Circumstances in OneUni

Contents

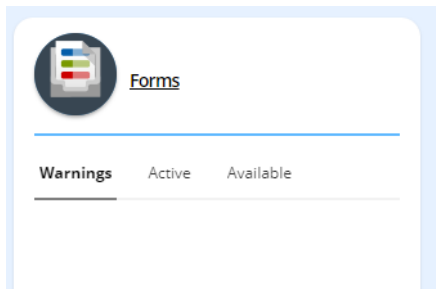
Applying as an Undergraduate or Postgraduate Taught Student..... 1
Applying as a Postgraduate Research Student. 5

Applying as an Undergraduate or Postgraduate Taught Student.

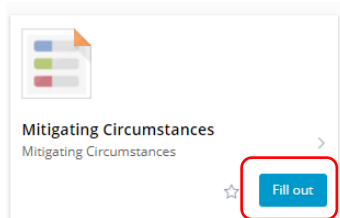
1. Login to your OneUni Student account using the link below and log in using your student ID and password. [OneUni Login Page](#)
2. From your OneUni homepage click on the “Taught Student Role”



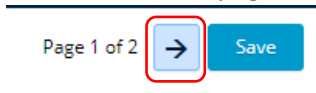
- Next locate your Forms tile and click on the link at the top of the tile to open the forms selection page.



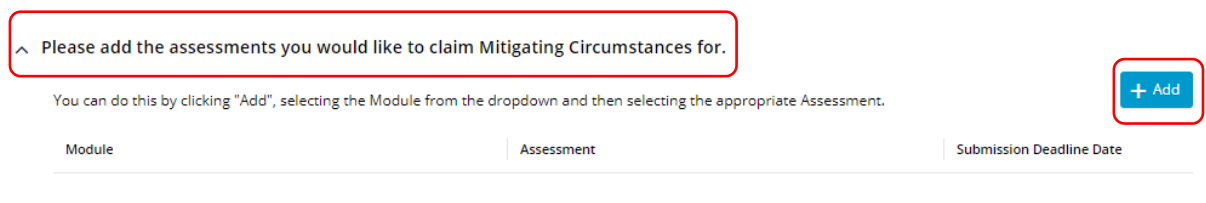
- Locate the "Mitigating circumstances" tile and click on the 'Fill out' button to open the request form. If you have any draft mitigating circumstances forms saved you will be prompted to either open a draft form, but you can select the option to create a new form if you wish.



- Please fully read page 1 of the form. This contains important information to help you complete the form fully and correctly.
- Once you have read page 1 of the form click the right facing arrow at the top on the page to move to the next page of the form to create your request.



- Your 'Student Details' and 'Programme Details' will automatically populate. Please ensure these are correct before continuing.
- Scroll down the form and locate the section shown below and click the '+Add' button on the right of the screen.



- Using the drop-down menus in the 'Modules' and 'Assessment' field enter the module and assessment item you wish to apply for Mitigating Circumstances for.

^ Please add the assessments you would like to claim an Mitigating Circumstances for.

Module *

Assessment *

10. Enter the 'Original Submission Deadline Date*' field by clicking the calendar symbol and entering the original assessment due Date.

Original Submission Deadline Date *

11. Next tick 'Yes' or 'No' in response to the question "Please confirm if you have previously been granted an extension for the assessment you are applying for Mitigating Circumstances? *" If selecting 'Yes', a section will appear to confirm the 'Extension Deadline Date' please also complete this before continuing with the form.

Please confirm if you have previously been granted an extension for the assessment you are applying for Mitigating Circumstances?*

Yes

No


If selecting yes please provide the extension deadline date below:

Extension Deadline Date *

12. Next tick 'Yes' or 'No' in response to the question "Please confirm if you have previously had a Mitigating Circumstances claim rejected or approved for the module you are applying for?"
13. Complete the drop-down field 'Yes' or 'No' to confirm if you have entered a previous request for Mitigating Circumstances via the old SharePoint system.
14. Using the drop-down menu please select one of the two options provided. Please indicate your preferred outcome should you request be approved.
15. If you are only questioning Mitigating Circumstances for one assessment item, you can now click save at the top right of the form to return to the main form page.

Cancel Save 

If you are applying for multiple modules, please select the dropdown arrow and choose 'Save and New'.

Cancel Save 

Save And New

Once you have added all the modules and assessments you wish to apply for Mitigating Circumstances against, please select the 'Save' option at the top of the screen, this will return you to the main form.

16. Double check that all the module and assessment information you have entered is correct.

^ Please add the assessments you would like to claim an Mitigating Circumstances for.

You can do this by clicking "Add", selecting the Module from the dropdown and then selecting the appropriate Assessment. + Add

Module	Assessment	Submission Deadline Date
1842133 (EGR2007 (2) - Innovation Project)	UA1 (Project)	04-Sep-2023

17. Enter your 'Personal Statement' in the area 'Claims Details' section of the form.

^ Claim Details

Personal Statement * 8000

18. To upload any supporting documents, click the '+Add' on the right-hand side of the screen and select the 'Add from local drive' option.

^ Supporting Documentation

Attachments *

📁 Drag new attachments here

+ Add
📎 Add from local drive

19. To Complete your form, scroll down to the 'Declaration Section'. Please click the link and read the Mitigating Circumstances Claim Terms & Conditions, a link to this is provided at the bottom of the section. Next tick to confirm you understand the 2 statements in the Declaration Section.

^ Declaration Section

Please read and confirm by ticking the policies below:

I confirm that any statement or other personal information included in my application relating to someone relevant to or supporting my claim, has been provided with the explicit consent of that person (s) and with their understanding that this information will be shared in accordance with the procedure*

I agree to the outlined terms and conditions*

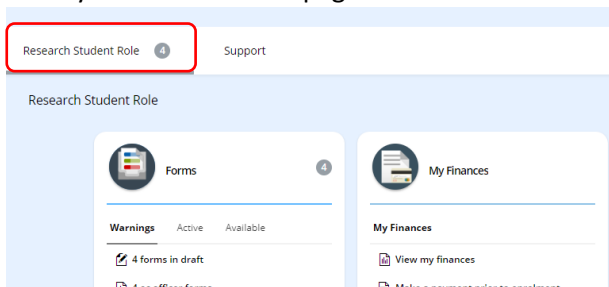
A copy of the University of Lincoln Mitigating Circumstances Claim Terms & Conditions can be found [here](#)

You can now click 'Submit' at the top of the screen to complete and submit your form for assessment by the Mitigating Circumstances Team.

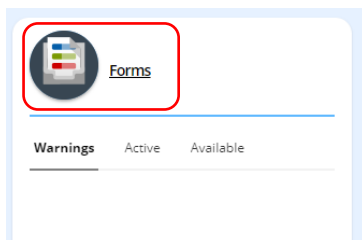
Page 2 of 2 ← Submit More →

Applying as a Postgraduate Research Student.

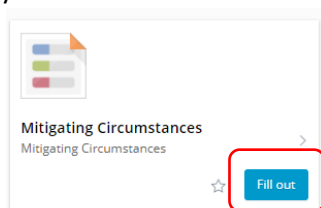
1. Login to your OneUni Student account using the link below and log in using your student ID and password. [OneUni Login Page](#)
2. From your OneUni homepage click on the “Research Student Role”



3. Next locate your ‘Forms’ tile and click the link at the top of the tile to open the forms selection page.

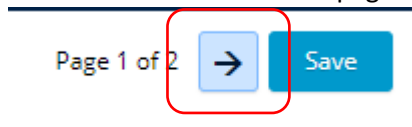


4. Locate the “Mitigating circumstances’ tile and click on the ‘Fill out’ button to open the request form. If you have any draft mitigating circumstances forms saved you will be prompted to either open a draft form, but you can select the option to create a new form if you wish.



5. Please fully read the information on page 1 of the form. This contains important information to help you complete the from fully and correctly.

6. Once you have read page 1 of the form click the right facing arrow at the top right of the screen to move to the next page



7. Your 'Student Details' and 'Programme Details' will automatically populate. Please ensure these are correct before continuing.
8. Scroll down the form and locate the 'Research Student Claim Details' section shown below and complete the information requested in the 4 field.

^ Research Student Claim Details

Reason for the mitigating circumstances request: *

Please complete the section below as required::

Final Submission Date

Requested Submission Date

Length of Extension Requested

9. Enter your 'Personal Statement' in the area 'Claims Details' section of the form.

^ Claim Details

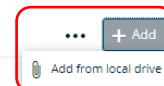
Personal Statement *

10. To upload any supporting documents, Click the '+Add' on the right-hand side of the screen and select the 'Add from local drive' option.

^ Supporting Documentation

Attachments *

Drag new attachments here



11. To Complete your form, scroll down to the 'Declaration Section'. Please click the link and read the Mitigating Circumstances Claim Terms & Conditions, a link to this is provided at the bottom of the section. Next tick to confirm you understand the 2 statements in the 'Declaration Section'.

^ Declaration Section

Please read and confirm by ticking the policies below:

I confirm that any statement or other personal information included in my application relating to someone relevant to or supporting my claim, has been provided with the explicit consent of that person (s) and with their understanding that this information will be shared in accordance with the procedure*

I agree to the outlined terms and conditions*

A copy of the University of Lincoln Mitigating Circumstances Claim Terms & Conditions can be found [here](#)

You can now click 'Submit' at the top of the screen to complete and submit your form for assessment by the Mitigating Circumstances Team.

