

Circumstance	Acceptable evidence
1. Serious or extended illness or injury	Medical certificate or GP note signed during the illness or incident with a stated period of refrain. Needs to bear Surgery Stamp
2. Serious Illness/Injury of a close relative or dependent	<p>Medical certificate or note signed while the illness or incident was affecting the other person and clearly stating the refrain period. Needs to bear Surgery Stamp</p> <p>Medical certificate or GP note signed and clearly stating the refrain period or support given to the other person(s). This must be during or around the hand in date. Needs to bear Surgery Stamp</p>
3. Bereavement	<p>Copy of a Death Certificate or dated Order of Service</p> <p>Official letter from a person with whom you have a professional relationship, such as a Counsellor, Faith Leader or GP confirming the impact on you</p>
4. Domestic and/or Personal Problems	<p>Medical certificate or note signed confirming the problem and impact. Needs to bear Surgery Stamp</p> <p>Official letter from a person with whom you have a professional relationship (see above)</p>
5. Court Attendance e.g. jury service	Official correspondence from the Court, Tribunal Authority or letter from Solicitor.
6. Work Commitment <i>Only students studying part-time can apply concerning work commitment issues</i>	Official letter on headed paper signed by your line manager, or senior stating the increased work pressures, the reasons behind this and the likely duration. We can also accept emails from an official email address sent directly to mitigation@beds.ac.uk from the line manager – we cannot accept forwarded messages
7. Representing County or Country at Sport	Official letter from the appropriate sporting association or authority that explained why the absence was necessary.
8. Religious Observance	Confirmation from the University Chaplain or Faith Leader that the religious observance is a reasonable one for a member of the faith.
9. Active Exercise of Citizenship e.g. Reserve Forces	Letter from the appropriate association or authority that explained why the absence was necessary.
10. Victim of Crime	<p>Official Police or other investigating authority letter confirming the reported crime and where appropriate, a list of items stolen, such as a laptop or computer.</p> <p>Medical certificate or GP note signed confirming the incident and impact on you. Needs to bear Surgery Stamp</p>
11. Childbirth or complications during pregnancy	<p>Copy of a birth certificate</p> <p>Medical certificate or note signed confirming complications were affecting the student. Needs to bear Surgery Stamp</p>
12. Other <i>Other mitigating circumstances that do not fall under any of the criteria defined above</i>	Appropriate types of evidence will be communicated to you.

Please submit your completed form to the Student Information Desk at your campus, or upload using SiDOnline. Alternatively you can email to mitigation@beds.ac.uk or send by fax on 01582 743341. If sending by post, please address to Student Engagement and Mitigation Team, University of Bedfordshire, Park Square, Luton, Beds LU1 3JU.