



CONFIDENTIAL

## Mitigating Circumstances Form

If you are facing short-term or long-term exceptional circumstances, you may submit a mitigating circumstance form to your Senior Tutor to request:

- A short break from the programme
- An extension to target / task / evidence bundle submissions deadlines

A break / extension can normally be granted for a period of up to two weeks.

Examples of exceptional circumstances include:

- illness of self or dependents;
- unanticipated changes in personal circumstances.

The following reasons would not normally be accepted as valid reasons:

- holiday arrangements;
- social commitments;
- normal work pressures;
- religious festivals;
- technical software, hardware, network or internet problems.

CTSN SCITT Mitigating Circumstances Form Part 1

CONFIDENTIAL

Part I - to be completed by the Trainee

Please complete part I of this form and email it to your Senior Tutor along with any supporting evidence.

You must continue to work on your targets / tasks / evidence bundle submissions whilst waiting for a decision.

Name		Date	
Signature		Hub	
Request			
Reason for the request			
Documentary evidence to support the request (if applicable)			
If applicable, the name of the CTSN member who you have discussed this with			

Decisions will be made as quickly as possible, and you will be notified of the decision by your SCITT via email

CTSN SCITT Mitigating Circumstances Form Part 2

CONFIDENTIAL

Part 2 to be completed by the Programme team

Date form received			
Note discussions with CTSN colleagues			
Outcome, with reasons			
Plan going forward			
Date decision communicated to trainee			
Name		Date	
Signature		CTSN Role	