***COMPLETED FORM NEEDS TO BE SENT DIRECTLY TO THE GRADUATE SCHOOL***

**Requests to extend milestones that do not take a student beyond their period of registration should be submitted to the department and then approved by the department RSRB.**

**UNIVERSITY OF ROEHAMPTON**

# RESEARCH DEGREES COMMITTEE

# RESEARCH DEGREE MITIGATING CIRCUMSTANCES FORM

*This form can be used to support requests for extensions to doctoral milestones (e.g. RDCom2) and extensions to period of registration (RDCom6) based on mitigating circumstances. Please also send in any accompanying evidence* ***all mitigating circumstances must have accompanying evidence.***

SECTION 1: OUTLINE OF MITIGATING CIRCUMSTANCES

#### Please give an outline of your mitigating circumstances. If these reasons are confidential then you can provide an outline below and send the evidence directly to the Director or the Graduate School or you can send this form and the evidence both to the Director of the Graduate School. Please note that the Graduate School will treat any mitigating circumstances forms and evidence that it receives as confidential.

For information on the mitigating circumstances policy please follow this link <https://www.roehampton.ac.uk/globalassets/documents/corporate-information/policies/mitigating-circumstances-policy-2019.pdf>

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| *Continue on a separate sheet if necessary* |

*Mitigating circumstances evidence supplied*

### **SECTION 2: SIGNATURE**

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| --- | --- | --- | --- |
| Student: | Signed: | Date: | Department: |
| Printed: |