

**Mitigating Circumstances Panel - Agenda**

**Faculty of Music/Faculty of Dance (UG)/Faculty of Dance (PG/Diploma)\***

**\*Delete as appropriate**

**[Acacdemic Year], Meeting No. X**

**[Meeting Date], [Meeting Time]**

**[Meeting Venue]**

1. Welcome and Apologies for Absence
2. Quoracy
3. Conflict of Interest
4. Chair’s Actions
5. Interruption of Study
* Consideration of applications to interrupt studies due to mitigating circumstances and recommendations to Assessment Board
1. Mitigating Circumstances
* Consideration of applications for extension or deferral of assessment due to mitigating circumstances and recommendations to Assessment Board
1. Any Other Business
2. Date of Next Meeting

**MITIGATING CIRCUMSTANCES PANEL MINUTES TEMPLATE**

**Faculty of Music/Faculty of Dance (UG)/Faculty of Dance (PG/Diploma)\***

**\*Delete as appropriate**

**[Academic Year], Meeting No. X**

**[Meeting Date], [Meeting Time]**

**[Meeting Venue]**

1. Welcome and Apologies for Absence

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| **Attendance list** |
| **Chair** |
| [Name] | /X | [Title] |
| **Members** |
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| **Secretary** |
|  |  |  |
| **Clerk** |
|  |  |  |

1. Quoracy

The meeting was confirmed to be quorate/The meeting was postponed as it was not quorate

1. Conflict of Interest

There were no conflicts of interest/Conflicts of interest were noted as follows:

1. Chair’s Actions

No Chair’s Actions had been taken since the last meeting/The following Chair’s Actions were noted:

1. Interruption of Study

Consideration was given to the attached applications to interrupt studies due to mitigating circumstances. Recommendations to the Assessment Board were noted on the attached outcome records.

1. Mitigating Circumstances

Consideration was given to the attached applications for extension or deferral of assessment due to mitigating circumstances. Recommendations to Assessment Board were noted on the attached outcome records.

1. Any Other Business
2. Date of Next Meeting