


Making a Personal Mitigating Circumstance (PMC) Request

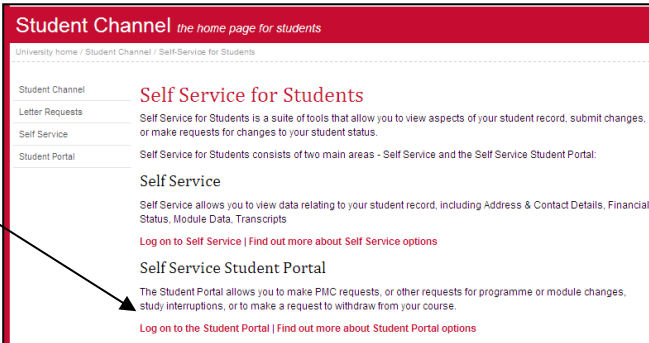
Important Information to read before making a request

- You must confirm that you have read the online guidance information before you can complete the PMC application.
 - You can submit a PMC for non-submission, absence from an assessment or late submission (for assignments up to a maximum of 4 working days late).
 - Please ensure that you choose the appropriate category for your PMC.
 - It will not be possible to change the reason e.g. from late submission to non-submission once you have submitted your PMC.
 - Please note that information you provide may be shared with staff linked to your programme of study for the purpose of providing you with appropriate support and guidance.
 - The full Personal Mitigating Circumstance Guidance [can be accessed here](#).
1. Navigate to the **Student Channel: My Information** section and click on the **Self Service/Student Portal** link to access a link to the online form and guidance.

a. Select the Self Service/Student Portal link.



b. You will then be able to access the Student Portal and/or guidance.





Note: You can also access the Self Service Student Portal via [Blackboard](#) or access the online form directly by accessing the URL <https://sss.salford.ac.uk/>.

- After clicking **Log on to the Student Portal**, click on **PMC Request** on the left hand side of the screen.

a. Click on the PMC Request option here.

Home

Student Requests

New Requests

PMC Request

Module Transfer

Interruption

Welcome to Student Self Service.

Student Requests

Due to a system upgrade, the Self Service Student Portal will only display requests made on or after the 6th October 2014. In order to access any historic requests made before 6th October 2014 please [click here](#). Note: you will not be able to make new requests in the 'old' system.

- The request guidance will then be displayed. Ensure to carefully read the guidance and only accept it once you have agreed to it. The guidance must be accepted before proceeding.

I have read and understood the guidance.

Accept

Decline

- You will then be directed to the online form in order to complete your details and make your PMC request – take note of the mandatory* fields.

Student Details Tab:

a. Ensure to work through each tab – completing the relevant information as requested.

PMC Request -

Student Details
PMC Details
Assessments
Supporting Documents
Declaration

As you are a staff proxy inputting on behalf of a student please use the student information in this search bar rather than your own. Please enter either: The student ID which is in the format @ followed by 8 numbers or the student's UoS network login ID, which is in the format 3 letters followed by numbers e.g. LWM11111.

Student Search Search

Student Details

Student ID	@00296107
First Name	Example
Last Name	Student
Middle Name	
School	School of Business
Programme Title	Bus & Man Studs - Law
Programme Code	S/BMSL/F
Level of Study	Undergraduate
Year of Study	3
Academic Year	Full Academic year 2013/14
Registration Status	Registered
University Email	aaavcsaagaacxziaa5@236956
Personal Email	<input style="width: 90%;" type="text" value="aaavcsaagaabrufabb@236956"/>
Mobile Number	<input style="width: 90%;" type="text" value="740198997"/>

Any change to your e-mail or telephone number is not permanent, you will also need to amend this within [Student Self Service](#).

Next

Cancel

Save as Draft

Submit

b. Your personal and programme details will automatically appear here. For each tab, ensure to complete the relevant information as requested.

c. You can amend both your Personal Email and Mobile Number here.

d. Click next to move through the tabs.

e. Use the buttons below to cancel the request, save as a draft or submit your request.

Note: Any changes to your email or telephone number are not permanent; you will also need to amend this within [Student Self Service](#).

Governance Services Unit
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Page 2 of 5

PMC Details Tab:

a. Select whether you have a Student Support Plan here.

b. Enter your reason for the PMC here. Ensure to follow the guidance on the screen.

c. Click next to continue to the next tab.

Assessments Tab:

a. Select the Module which has been affected here.

b. After selecting the Module, you can then select the Assessment which has been affected here.

c. Select the Date Set and the Submission / Exam Date here. For more information about what those dates are, click the information symbol next to each field.

d. Indicate the reason for your mitigation against each assessment here.

e. Click the Add Assessment button and repeat the process to add additional assessments.

f. Click next to continue to the next tab.



Note: You must complete an entry for every assessment and module affected.

Supporting Documents Tab:

PMC Request -

Student Details | PMC Details | Assessments | **Supporting Documents** | Declaration

Supporting Documents

Students are expected to support their PMC claim with documentary evidence. The University will not request evidence on your behalf and evidence must be uploaded into your PMC before you submit your form. **You should be aware that if you do not provide evidence, your PMC will probably be rejected.** An indication of the type of evidence which you could provide is available in the PMC procedure. All evidence must be submitted in English or an official translation provided. Video or sound files are not acceptable as evidence.

- Choose the file.
- Enter a description of the file in the **Description** field.
- Click the **'Upload'** button and repeat the process to add additional document.

Choose File

Description

Supporting Document(s): 0 of 6
Remaining Documents size: 8 MB

a. Search for and select your supporting document here.

b. Give a description for the supporting document here e.g. Doctor's Letter.

c. Click next to continue to the next tab.

Declaration Tab:

1. When you have completed the online form, you must read and agree to the **Declaration of Accuracy** before you click **Submit**.

PMC Request -

Student Details | PMC Details | Assessments | Supporting Documents | **Declaration**

Declaration Of Accuracy

I confirm that the information I have provided is true and that I have read and understood the University's procedure and guidelines relating to personal mitigating circumstances.

You can access the PMC Procedure by following the [link](#).

a. Click here to confirm you agree with the Declaration of Accuracy.

b. Use the buttons below to cancel the request, save as a draft or submit your request.



Note: After clicking Submit, the system may detect errors/mistakes with your submission. If this is the case, the system will highlight the appropriate tab in red text and provide red text next to the field that has an error/mistake explaining what you should do next.

- Once you have submitted your request, you will be returned to the main menu and your request will be displayed on the dashboard, as shown below:

New Requests

- PMC Request
- Module Transfer
- Interruption
- Programme Transfer
- Withdrawal

Student Requests

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Filter by:

PMC Status:

Student Search:

Request Id	Submitted Date	Type	Programme Title	Academic Year	Registration Status	Status	Actions
Student-PMC-1012	17/10/2014 13:54:32	PMC	Children's Nursing (RN) (Mar)	Full Academic year 2013/14	Registered	Submitted	<input type="button" value="View"/> <input type="button" value="▼"/>

- Upon clicking submit, an email will be sent to the appropriate School for the PMC to be reviewed and a decision made. You will receive an email to your Salford email account confirming your PMC request has been submitted.



Note: The request that has been submitted is only a request; it is not guaranteed that the request will be accepted. The completed form will be sent to the appropriate School to be reviewed and you will be notified of the outcome in due course.

When a decision has been made, you will receive an e-mail to advise you of the outcome through your Salford email account.