MITIGATING CIRCUMSTANCES POLICY

(ADDITIONAL CONSIDERATIONS)

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1. Purpose ……..

Purpose

The University appreciates that sometimes unforeseen situations outside of a student's control may prevent them from carrying out their academic work. These are referred to as mitigating circumstances, or 'additional considerations'.

There are three principles that are taken into account by the mitigating circumstances process and they are that the circumstances should:

- Be unforeseen and outside of the student's control
- Be supported by appropriate information and/ or evidence
- Have had an impact on the student's ability to complete an assessment

Academic staff cannot give permission for extensions or resit opportunities for assessments. The only team who can grant mitigating circumstances awards are the Student Engagement and Mitigation (SEAM) team within Student Support.

2. Scope

This Mitigating Circumstances Policy applies to all students and apprentices registered on a taught course at undergraduate and postgraduate level. It includes students studying at Study Centres and Partner Institutions (unless specified otherwise in the course handbook).

Applications for mitigating circumstances for Home, EU and International students are considered using the same criteria and process.

The involvement of SEAM in relation to extensions/ interruptions for Research Students is detailed separately and can be found in the Research Degrees Handbook.

3. Policy

Submitting an application for mitigating circumstances

If you wish to apply for mitigating circumstances you will need to complete a mitigating circumstances form (appendix 1). The form should be submitted to SEAM on or before the deadline/ date of the assessment.

If you have difficulty completing the form in time, you will need to make contact with SEAM on or before the deadline/ date of the assessment to alert them of their situation – or at the very earliest opportunity thereafter.

You do not need to wait for appropriate evidence to be available before contacting SEAM. It is important that you report any difficulties to SEAM as early as possible to ensure that the appropriate support can be provided.

If you submit a late application without good reasons for the delay, you may be refused mitigating circumstances.

You are responsible for

You can submit evidence and/ or additional information after you have submitted the form but this should be as soon as it becomes available.

All evidence and information required in relation to a request for mitigating circumstances must be received prior to the Exam Board that will consider the grades for the relevant unit. SEAM and SID will be able to confirm the cut-off date

therefore you can get a short-term extension up to 56 days from the original hand in date. You cannot get a partial day extension.

All extensions start from the original hand in date of the piece of work (not from the date of the mitigation decision) and include all calendar days, including weekends and bank holidays. The submission requirements remain the

Mitigation Circumstance Application Form

What is Mitigating Circumstances?
Students who have experienced exceptional unforeseen short term circumstances outside of their control which has a detrimental effect on studies. Students can apply for extensions or reassessments for assignments and/or exams based on these exceptional circumstances.

Applying for Mitigating Circumstances:

- Complete all sections of this form.
- Submit the form on or before the assessment date – no later than maximum of 7 calendar days after assessment due date.
- Meet the criteria listed below – v m9.

- Copy of a death certificate, dated order of service, official documentation of death, cremation notice or copy of obituary.
- Official letter from a person with whom student has a professional relationship with confirming the impact on student.
- Official correspondence from the court, tribunal authority, solicitor, Victim Support, Police or other investigating authority letter confirming impact.
- Official letter/email headed signed by students line manager, or senior stating the increased work pressures, the reasons behind this and the likely duration.
- Supporting email from university disability advisor, university counsellor or university mental health advisor
- University Issues – emails sent directly by university department i.e. registry team confirming late registration; IT or BREO Support and confirming university equipment failure; placement coordinators regarding placement issues.
- MAT B1 form, copy of a birth certificate or signed medical letter/note confirming birth date of baby.

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