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COLLEGE

Mitigating Circumstances Policy

2023 - 2025

Approved by: Academic/Quality Assurance Board

Date of approval: 30/03/2023

Effective date: 30/03/2023

Next review date: 30/05/2025

Introduction and Scope

During the course of their studies, students may suffer from some illness or misfortune that adversely affects their ability to complete an assessment or the results they obtain for an assessment. This Policy sets out the College's arrangements for considering requests for mitigation in such circumstances.

Policy

The College defines mitigating circumstances as 'unforeseeable or unpreventable circumstances that could have, or did have, a significant adverse effect on the academic performance of a student'.

Students are responsible for submitting their own requests for consideration of mitigating circumstances. As such, they must be made aware by the Student Services department of the College in defining mitigating circumstances and of the procedures for submitting a request for mitigation.

The deadline for applying for mitigating circumstances is four days before the final submission deadline. After that, the student will receive a response from the relevant Programme Manager within four working days. The student will have ten working days to submit the work after the deadline, which will not be capped. The information about the consideration of mitigating circumstances must be included in programme handbooks, student handbooks, Moodle (VLE), and the college website.

The College must publicize the deadlines for submission of requests for mitigation and the procedure for submitting such requests in appropriate places, for example, in programme handbooks, student handbooks, Moodle (VLE), the college website, by email, or on notice boards.

Requests for mitigation submitted after the published date for the beginning of an assessment period will not be considered without a credible and compelling explanation as to why the Circumstances were not known before the beginning of the assessment period or why the student was unable to complete or submit an application prior to the published date.

A student cannot submit the same standalone, individual circumstance as a request for mitigation more than once unless the student can show that the circumstance has exacerbated in some way or the effects on the student have lasted longer than expected.

Mitigating Circumstances applications will be forwarded to the relevant Programme Managers for approval. They will determine whether there is substantiated evidence of circumstances eligible for mitigation and, if so, to determine if they might, or did, have an adverse effect on the student's performance and, if so, they will judge how significant that effect was or would have been.

The relevant Programme Manager must inform students of the outcome and progress, as appropriate, of their request for mitigation, in a timely manner.

Grounds for mitigation

Possible mitigating circumstances include:

- Significant illness or injury; or worsening of an ongoing illness or disability, including mental health conditions;
- The death or critical/significant illness of a close family member/dependent;
- Significant family or personal crises or major financial problems leading to acute stress; and
- Absence from the College for public service, for example, jury service. Circumstances that will not normally be regarded as grounds for mitigation include:
 - holidays, moving house, and events that were planned or could reasonably have been expected;
 - assessments that are scheduled close together;
 - misreading the timetable or misunderstanding the requirements for assessments;
 - inadequate planning and time management;
 - failure, loss, or theft of a computer or printer that prevents submission of work on time; students should back up work regularly and not leave completion so late that they cannot find another computer or printer;
 - the act of religious observance;
 - consequences of paid employment;
 - exam stress or panic attacks not diagnosed as illness or supported by medical evidence; and
 - Disruption in an examination room during the course of an assessment that has not been brought to the attention of, or recorded by, the invigilators (including instances such as fire alarms or other noise disruption).

Events may arise during pregnancy that may constitute mitigating circumstances, and these need to be judged on a case by case basis. Students are required to take two weeks' compulsory maternity- related absence or four weeks if they are on placement in a factory. This is in line with employment law and ensures the mother's health and safety following birth.

Application for consideration of extenuating/mitigating circumstances

Please complete all sections of this form and ensure that supporting evidence is attached to it.

1. Personal information

Surname/Family Name			
Title		Forename(s)	
Address			
Registration Number			

Programme Registered with			
Are you registered with Welfare Department?			
Level	<input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	Attendance	<input type="checkbox"/> full time <input type="checkbox"/> part time

2. Nature of Claim and Supporting Documentation

Please indicate by ticking the relevant box (s) the circumstances that you believe are affecting your academic performance or are preventing you from completing the assessment by the appointed time. You should also indicate the time period during which you have been affected by these circumstances.

Type of Circumstances	✓	Dates affected	List the evidence that you are submitting in support of your claim.
Medical			<i>e.g. medical note</i>
Serious personal or emotional circumstances			<i>e.g. letter from GP, counselor</i>
Death of a family member or close friend			<i>e.g. death certificate</i>
Victim of crime			<i>e.g. police report</i>

Other (please specify)			
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NB Forms submitted without formal supporting documentary evidence will not be considered.

3. Details of units / modules and assessments affected by extenuating

circumstances Please list each assessed component of the unit(s) / modules affected by your extenuating circumstances. You must include all units or modules affected. Please start a new line for each assessed component.

Unit / Module Number	Unit / Module Title	Assessment Type	Submission Deadline

If necessary please continue on a separate sheet

4. Consequences of extenuating/mitigating circumstances

Please describe clearly and concisely the factors that you believe have adversely affected your academic performance in the assessments listed in Section 3.

If necessary please continue on a separate sheet

5. Declaration

[✓] Please confirm that you have done the following:

	I have read the guidance notes
	I have completed ALL sections of the form
	I have attached formal supporting documentary evidence
	I have made copies of the form and my supporting documentary evidence

I confirm that the information provided on this form is true and accurate.

Student:
.....

Date:

Office use only	
Received:	The decision of the Panel: Valid / Not valid
Reason of Rejection:	
New Submission Date:	

Notes for guidance for completing this form

It is the responsibility of the student to provide all necessary information and supporting Documentation with this form in advance of the appropriate assessment. Incomplete forms will not be considered by the Extenuating/Mitigating Circumstances Panel.

Supporting evidence must specify the nature of the problem, indicate the timing and severity, and, where possible provide an independent assessment of the degree to which this has affected a student's engagement with their course of study. Letters from doctors or counsellors must be original copies, on headed paper, and signed.

In cases of bereavement, please indicate your relationship with the deceased.

Please forward the form to the respective Programme Managers:

Mr. Desh Sharma: Programme Manager HND Business Marketing – d.sharma@mrcollege.ac.uk

Mrs. Pratika Teyssedou HND Hospitality Management – p.teyssedou@mrcollege.ac.uk

Dr. Janhanzaib Irfan Programme Manager HND Health & Social Care Practice – j.irfan@mrcollege.ac.uk

Mr. Kwaku Adjepong – Programme Manager DET – k.a.adjepong@mrcollege.ac.uk

The Data Protection Act 2018 / The General Data Protection Regulation (GDPR) 2018

By submitting an extenuating /mitigating circumstances form, you agree to the College holding these personal data for the purposes of processing your claim. The College will hold this data in accordance with its notification under the GDPR 2018.

