



Mitigating Circumstances Policy

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Scope:	This Policy applies to students enrolled on higher education programmes leading to an award from Bath Spa University only.

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1. Mitigation Circumstances

- 1.1. Mitigating circumstances are defined as unforeseen events which have occurred beyond the student's control and are likely to have an adverse impact on the student's ability to attempt/take part/complete an assessment.
- 1.2. We, at Fairfield School of Business, expect our students to meet the assessment deadlines throughout their studies. It is, however, recognized that meeting an assessment deadline may not always be possible due to various reasons. To facilitate our students, the procedure of **Mitigation Circumstances** is in place. This procedure will enable the students to inform us about their extenuating circumstances that may have a negative impact on their academic performance.

2. Procedure

- 2.1. To apply for mitigation circumstances, the student needs to fill up the mitigation form, available on FSB mobile application and VLE. Students may wish to seek guidance on how to correctly fill the form by getting in touch with the student support services.
- 2.2. While submitting the form, students will be asked for relevant evidence to be attached to support the mitigation claim. The claim will not be admissible without adequate evidence and the incomplete/incorrectly filled form will be rejected.
- 2.3. Once the form has been submitted, it will be considered in the Mitigation panel which convenes on regular basis throughout the duration of the term. The panel will consist of representatives from the Academic, registry and exam department.
- 2.4. The panel will take the following factors into consideration while deciding an outcome:
 - Severity of the problem
 - Duration of the problem, which should be supported by the evidence
 - Relevance (how close the affected period is to the point of assessment).
- 2.5. The decision of the panel will be promptly communicated to the relevant awarding body and to the student.
- 2.6. Should the panel accept the mitigation claim, the student will be given a chance to submit their work in the re-assessment round and the marks will be kept un-capped.

3. Fit to Sit/Submit Principle

- 3.1. Should the student choose to submit an assessment, it is assumed that the student is fit to display normal academic performance. Following the submission, the student may not be able to apply for mitigation.

- 3.2. In case the student has a prior approved mitigation claim, the student may choose to submit their assessment on time should they feel that they will be able to demonstrate normal academic performance. Should they choose to submit, the mitigation claim will be rendered null and void.
- 3.3. Result of an assessment may not be mitigated under this principle and neither could the late penalty be waived off using mitigation.

4. Circumstances for Mitigation

- 4.1. The following examples are likely to be considered valid mitigating circumstances:
- Serious personal accident or injury
 - Hospitalisation (including operations)
 - Serious illness or death of close family member, dependent or friend
 - Sudden deterioration of a long-term condition
 - Serious personal disruption (e.g. relationship breakdown, separation or divorce, a victim of crime)
 - Major household problem (break-in, fire)
 - Absence for public service (e.g. jury service, service with reserved forces)
 - Participation in national/international or cultural events
 - Recent diagnosis of disability / long-term condition (e.g. chronic fatigue syndrome), so that reasonable adjustments haven't yet been put in place
 - Digital poverty - IT issues

5. Evidence for Mitigation

- 5.1. The following list outlines the acceptable form of evidence(s):
- Medical certification (doctor's note, hospital appointment, hospital, or counsellor's letter)
 - Death certificate or order of service
 - Letter from solicitor or court
 - Written evidence from the police (including crime reference number).

6. Circumstances not Valid for Mitigation

- 6.1. Ongoing conditions are not normally considered as a basis for claiming mitigating circumstances. Students with a long-term illness or disability are encouraged to access the support services available, which can put in place reasonable adjustments for specific learning requirements (for example, extra time for examinations). In addition to this, the following circumstances may not be valid for mitigation:

- Short-term/minor illness (e.g. cough, cold, sore throat)
- Unspecified anxiety or mild depression
- Transport issues
- Misreading of assessment dates and times
- Personal events that could have been anticipated (e.g. holiday, sports event, field trip)
- Inadequate planning, organisation, or time-management
- Pressure of academic workload, including multiple examinations in a short period of time
- Demands for paid employment
- Language of assessment not being your main language
- Claims submitted without supporting evidence.

7. Timeframe to Submit the Claim

- 7.1. Mitigation claim should ideally be submitted as near the submission deadline as possible. However, late or retrospective claims may be accepted in exceptional circumstances.
- 7.2. Claims should not be filed so far ahead that it is impossible to gauge how the mitigating factors will affect them.

8. Appeal to Review

- 8.1. Should the student wish to appeal against the decision of the mitigation panel, they may refer to the **Appeals Policy and Procedure**.