

Mitigating/Extenuating Circumstances Policy

Mitigating/extenuating circumstances

Students may suffer from a chronic disease or from a sudden illness or other serious unforeseen event (health or family) which prevent them from sitting an examination or submitting/completing an assessment by the set deadline or completing an assessment.

Examples of mitigating/extenuating circumstances may include:

- a. Serious injury
- b. Major physical illness
- c. Major psychological issues
- d. Serious illness or demise of a very close relative
- e. Required attendance at an government examination that cannot be rescheduled

For all above cases medical cases student must submit evidence as Doctor's Stamped Certificate and/or Hospital Letter-Headed and Stamped Document(s) in clear statements justifying extenuating circumstances.

The following DO NOT constitute mitigating/extenuating circumstance:

- a. Minor illnesses (e.g. colds, cough, headache etc.) that can be treated with common medication
- b. Work pressure or obligations of any nature
- c. Failure to read properly the announced time table of examinations or deadlines for the submission of assessment
- d. Failure to save work properly in physical or electronic form or failure of the device used
- e. Religious festivals
- f. Improper travel plan during the examination which may have been anticipated, a doctor's appointment which could be changed

Mitigation Committee Members include Program Director, Program Leader, Module leader, Student Support Manager, IT Operation Manager to review all aspects of the case.

Students are advised to inform by e-mail and as soon as possible their Module leaders if they are going to be absent from an examination or unable to meet a deadline.

Students must submit a completed Mitigating/Extenuating Circumstances form to the Student Support Manager along with the appropriate documentation no later than seven (7) days after the missed examination or deadline. No case will be accepted after 7 days.

All supporting evidence must be scanned from original documents. Institution may ask to present original documents before final decision of the mitigation case.

Submitting mitigation application and evidence does not mean that the student's request will be automatically accepted. Mitigation committee will review and scrutinize individual cases to make final decision, which will be further communicated via module tutor.

False Claims or False Documentation cases: Students must not try to submit a false claim or false documentation because this will be considered as Academic Misconduct. If students break this rule, they will face the consequences according to standing regulations. Any decision made on the grounds of a false claim or false documentation is void, Student case be revoked

In case of dis-approval of the mitigation case, No further appeal will be accepted from student.

Mitigation Application Form

Program		Module Title/Code	
Student Name		Module Leader	
Enrolment No.		Date of Application Submission	
Justification for Mitigation Appl.		Evidence Submitting	

Sr. No.	Assessment Type (TMA/CMA/TGF)	Assessment Title	Assessment Due Date from Institution	Extension Requested from Student	Mitigation Approved/Disapproved by Institution	Assessment Approved Due Date

Details of mitigation circumstances to justify how the health or other circumstances affected your ability to accomplish required academic activities and assessments along with evidence must be attached. Attach more pages if required to explain the case.

I hereby confirm that all information provided by me is correct and the evidence is genuine. I shall accept the decision (Approval/Disapproval) given by Institution.	Remarks by Mitigation Committee Members
Students Signature	Name, Signature and Date