

BELLAVISTA S.H.A.R.E

Mitigating Circumstances Policy



MITIGATING CIRCUMSTANCES POLICY EXTENSION, DEFERMENT AND INTERCALATION ¹

Bellavista recognises that we are dealing with mature students and policies developed are to support students to succeed. These are provided with a fair chance to succeed without any prejudice or penalty.

All applications will be treated as confidential.

The Mitigating Circumstances Policy is based on a 'Fit to Sit/Submit' principle which means that completing an assessment (handing in coursework) is a declaration that you are fit to do so.

Please read carefully your Enrolment Agreement. **This policy does not supersede the Enrolment Agreement.**

1. Extension to a Deadline

Bellavista anticipates that students will cope with normal/minor life events without requiring adjustments to deadlines. Some examples of these events are colds and minor illness, dental treatment, work schedules. Acceptable grounds for an extension are:

- Short term illness/hospitalisation
 - Court attendance
 - Illness of a close family member, dependent or friend
 - Falling victim to a crime
- ♣ An extension of two weeks can be granted by the Course Co-ordinator in consultation with the assessor/marker.

2. Deferment

A serious or significant event which is unforeseen and/or unpreventable and could have significantly impaired the academic performance of a student in one or more assessed activities, possibly over a period of time. Mitigating circumstances may include medical matters or events directly affecting someone other than the student. (University of Leicester)

If you are unwell or have personal problems that are affecting your academic performance, you need to consider whether a short extension will help you to complete the assessment or if you should apply for mitigating circumstances to defer the assessment to a date agreed upon with your course leader.

It is important that you take action as soon as you can, to avoid getting a lower grade than you may have done otherwise. If you submit coursework, then you cannot later claim that your performance was affected by mitigating circumstances and ask for another attempt at the assignment.

¹ This document is based on those of University of Bath Spa and Leicester Universities.

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All claims for mitigating circumstances will need to be supported by independent evidence. Unsupported claims or self-certified claims will not be accepted. Mitigating circumstances will not excuse you from completing an assignment, and you will need to plan your workload carefully with advice from your tutors to ensure that you can catch up on any missed classes and submit your deferred assessment.

The following examples and the evidence required to be considered valid mitigating circumstances:

Examples of Evidence of Mitigating Circumstances	
Serious physical illness	Medical certificate/hospital report/report from qualified medical practitioner
Psychological illness	Report from a psychiatrist, psychologist
Severe personal difficulties	Report from a qualified professional e.g. social worker, pastor etc.
Serious illness or death of an immediate family member or close friend	A medical report from a qualified medical practitioner or a copy of a death certificate accompanied if necessary by formal documentation confirming relationship with deceased
Sudden deterioration in a long standing medical condition or disability	A medical report from an appropriate qualified medical practitioner
Being the victim of a serious crime	Crime report and number
Legal proceedings requiring attendance at court	Documentary evidence from the court or a lawyer.

The above examples are indicative. Speak to your course coordinator for any further advice on what is required.

Application for mitigating circumstances does not apply interminably and across all modules. Claims for mitigating circumstance will be considered based on the severity, duration and relevance (that is how close is the affected period to the point of assessment).

- ♣ **Students are required to complete the Request for Deferment Application Form. This application form should be sent to the Course Leader.**

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3. Intercalation/ Suspension of Studies

'Intercalation' is defined as the circumstance in which a student takes up the opportunity to pause his or her study on a registered programme for a fixed time period not exceeding one year (365 days). The student resumes, as normal, on their registered programme following the intercalation.

During the period of intercalation, the student remains responsible for the course fees as per the enrolment agreement.

The maximum period of intercalation is one year (365 days).

In the event that the student requires intercalation of a period of longer than 1 year (365 days), the terms will need to be negotiated with the Course Leader on a case-by-case basis. Students should be aware that additional fees may apply in this instance.

- ♣ **Students are required to complete the Request for Intercalation Form. This application should be sent to the Course Leader.**

APPLICATION FORMS:

- Request for Deferment
- Request for Intercalation