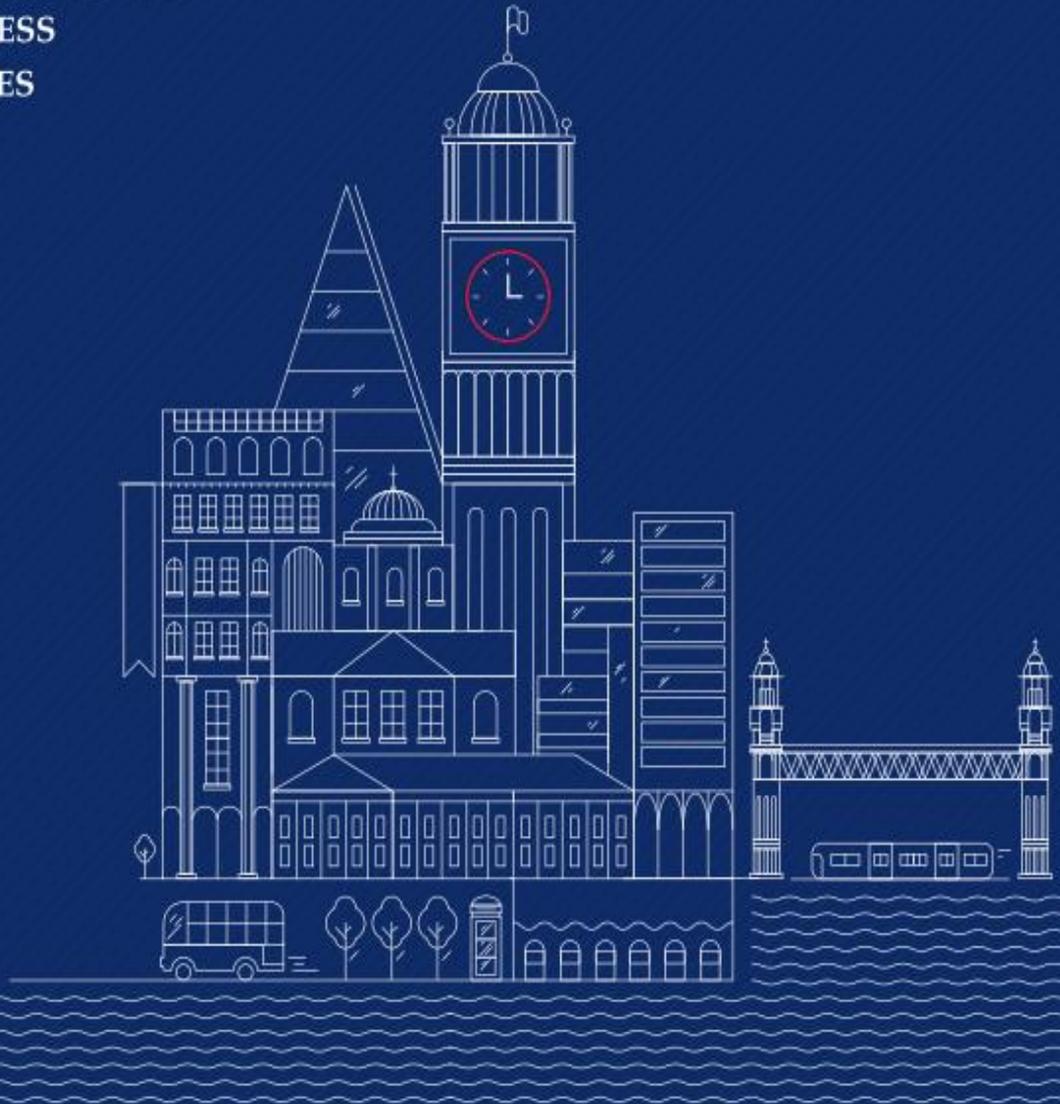




LONDON
COLLEGE OF
INTERNATIONAL
BUSINESS
STUDIES



Mitigating Circumstances Policy

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Mitigating circumstances are also known as extenuating circumstances.

1.0 Definition

“Mitigating circumstances can be defined as circumstances that are *beyond the student’s control* and which *could not be reasonably predicted/accommodated* by the students and which *impair the performance of the student in **assessment***. “

On-going conditions and other disabilities are normally considered under separate regulations and thus should not fall within the confines of this definition. However, some students affected by on-going conditions may be impacted by ‘specific’ difficulties related to their on-going condition. When there is a specific ‘flare up’ in their condition at the time of the assessment, the Mitigating Circumstances Panel (MCP) may consider the additional difficulties experienced by the student under these regulations.

2.0 Process

- The student must notify the Registry Department as soon as possible of any mitigating circumstance. This can be done via email (registry@lcibs.co.uk), via phone, or in person.
- The student must complete a Mitigating Circumstances Form (MCF).
 - Hard copy versions of the MCF are available from Registry, Student Services and Reception.
 - Soft copies are available online via Moodle (student services tab).
- The student must provide documented evidence to support their submission.
 - Documented evidence includes, but is not limited to, medical certificates, counsellor’s statement and death certificates.
 - In cases where either no documented evidence is available or documented evidence would be difficult to obtain, the MCP can still consider the merits of the case; this may include interviewing the student who has lodged the submission. These will be considered as rare cases.
- The student must submit the completed MCF and associated documented evidence to the Registry Department either immediately prior to or within 7 working days after the assessment deadline. In cases where the student is unable to submit the MCF within 7 working days of the assessment deadline the student must contact the Registry Department to arrange a suitable alternative deadline.
- The MCF and documented evidence can be emailed to Registry at registry@lcibs.co.uk or handed to a member of the Registry Team located at the London campus.
- The Registry Department will confirm receipt of the MCF and documented evidence via email within 1 working day.
- The MCF and supporting evidence is then reviewed by the Mitigating Circumstances Panel in relation to the definition of MCs. The panel will decide whether or not the case, as presented, demonstrates a significant impact upon the student and their performance whilst meeting the criteria of the definition.
- The Registry Department will notify the student of the MCP decision 1 working day after the panel has sat.
- Where the panel does not uphold the submission of Mitigating Circumstances this does not necessarily mean that the student was not impacted to some degree by the events. However, the circumstances might have been within the control of the student and/or the institution (LCIBS and/or awarding bodies). An example, being where the event could have been foreseen by the parties involved.
- The decision of the Mitigating Circumstances Panel will be reported to the Examination Committee however the specific details of the MCs remains confidential.

3.0 Guidance on Grounds for Mitigating Circumstances

The following examples are for guidance only. If you are in any doubt whether or not your situation warrants applying for Mitigating Circumstances, you should discuss the situation with the Registry Department who may be able to advise you.

Examples of circumstances beyond the reasonable control of the student:

1. Bereavement (near relative only)
2. Serious accident, illness or serious infectious disease.
3. Medical operation (if an emergency)
4. Hospital tests (if an emergency)
5. Burglary and theft.
6. Childbirth (for instance, going into labour on the day of an assessment)

Examples of situations which *may* be considered beyond the reasonable control of the student:

1. Medical operation (if approved prior to the point of assessment).
2. Hospital tests (if approved prior to the point of assessment).
3. Being taken ill during an examination.
4. Unanticipated and unavoidable professional obligations.
5. Private or public transport failure leading to delays of more than one hour (corroborative evidence is required to verify such delays).
6. Other unforeseen events or set of circumstances.

Examples of situations that would NOT normally be considered as mitigating circumstances:

1. Examination nerves.
2. Minor injuries.
3. Holidays or booked travel arrangements.
4. House moves.
5. Notes damaged in a flood, by fire or stolen (unless supported by fire, police and insurance reports).
6. Intermittent or last minute computing problems (including memory sticks, machines, printers, viruses and internet connections).
7. Submission problems.
8. Ignorance of the Regulations or Assessment/Examination arrangements.
9. Any event that could have reasonably been expected or anticipated.

4.0 Panel Membership

There should be at least three panel members (for a quorum) that will include a mixture of academic and Registry staff.

4.1 Meeting Schedule

The MCP meets on a monthly basis; usually on the second Wednesday of each month. All documentation should be lodged with Registry at least two days before the MCP meets.

5.0 Consequences of Referral

A student should not in normal circumstances carry more than 30 credits where the first recovery attempt has been made and is unsuccessful and where there is referred or non-submitted work. This would be considered as likely grounds for non-performance, halted progression and removal from the programme. This could be mitigated by appeal and the actions and behaviours of the student in recovery and response to an action plan.

Given that module assessments differs across the programmes; the following guide should be used for second attempted recovery.

- Where approximately up to 40% of assessment is referred or not submitted, then the student will have 3 weeks to recover the Module.
- Where assessment exceeds approximately 40% of the module the student will have 5 weeks.

This is cumulative and applies to one or more assignments.

If the student is not successful within this time frame, yet progress is being made, then additional time of one month may be granted on receipt of a mitigation supported by academic staff and an action plan. If this is not successful, no more time can be granted without the student retaking all outstanding modules which may carry visa implications. Depending on the sequencing of Modules, time frames may have to be amended and visa duration may be a deciding factor in any college action if applicable.