



# Mitigating Circumstances Policy and Guidance

FIE acknowledges that there can be, on rare occasion, circumstances beyond the control of a student that might negatively impact their ability to perform or attend to their academic work. These circumstances are exemplified in the following document.

## **Mitigating Circumstances apply to:**

- a) Late arrival to an FIE programme
- b) Early departure from an FIE programme
- c) Extended absence from an FIE programme
- d) Withdrawal from an FIE programme
- e) Late submission of work or requests for late submission of work, during a course or beyond the end of a course
- f) Absence from in-class assessments such as exams or presentations or requests for performing these tasks outside of the scheduled time

For a claim to be accepted a student must produce independent documentary evidence to show that the circumstances

- a) have detrimentally affected their performance/submission/attendance or will do so;
- b) were unforeseen;
- c) were out of their control and could not have been prevented;
- d) relate directly to the timing of the situation affected.

## **Examples of situations beyond the reasonable control of the student:**

- bereavement (near relative only)
- serious accident, illness or serious infectious disease
- burglary and theft

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

- medical operation (if approved prior to the point of assessment or an emergency)
- hospital tests (if approved prior to the point of assessment or an emergency)
- being taken ill during an examination
- significant accident, injury, acute ailment or condition
- unanticipated and unavoidable professional obligations (e.g. military orders)
- private or public transport failure leading to delays of more than 1 hour (corroborative evidence is required to verify such a delay)

## **Examples of situations that would not normally be considered mitigating circumstances:**

- accidents to friends or relatives (unless within 3 days prior to deadline or examination)
- family illness (except in an emergency)
- examination nerves
- feeling generally anxious, depressed or stressed (unless medically certificated and notified in advance i.e. at least 2 weeks)
- minor accidents or injuries
- cold, cough, upper respiratory tract infection, throat infection, unspecified viral infection
- mistaking the deadline, or time management problems (including alarm not going off)

- private or public transport failure leading to delays of less than 1 hour
- general financial problems
- holidays or booked travel arrangements
- notes burned or stolen (unless supported by a fire or police report)
- intermittent or last minute computing equipment problems (discs, machines, printers, viruses)
- handing-in problems
- inclement weather (unless exceptional/severe conditions)
- ignorance of the course regulations or examination/assessment arrangement
- inadequate planning and time management
- having more than one examination on the same day
- family or friends visiting
- any event that could reasonably have been expected or anticipated

### **Extended Periods of Illness or Injury**

Circumstances relating to illness or injury must be independently verified by the person, practice or institution that diagnosed or assessed the illness/injury at the time it occurred.

This must take the form of a medical certificate or doctor's letter that is either obtained at the time of the illness or evidence that makes it clear that the student was unwell during that period. It should state the time and duration of the illness and include a clear medical opinion, (a note from the doctor indicating that the student *told* them that they were unwell will not be accepted). Self-certification cannot be accepted.