

Extenuating Circumstances and Mitigation

Information for Students

The University recognises that, from time to time, students may encounter issues which may prevent them from being able to submit or take assessment. Where this is the case, students may be able to submit their 'extenuating circumstances' for consideration.

The University operates a fit to sit/fit to submit approach to extenuating circumstances which means students who take their assessment are declaring themselves fit to do so. Students who, for valid reasons, are not fit to take assessment may submit their extenuating circumstances for consideration by their School Mitigation Panel.

If you have a Reasonable Adjustment Plan (RAP) you may have additional time allocated to complete work as per the terms of your plan – Please see the section below if you need to submit a request for mitigation.

Process for applying for an extension (normally up to 5 working days) or mitigation:

A small number of Courses within the University follow a slightly different process for Mitigation and Extenuating Circumstances. If this applies to your Course you will have been advised by School colleagues and details will be included in your Module Handbooks and on the Turnitin submission box. If this is the case, please follow the process advised therein.

Students on all other courses should follow the standard University process as detailed below.

Applying for an extension (normally up to 5 working days) or mitigation:

Students may apply for mitigation, an extension (normally for up to 5 working days where a short-term response will be effective) or an authorised absence.

Your extenuating circumstances may be as a result of:

- Illness
- Inability to attend an assessment or examination due to the above
- Other factors that are sufficiently serious enough in nature to result in you being unable to attend, complete or submit an assessment on time such as bereavement, serious family illness or being a victim of crime.

How do I apply?

All requests for consideration of extenuating circumstances should be submitted electronically via the online system for mitigation requests.

We have [one online form](#) which covers all requests for extensions, mitigation and authorised absence

Do I need to provide evidence?

We accept that it will be difficult to obtain evidence from a GP or health care professional at the present time. If you wish to request an extension, self-certification for **up to 5 working days** will be permitted.

If your request for mitigation relates to periods in excess of 5 working days then **independent documentary or medical evidence** normally will be required to support your mitigation requests and should explain the impact the circumstances have had on the ability to submit. This should be attached to the online submission.

What kind of evidence will be accepted?

Examples of acceptable evidence (indicative guidance)	Examples of unacceptable evidence (indicative guidance)
Medical appointment letter	Note from a friend

Doctor's note including relevant dates	Wedding invitation
Crime report and number (plus evidence of the work you had been preparing, e.g., notes, work plan, draft assignment)	Corrupt USB stick/ Advising of Personal Computer Failure* *Students should use Library computers or request the use of Laptop loans if available. All work should be backed up to the cloud.

How quickly will I get a response?

Request for an extension:

A request for an extension (normally up to 5 working days) is usually responded to in two to three working days by your School.

Request for mitigation:

Once you have submitted your mitigating circumstances form and evidence, your case will be referred to a Mitigation Panel. Mitigation Panels normally meet every month, so depending on when your request is submitted in relation to the next scheduled panel, there may be a delay in receiving your outcome. If you have concerns about this or would like to know when the next panel is, please contact your Course Administrator.

Unfortunately, presenting mitigating circumstances does not guarantee that they will be accepted, but if they are accepted, the Mitigation Panel will make a recommendation about the affected assessment/s to the relevant Progression and Award Board or Module Board of your course.

The Mitigation Panel will categorise the seriousness of extenuating circumstances as follows:

- A. Category A – Very serious
- B. Category B – Sufficiently serious to defer assessment
- C. Rejected – the Mitigation Panel will reject claims which are late, not substantiated by original documentary evidence or are not deemed sufficiently serious to warrant deferral.

All outcomes of the Mitigation Panel will be notified to you in writing.

I am unsure what to put in the form, who can advise me?

You are strongly advised to speak to an adviser at the [Students' Union Advice Service](#) **before** completing the form so they can advise you on how to present your circumstances.

May I submit a request for mitigation if I have a Reasonable Adjustment Plan?

Mitigation may be submitted for circumstances that are not covered by your RAP. This may be circumstances that are different to those included in your RAP or an exacerbation of any disability/long-term condition which has not been anticipated in your RAP. Evidence relating to the circumstances will be required with your mitigation request.

Where can I find the online form to complete?

You can apply online for extenuating circumstances by accessing the link below:

<https://myhub.leedsbeckett.ac.uk/mitigation>. Once your submission has been completed, you will receive an automated notice confirming that "we have received your mitigation request".

I must attend court – do I need to apply for mitigation?

Students are permitted to seek permission for an authorised absence from assessment in relation to circumstances which are outside the fit to sit/submit principle. Such circumstances may include, but are not limited to, jury service, UK visa and immigration interviews, and court proceedings.

Students must request authorised absence from assessment from the designated member of academic staff for approval and the request must be supported by original documentary evidence. Please contact your Course Team if you are not sure who to submit this to.

Contacts and Further Information

[Academic Regulations](#)

[Link to Mitigation Form](#)

[Contact your Course Administrator](#)