

## EXTENSIONS

You may request a short term extension for assessed written work when circumstances beyond your control have arisen and which prevent submission or are likely to result in significant underperformance if you have to meet the original deadline.

You cannot request an extension once the submission deadline has passed. If there are good reasons for work being handed in late, you should complete a Mitigating Circumstances Form.

Short term extensions of up to five, and exceptionally up to ten, working days may be authorised by your Faculty Student Adviser (or designated staff member in a partner institution) if you meet the criteria.

### Grounds for short term extensions

- Short-term illness
- Short-term illness of any person for whom you have responsibility of care
- Authorised absence from the University during teaching weeks
- Change in employment circumstances at short notice
- Other reasons considered acceptable by the Faculty Student Adviser.

### Not accepted

However, there are circumstances that will not be considered, for example:

- Academic workload
- Misreading information re submission deadlines
- Computer, disc, printer or any other technical failure for which you are

responsible (you are required to keep a copy of your work)

- Unauthorised absence from the University (e.g. holiday taken during teach weeks).

You should attach the Extension Authorisation Form to the assignment when submitting.

### Long term extensions

In exceptional cases, long term extensions of up to one year may be granted and these are considered jointly by the Faculty Student Adviser and Director of Studies. The grounds for such extensions would relate to personal or professional difficulties and all requests are considered on a confidential basis.

### Keeping your Faculty informed

It is in your best interests to liaise with your Faculty if you are experiencing difficulties. Extensions and Mitigation are contained within the Academic Regulations to assist students promptly before issues escalate. Keep in touch with your Faculty Student Adviser, who is your first port of call, and make an appointment with the SU Advice Service if you would like any further information.

## MITIGATION

Mitigation is the process by which the University makes allowance for any matter or circumstance which may have seriously affected your performance in an assessment element (or an element submitted for re-assessment).

Mitigation should only be requested for unexpected occurrences that are beyond your control and that have a serious adverse affect

on your performance. The occurrences are time critical, i.e. they must relate to the time during which you would have been studying for / taking the assessment / exam.

If you have a recurrent problem you are expected to discuss it with your Programme Leader in order that support may be made available before the event and/or some prior allowance is made with regard to the assessment in question.

For students with learning difficulties (e.g. dyslexia) or any other disability that affects your capacity to carry out assessment tasks in the usual way, you are advised to contact an Adviser in the Student Services Learning Support & Disability Resources Team at the earliest opportunity. Visit their website at: <http://www.anglia.ac.uk/ruskin/en/home/central/studentsupport.html>

A disability that emerges during your studies may be dealt with by mitigation, at the first assessment point after which it emerges. From then on the University would expect to make prior allowance and so you would be assessed on the same terms as other students.

### Grounds for mitigation

Acceptable grounds, for which you are required to produce evidence, are:

- A serious personal illness which is not a permanent condition
- The death, or serious illness, of a close family member, a friend or person for whom you have responsibility of care
- Sudden or unforeseen circumstances beyond your reasonable control.

### Not accepted

However, there are circumstances that will not be considered, for example:

- Family, work, financial or other general problems that could have been anticipated
- Unawareness of the Academic Regulations
- Unawareness of misunderstanding submission deadlines or examination dates
- Computer, disc, printer or any other technical failure for which you are responsible (you are required to keep a copy of your work).

### How to submit a claim for Mitigation

A claim must be submitted **within five working days** after the submission date for the assessment and / or the date on which an exam has been set.

The claim must be submitted to your **Faculty Student Adviser** who will check whether the criteria for considering mitigation have been met, i.e.

- The claim falls within the grounds for described
- The claim is supported by documentary evidence.

**Please note that, once submitted, you cannot withdraw a claim for mitigation.**

### When to submit a claim for Mitigation

It is advisable to submit your claim as early as possible. This is because the procedure for appealing against the decision of the Awards Board on the grounds of mitigating circumstances will not allow you to cite evidence that you had, but did not submit, prior to the Awards Board meeting, unless you have good reason for withholding the information.

### What happens next?

Your claim will be considered by the Faculty Mitigation Panel without knowledge of the mark attained.

### Annulled whether a pass or fail

If the Faculty Mitigation Panel upholds your claim for mitigation, you should be aware that the mark for the mitigated element will be annulled whether you **pass or fail**, and you will have to re-submit or re-sit the assessment/exam.

You will be required to be re-assessed in the element of the module you have failed and for which mitigation has been upheld. In certain circumstances, however, you may be required to retake the module in order to be assessed in the mitigated element. It is important to understand that if a module is made up of more than one element, failure to achieve the qualifying mark in any element means failure in the **whole** module. This rule still applies even if the aggregate mark for the whole module is 40% or higher.

### Anglia Ruskin Students' Union Advice Services:

Cambridge

**Tel: 01223 460008**

**E-mail: [cambs.advice@angliastudent.com](mailto:cambs.advice@angliastudent.com)**

Chelmsford

**Tel: 01245 258178**

**E-mail: [essex.advice@angliastudent.com](mailto:essex.advice@angliastudent.com)**

**[www.angliastudent.com](http://www.angliastudent.com)**

## Extensions and Mitigation



**August 2008**

*Information correct at time of publication*