

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. **With the introduction of the 2006/07 Academic Regulations there are significant changes to the rules on mitigation.**

The Undergraduate and Postgraduate Student Handbooks give details of Mitigation.

It 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 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 the Adviser in the Student Support Services Learning Support & Disability Resources Team, at the earliest opportunity.

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.

Regulations adopted from Sep 2006

The important change to be aware of following the introduction of the Academic Regulations is that **whether you pass or fail**, if your mitigation is accepted **your mark will be annulled** and you will have to re-submit or re-sit the assessment/exam.

You will only be required to be re-assessed in the element of the module you have failed. However, 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.

Therefore, it is essential that you consider your grounds for mitigation carefully. The danger could be that you actually pass the module on the first attempt but because your mitigation has been accepted that mark is annulled. If you then fail the uncapped second attempt you will have failed the whole module and **you cannot apply for mitigation on the same grounds twice.**

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
- Sudden or unforeseen circumstances beyond your control

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 now be submitted to your **Faculty Student Adviser** who will check whether the criteria for considering mitigation have been met.

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. If upheld, the mark achieved for the relevant element is annulled and you will be required to be re-assessed in that element.

Extensions

You cannot request an extension once the assessment deadline has passed. If there are good reasons for work being handed in late, students are advised to

fill out a Mitigating Circumstances Form.

In the case of short-term extensions (5, or exceptionally up to 10, working days) your Faculty Student Adviser or other suitable member of staff will be able to grant these as long as you meet the criteria. In exceptional cases long term extensions can be granted but these have to be approved by the Director of Studies for your Faculty.

Remember, mitigation will mean that your mark will be **annulled** and you will have to re-submit/re-sit the assessment even if you passed the first attempt after all.

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