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**CLAIMING**

**EXTENUATING CIRCUMSTANCES**

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**What is** **Extenuating Circumstances?**

Extenuating Circumstances is the process by which allowance is made for any matter or circumstance which may have seriously affected a student’s performance in an assessment element(s) (including an element submitted for re-assessment).

The circumstances should be current and have been unanticipated and beyond your control rather than disadvantageous conditions experienced throughout your studies (students with serious, long-term/permanent difficulties should contact a Student Adviser).

Claims related to a long-term/permanent condition will only be considered if evidence that demonstrates an exacerbation of the condition at the appropriate time(s) is provided. Evidence of the existence of the long-term condition in itself is insufficient for the purposes of the mitigation process).

**How do I claim?**

Claims are submitted by the student, or in exceptional circumstances (e.g., when a student has been hospitalised) by a Student Adviser on behalf of the student.

Claims should be submitted no later than 7 **calendar days** after the published (or extended) submission deadline of assessed work or the date on which an examination was held. Claims can be made after the 7 calendar working day deadline but these have to go through greater scrutiny- see the section below.

You will need to provide evidence to support your claim. The Extenuating Circumstances Panel will review your application and supporting evidence. If your evidence is in a language other than English, you must provide us with an official stamped translation. **The decision is made solely on the application and evidence provided.**

The Extenuating Circumstances Panel meets at specific times in the year, and it may be that you are required to wait until well past your deadline to know whether the application has been approved

**Late Extenuating Circumstances**

You may submit a late claim. In addition to the information required for an on-time claim, you are required to provide an explanation outlining why it is being made late, supported by appropriate documentary evidence.

• Evidence must be provided which illustrates the circumstances which have had a negative impact on your ability to meet a given deadline. This evidence must be time relevant.

• Evidence must also be provided which shows why it has taken more than 7 calendar days to submit a claim.

**www.ucp.ac.uk |** **01733 214466**  **| support@ucp.ac.uk**

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**Eligibility**

Circumstances must have had a seriously adverse effect on your academic performance and have been unanticipated and beyond your control. Extenuating Circumstances is considered only in sudden or unexpected circumstances

The process is designed to assist you with serious circumstances which have prevented you, for example, from either attending an examination/submitting a piece of coursework or which have impaired your performance during an examination/presentation. It is NOT designed to be used by students who, for example, have failed to ensure that they know the time and date of their examination, failed to prepare properly (e.g., revise!) for an examination or simply not completed a piece of coursework due to poor time management.

Claims **cannot** be claimed against an (initial or re-assessment) attempt at an element of assessment for which a penalty for an assessment offence has been applied. The claim is deemed null and void.

The following reasons are considered as acceptable grounds for mitigation:

* *not a permanent condition;*
* *the death, or serious illness, of a close family member, a friend or person for whom the student has a responsibility of care;*
* *sudden or unforeseen circumstances beyond the reasonable control of the student;*
* *a serious personal illness which is not a permanent condition.*

The following reasons are not considered **acceptable**as grounds for a claim:

* *family, work, financial or other general problems which lie outside of the circumstances identified above;*
* *poor awareness of Awarding Body Academic Regulations;*
* *being unaware of, or misunderstanding, a submission deadline or the date of an examination;*
* *computer, USB memory stick, disk, printer or any other technical failure for which the student is responsible (students should ensure that they keep a back-up copy of their work);*
* *breakdown of vehicle or issues with public transport;*
* *planned absence (e.g., a holiday, wedding, sports event conferences, other)*
* *minor short-term illnesses, for example, coughs, colds, headaches, sore throats, minor aches and pains, minor stomach upsets, minor injuries such as sprains, short term sleep disturbance, headache, personal / relationship issues, for which you would not normally seek medical attention.*

**How will my claim be assessed?**

Claims are considered by a Extenuating Circumstances Panel without knowledge (whether by staff or students) of any mark attained by students and considered against two criteria:

1. the basis of the claim is an acceptable ground for mitigation; and
2. the claim is supported by documentary evidence.

All decisions will appear on your e-vision/Promonitor account once the panel have reached a decision. Please contact Student Support for information on when you might see the decision appear, as this is dependent on the date of application.

Student Support cannot guarantee whether or not you will be awarded mitigation. We can only advise of the regulations around mitigation, and to assist in putting an application together. Applying is a decision which only the student can consider. Deciding to apply for Extenuating Circumstances must not be taken lightly, as the outcome can have significant implications.

UCP Academic Office 07012021ZR

**Extenuating Circumstances**

**REPORT FORM**

 **Academic year: 2021/22**

Extenuating Circumstances or ‘Mitigation’ is the process by which UCP makes allowance for any matter or circumstance which may have seriously affected your performance in an assessment element(s) (including an element(s) submitted for re-assessment).

**Before completing this form, you are strongly advised to seek advice and guidance from A Student Adviser in order to ensure that you understand the possible outcomes and the potential implications of a successful claim on your continued academic progress or graduation date.**

**An Extenuating Circumstances claim, once formally submitted, cannot be withdrawn.**

## RETURN COMPLETED FROM TO AcademicOffice@ucp.ac.uk (Peterborough Site) xxxxxx@@ucp.ac.uk (Stamford Site)

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**Deadlines for submitting a claim:**

**On-time claims are required to be submitted no later than FIVE working days after the submission date for a piece of work or the date of an examination to which the claim pertains.**

**Submit your claim as soon as possible. If documentary evidence is not immediately available, state that evidence will follow. Do NOT delay the submission of your claim whilst waiting for evidence to become available. Such delays will not be accepted as a reason for late submission.**

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| **SECTION 1: YOUR DETAILS** |
| **Student ID:** |  | **Full Name:** |  |
|  |
| **Course Title**:  |  |
|  |
| **Date of submission of this form**: |  |  |

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| **SECTION 2: LATE CLAIMS ONLY** |
| Extenuating Circumstances claims received by the Academic Office after the 7 calendar day deadline are deemed as **LATE.** Any late claims for which this section has not been completed will be automatically rejected. In this section, explain the reason why you were unable to submit your claim by the correct deadline and provide supporting documentary evidence to verify the lateness of your claim. |
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**SECTION 3: ASSESSMENT TASKS FOR WHICH YOU ARE SUBMITTING MITIGATION**

Please specify each module AND the relevant assessment element for which you are claiming:

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code** | **Module Title** | **Element Number**(i.e. 010, 011 or 012) | **Assessment Due Date** |
| MOD00 |  |  |  |  |
| MOD00 |  |  |  |  |
| MOD00 |  |  |  |  |
| MOD00 |  |  |  |  |
| MOD00 |  |  |  |  |

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**SECTION 4: DETAILS OF YOUR CIRCUMSTANCES**

**4A.** I am submitting a claim on the grounds of (as specified in the Academic Regulations):

[ ]  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 I have a responsibility of care;

[ ]  other sudden or unforeseen circumstances beyond my reasonable control.

**4B.** Provide details below of your mitigation by explaining how the circumstances you describe have adversely impacted on your performance in, or absence from, the assessment tasks listed in Section 3 of this form.

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**4C.** Provide a list of the evidence you are submitting in support of your claim:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

If some or all of the documentary evidence is not immediately available, state that such evidence will follow. Do NOT delay the submission of this form whilst waiting for evidence to become available. Such evidence must follow within **TEN working days** of the submission of this form.

**SECTION 5: ADVICE AND GUIDANCE**

You are strongly advised to seek advice and guidance on your mitigation claim prior to its submission.

If you have sought and received advice from a Student Adviser please provide here the name of the adviser with whom you have discussed your claim:

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| --- | --- |
| Student Advisers Name: |  |

**SECTION 6: STUDENT DECLARATION**

By signing this declaration:

* I declare that the above statements and any submitted documentation is true;
* I understand that the possible outcome of a successful claim may delay my progression to the next year of my course and/or my expected graduation date;
* I understand the privacy notice and that UCP will hold the information that I have provided in paper form and/or electronically. It will be retained on my student record and disposed of in accordance to the policy;
* I understand that the information that I have provided will be disclosed to authorised members of staff for the purpose of processing my claim in accordance with the Academic Regulations;
* Where I have provided contact information, I understand that the Extenuating Circumstances Panel may use this information to contact the person(s)/organisation(s) cited to discuss my mitigation claim, if necessary;
* I confirm that I have sought permission from any third party to use their personal data as evidence for my mitigation claim.
* Please see our [Privacy Notice](https://www.ucp.ac.uk/privacy-and-cookies/) to understand more about our legitimate interests in using your data for this purpose [**www.ucp.ac.uk/privacy-and-cookies**](http://www.ucp.ac.uk/privacy-and-cookies)

*UCP complies with the provisions of the General Data Protection Regulation Data Protection Act, 2018. As such, student data is treated as confidential by all staff involved in this process and are not divulged unnecessarily or inappropriately. However, the aforementioned Act requires UCP to release certain information to UK authorities upon request in order to assist those authorities with the prevention and detection of fraud or other crimes. We will release the requested information on receipt of an appropriate request from UK authorities such as (but not limited to) the police, Home Office (for immigration and related matters), local authorities, and the Department for Work and Pensions. We may use anonymised data collected as part of an individual’s application and enrolment for fulfilling statistical and reporting requirements.*

*Physical copies of this form are also stored securely on the premises. Access to this data is limited to Admission, Management Information System and UCP Administrative staff. Data is retained and securely held for 7 years and then destroyed in line with the IEG policy*.

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| **Student’s Signature:**  |  |
|  |  |
| **Date**:  |  |