



ESCP Business School

London Campus

Mitigating Circumstances Policy

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| Document title: Mitigating Circumstances Policy | |
| Owner: UK Director of Student and Academic Services | |
| Approving body: Academic Standards and Quality Committee | Date of approval: September 2021 |
| Version: 1.2 | Next review date: September 2022 |
| Supersedes: 1.1 | Previous review dates: August 2019 |

1. Introduction

This policy covers Mitigating circumstances related to the impairment of academic performance in all assessment types for all ESCP Business School students. Mitigating circumstances (MC) should only be submitted for genuinely serious situations beyond a student's control, adversely affecting participation or academic performance.

- All students who make a claim of mitigating circumstances will be considered fairly, impartially and equally, regardless of the circumstances claimed and academic performance.
- All students must submit their claim in writing by completing the mitigating circumstances form appended to this policy and available online at https://escplondon.az1.qualtrics.com/jfe/form/SV_et7GmvUSepCbISB. The completed form with supporting evidence should be submitted online.
- All claims must be submitted with at least one item of supporting evidence. Supporting statements or letters must be impartial and the School must be able to confirm these as independently verified, should this be necessary.
- The School is unable to list or specify all circumstances which may fall under the consideration of mitigating circumstances, however, examples of valid claims are:
 - Significant medical conditions, physical or mental health-related occurrences/illness (examples of supporting evidence: a medical certificate, doctor's letter)
 - Significant family circumstances (death of a close relative (a death certificate must be provided as evidence), serious medical circumstances)
 - Natural events beyond the control of the student (e.g. affecting the attendance/submission of an assessment)
- Mitigating circumstances should only be submitted for genuinely serious situations beyond a student's control, adversely affecting participation or academic performance. All claims must be submitted at the earliest opportunity and in all circumstances within two weeks of an assessment's deadline. Late claims will only be considered in highly exceptional circumstances where the problems encountered by the student(s) justify the lateness of the claim.
- If a student does not feel well enough to attend any examination, then they should not attend and instead, submit a claim for Mitigating circumstances within two weeks of the missed exam with evidence. Claims without evidence will NOT be accepted.
- If a student chooses to submit an assessment and/or appear in an exam, they declare themselves fit to do so. This will invalidate the Mitigating circumstances claim, and their mark for the assessment will stand.

2. Process



The Academic Director is assisted by a Mitigating Circumstances Panel (on any Campus) in determining an appropriate course of action. The Panel suggests an outcome of the consideration(s) to the Academic Director.

The Mitigating Circumstances Panel will meet once a month or on a case by case basis as required. The Panel will usually consist of three independent members:

- UK Director of Student and Academic Services
- Senior Manager Programme Administration
- A Senior Faculty Member

If the Panel considers a claim of impairment of academic performance valid, one of the following actions may be suggested to the Academic Director. The final decision lies with the Academic Director. The below list is only indicative and the academic director and/or Panel has the right to make any other decision as appropriate:

- 100% assessment by final exam for any missed mid-term
- Coursework to be set as substitute for any missed mid-term
- Resit session as first sit for any missed exam
- Next first sit session as resit for any missed resit
- Other measures as deemed appropriate.

Students should normally receive the decision of the mitigating circumstances claim within five working days of the Panel's meeting.

3. Deadlines

All mitigating circumstances claims regarding a deadline extension must be submitted at the earliest opportunity and before the deadline if possible. Extensions may be provided at a programme/module level by a professor and validated at the next Panel meeting.

Students must submit the claim within two weeks of a missed exam or coursework deadline. If submitting a late claim, they must clearly state (and evidence) what prevented them from submitting the claim before the deadline. Being unaware of the mitigating circumstances process or dissatisfaction with academic decisions are NOT grounds for submitting a late claim.

4. Absence/Attendance

Should a student require an absence of attendance for more than two weeks, they should inform the School by emailing the Programme Coordinator, providing dates, the nature of the circumstances and impartial evidence.

5. Absence from assessment

If a student requires absence from the dates of an assessment or is unable to meet a deadline, they should notify the School with as much advance notice as possible. Please submit the completed Mitigating Circumstances Form with the dates, nature of the circumstances, and impartial supporting evidence. Discretion may be applied through a provisional extension of the deadline or accommodation through arrangements for assessment at a later date/at the next assessment date.



6. Chronic/Ongoing medical conditions

All students must notify the School of any chronic/ongoing medical conditions, disabilities or learning difficulties at their enrolment or, if they are affected during their course of study, as soon as possible. Arrangements will be made by the School to accommodate student requirements.

7. Ineligibility of a Claim

The Panel is under no obligation to take any action to adjust marks or approve a reassessment should mitigating circumstances claim be fairly and impartially judged as ineligible. If a student's academic performance is judged to not have been impaired, the student will receive a response from the Programme Coordinator within 7 days and the original mark/grade will be awarded.



Mitigating Circumstances Form

Instructions:

- Use this form if you believe you have grounds for applying for an extension under mitigating circumstances (see Mitigating Circumstances Policy for details)
- You must ensure that your claim is submitted within the time outlined in the Mitigating Circumstances Policy, which is within two weeks after the deadline of your assessment or exam.
- Claims submitted after the deadline will be deemed to be out of time and will not be considered unless you submit clear documentary evidence to demonstrate that you were prevented from submitting the claim by the deadline.
- Please keep a copy for your own records.
- This is form is only for reference, please complete the online form available at https://escplondon.az1.qualtrics.com/jfe/form/SV_et7GmvUSepCbISB or at Blackboard

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|---|------------------|--|--|----------------------------|
| 1. Student Name | 2. Student ID | | | |
| 3. Programme of Study: | | | | |
| 4. Year of study | | | | |
| 5. Date of submitting this form | | | | |
| 6. Assessment(s) affected by your circumstances | | | | |
| Module title | Assessment title | Assessment submission date (if affected) | Requested new assessment submission date | Date of exam (if affected) |
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| 7. If you have attempted your assessment(s), please state why you did not follow the mitigating circumstances procedure before presenting yourself for your assessment(s). Please list any supporting evidence. | | | | |
| 8. Please provide the full details of your circumstances, including key dates and explaining how they would impact or have impacted your academic performance. | | | | |
| 9. Are you submitting the claim within 2 weeks of the missed assessment? If you are submitting outside of the 2 weeks deadline, please provide details and evidence for submitting the late claim. | | | | |

10. Student Declaration:

- I have read and understood the School's mitigating circumstances policy.
- All information and documentation provided in/with this form is complete and represents an accurate and true reflection of my mitigating circumstances. I understand that the submission of a falsified claim or documentation constitutes an offence under Section 5(d) of the School's Code of Conduct and Disciplinary procedure.
- I authorise the reviewer(s) of this claim to consider this form and any relevant information held by the School to the extent necessary for the consideration of my submission.
- I give permission for the School to seek verification of the authenticity of any statements or evidence provided with this claim.
- I consent the School to share this form and information contained within it with relevant staff members, as appropriate.

Student signature: _____

Date: _____



To be completed by authorised staff only:

1) Panel's decision:

- a) Has the Panel considered the claim to be valid: i) Yes ii) No
- b) If the claim is declined, please provide the reasons for this decision.

- c) If the claim is accepted, what recommendation(s) is made to the Academic Director

2) Any Other comments

3) Date student was informed of the outcome

Staff signature: _____

Staff name and designation: _____

Date: _____