



## Mitigating Circumstances Policy London Campus

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## 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](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)
  - Other natural events beyond the control of the student
- 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 Administration team, 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 Administration team within 7 days and the original mark/grade will be awarded.

## 8. Examples of Mitigating Circumstances

A few examples of mitigating circumstances for which a claim might be accepted are listed below. Please note that this list is not exhaustive, and if you want to report a claim for mitigating circumstances not listed here, use the option "Any other exceptional circumstances", and the Panel will consider it.

1. Serious illness resulting in hospitalisation or urgent medical attention/treatment relating to yourself
2. Close bereavement e.g. partner, child, parent, sibling, grandparent
3. Serious illness of a member of your immediate family (e.g. mother, father, sister, brother, son, daughter, grandparent, spouse, guardian).
4. Sudden deterioration in a chronic medical condition or disability
5. Childbirth (self or partner)
6. Pregnancy complications
7. Representing the School at national level or international level
8. Diagnosed psychological illness
9. Legal proceedings requiring attendance at court as a witness or jury service.
10. Being the victim of a crime
11. Road traffic accident
12. Psychological problems for which you are receiving counselling
13. Depressive disorder
14. Mental health issues
15. Separation or divorce of yourself or your parents.
16. Final interviews for work placements or for employment which cannot be changed.
17. Any other exceptional circumstances that substantially affected your performance.