

Extenuating Circumstances and Mitigation - Amended Academic Regulations in Response to the Coronavirus (Covid-19)

Information for Staff

We have adapted our usual processes to reflect the current exceptional circumstances due to Coronavirus (Covid-19). The use of the online mitigation form had been carried forward into the Academic Year 2020/21, in recognition of our ongoing support for students in this uncertain situation. This position will remain for any students still undertaking work with relation to the 2020/21 year including reassessment. For any work relating to the 2021/22 year we are returning to standard mitigation regulations, including 'fit to sit' and the requirement for evidence for all mitigation requests (extensions/deferrals and Covid/non-Covid).

The University operates a fit to sit/fit to submit approach to extenuating circumstances which means students who take their assessment are declaring themselves fit to do so. Students who, for valid reasons, are not fit to take assessment may submit their extenuating circumstances for consideration by their School Mitigation Panel.

Staff should confirm which regulations (standard or Covid-19) will be applied to their students when they are being considered for mitigation. This factsheet relates to the Covid-19 regulations. Standard regulations are summarised in the factsheet listed under [Section 8 of the Academic Regulations](#).

In what circumstances can students apply?

Students may apply for mitigation, an extension (for up to 10 working days where a short-term response will be effective) or an authorised absence.

Extenuating circumstances may be as a result of:

- Illness (including Coronavirus (Covid-19))
- Inability to attend an assessment or examination due to the above
- Other factors that are sufficiently serious enough in nature to result in the student being unable to attend, complete or submit an assessment on time such as bereavement, serious family illness or being a victim of crime.

Online mitigation form:

We have [one online form](#) which covers mitigation being sought in relation to Coronavirus (Covid-19) (Part A of the form) and/or mitigation due to other extenuating circumstances unrelated to the Coronavirus (Covid-19) (Part B of the form). If a student's circumstances relate to both Coronavirus (Covid-19) and other extenuating circumstances, they should complete Parts A **and** B.

Staff should advise students to speak to an adviser at the [Students' Union Advice Service](#) **before** completing the form so they can advise them on how to present their circumstances.

Responsibility to notify illness:

If students believe they have the symptoms, have been diagnosed with the Coronavirus (Covid-19) or are aware of any students affected they must contact the Student wellbeing team on 0113 812 8507 or by e-mail at student.coronavirus@leedsbeckett.ac.uk. The Student Services team will retain details to ensure our response is appropriate and so that we can update students in the event that the situation and/or guidance provided by [Public Health England](#) changes.

No student should suffer academic disadvantage:

We must ensure that students are not academically disadvantaged due to Coronavirus (Covid-19) and these exceptional circumstances. Students may fall ill with this virus or have to self-isolate/social distance at any

time, or look after family or friends in their household or due to school/other closures/travel disruption. Some students may be affected further by the circumstances depending on their disability.

Adopting an understanding and equitable approach:

We must support anyone who tells us they have been affected by these extenuating circumstances. This includes those who are ill or self-isolating or staying at home in line with government advice, or have been affected in other ways, such as travel, closures, need to look after others etc. We must adopt a flexible approach.

Self-Certification:

We accept that it will be difficult to obtain evidence from a GP or health care professional at the present time. For students wishing to request an extension, self-certification for up to 10 working days will be permitted. Where a student's request for mitigation relates to periods in excess of 10 working days then **independent documentary or medical evidence** normally will be required to support their mitigation request. Students should attach their documentary evidence to the online form.

Timeframes for Responses:

Request for an extension (up to 10 working days)

A request for an extension (up to 10 working days) should normally be responded to in two to three working days by the School.

Request for Mitigation

Students should be advised once they have submitted their mitigating circumstances form and evidence that their case will be referred to a Mitigation Panel. Mitigation Panels normally meet every month, so depending on when the request is submitted in relation to the next scheduled panel, there may be a delay in receiving their outcome.

Applying for Mitigation:

1. Refer student to the [Online Mitigation Form](#).
2. Student completes the form.
3. Student and School Admin are emailed a receipt of the Mitigation request once the student has submitted.
 - a. Student can have a draft submission which will not be sent to the schools
 - b. Student can access all submissions - <https://myhub.leedsbeckett.ac.uk/students/forms/submissions>
4. School nominees will receive a daily School Mitigation report generated automatically via email which contains links to a PDF summary and any documentary evidence.
5. Relevant colleagues in Schools evaluate the submissions and communicate the outcomes. Please note that these circumstances could continue and be ongoing. This may mean that the duration of mitigation may need to be extended.

Contacts and Further Information

Academic Regulations

Link to Mitigation Form

Contact Quality Assurance Services

Quality Assurance Services



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