

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

Information for Students

The University recognises that, from time to time, students may encounter issues which may prevent them from being able to submit or take assessment. Where this is the case, students may be able to submit their 'extenuating circumstances' for consideration.

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. This will ensure that the Module Board is fully aware of your circumstances when finalising your marks for the modules affected.

Students should confirm with their course team which regulations (standard or Covid-19) will be applied to them 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](#).

How is the university working to help me?

We have adapted our usual processes to reflect the current exceptional circumstances due to Coronavirus (Covid-19). The use of the online mitigation form has been carried forward into the Academic Year 2020/21, in recognition of our ongoing support for students in this uncertain situation. Please be assured that should you fall ill with this virus and have to self-isolate, now, or at any time, we will make sure you do not suffer academic disadvantage.

Applying for an extension (up to 10 working days) or mitigation:

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.

Your 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 you being unable to attend, complete or submit an assessment on time such as bereavement, serious family illness or being a victim of crime.

Do I need to provide evidence?

We accept that it will be difficult to obtain evidence from a GP or health care professional at the present time. If you wish to request an extension, self-certification for up to 10 working days will be permitted.

If your request for mitigation relates to periods in excess of 10 working days then **independent documentary or medical evidence** normally will be required to support your mitigation requests. You can attach any documentary evidence to the online form.

I need to apply for extenuating circumstances or mitigation, but it is not Coronavirus (Covid-19) related?

We now 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 your circumstances relate to both Coronavirus (Covid-19) and other extenuating circumstances, you should complete Parts A **and** B.

How quickly will I get a response?

Request for an extension (up to 10 working days):

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

Request for Mitigation:

Once you have submitted your mitigating circumstances form and evidence, your case will be referred to a Mitigation Panel. Mitigation Panels normally meet every month, so depending on when your request is submitted in relation to the next scheduled panel, there may be a delay in receiving your outcome. If you have concerns about this or would like to know when the next panel is, please contact your Course Administrator.

Unfortunately, presenting mitigating circumstances does not guarantee that they will be accepted, but if they are accepted, the Mitigation Panel will make a recommendation about the affected assessment/s to the relevant Progression and Award Board or Module Board of your course.

The Mitigation Panel will categorise the seriousness of extenuating circumstances as follows:

- A. Category A – Very serious
- B. Category B – Sufficiently serious to defer assessment
- C. Rejected – the Mitigation Panel will reject claims which are late, not substantiated by original documentary evidence or are not deemed sufficiently serious to warrant deferral.

All outcomes of the Mitigation Panel will be notified to you in writing.

I am unsure what to put in the form, who can advise me?

You are strongly advised to speak to an adviser at the [Students' Union Advice Service](#) **before** completing the form so they can advise you on how to present your circumstances.

Where can I find the online form to complete?

You can apply online for extenuating circumstances by accessing this link:

<https://myhub.leedsbeckett.ac.uk/mitigation>. Once your submission has been completed, you will receive an automated notice confirming that “we have received your mitigation request”.

I have finished my self-isolation period related to Covid-19 and have no symptoms. Do I need to let anyone know I am returning to university?

Yes. You must advise your Course Administrator and the Student Wellbeing team (student.coronavirus@leedsbeckett.ac.uk) to inform them when you are planning to return to university following your period of self-isolation. If you are awaiting Coronavirus (Covid-19) test results you must await the outcome of these tests and have proof of a negative result before returning to university.

Contacts and Further Information

Academic Regulations

Link to Mitigation Form

Contact your Course Administrator