

## Mitigating Circumstances Policy

### 1. General guidelines

This policy covers mitigating circumstances related to the impairment of academic performance in continuous assessment types, for all Université Paris Dauphine – PSL, London campus students. **Final exams are not covered by this policy.** This policy also covers all class absences.

All students who make a claim of mitigating circumstances will be considered fairly, impartially and equally, regardless of the academic performance.

All students must submit their claim in writing with clear details of the circumstances.

All claims must be submitted with at least one item of supporting evidence, such as a doctor’s note. Supporting statements or letters must be impartial and Université Paris Dauphine – PSL, London campus must be able to confirm these as independently verified, should this be necessary. A statement from a parent/guardian/spouse/partner/or a member of faculty will not be accepted as evidence without additional, independent documentary confirmation.

Université Paris Dauphine – PSL, London campus is unable to list or specify all circumstances which may fall under the consideration of mitigating circumstances; however, the main criteria are as follows:

- Significant medical conditions, physical or mental health-related occurrences/illness (a medical certificate or doctor’s note must be provided as evidence). The doctor or general practitioner issuing the medical certificate or notes shall be domiciled in the United Kingdom and/or employed by the NHS. Exception could be considered on a case by case basis for BEM 2 students who have applied for a health surcharge refund and for this reason are not able to obtain medical certificate in the UK. Outside of this, no medical certificates or notes issued outside of the UK will be accepted, unless accompanied by a official certified translation. Any Chronic/Ongoing medical conditions and/or Special Needs will not be considered as a mitigating circumstances unless covered separately through the Special Education Needs procedure.
- Significant family circumstances (death of a close relative [a death certificate must be provided as evidence], serious medical circumstances [a medical certificate or doctor’s note must be provided as evidence])
- The student was the victim of a crime that was reported to the appropriate authority for investigation and the nature of the crime was such that it was likely to have prevented the timely submission of an assessment or sitting of an assessment; or to have impacted adversely on the student during the period in which the student might reasonably have been expected

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to prepare for submission or for sitting an assessment (a copy of police/crime report must be provided as evidence).

- Other exceptional and personal circumstances: where students believe they have experienced severe and exceptional circumstances that are not listed above but that would reasonably be considered as valid extenuating circumstances, then they should discuss this with the Programme Director / Head of Programme in good time to meet any stated submission deadlines. Where the extenuating circumstances are considered to be valid, students will be advised by the Programme Director/ Head of Programme of the nature of the evidence required to support the submission.
  
- In rare instances, students may be given permission to attend certain events, such as the Model United Nations, without penalty. However, this will only be possible where a) events do not clash with in-class assessments, such as mid-terms or presentations, and b) the request has been approved *in advance* of the event. Approval must be gained from the Programme Director / Head of Programme.

The student must present all evidence in English. For this reason, only medical documents or notes issued in the UK will be considered. Where, for example, an overseas student is taken ill in their home country and corroborating evidence is provided in the language of that country, then it should be accompanied by a translation, certified officially as being correct e.g. by a Public Notary. Further guidance on specific circumstances is provided in the relevant sections below.

- Mitigating circumstances should only be submitted for genuinely serious situations beyond a student's control, where participation or academic performance is adversely affected.
- All submissions of mitigation will be treated confidentially. All personal data collected in the mitigating procedure will be processed in accordance with the Data Protection Act and will only be used for this purpose. The information the students provide is confidential and will only be shared with a limited group of Université Paris Dauphine – PSL, London campus staff who are directly involved in the mitigation decision-making process.

## 2. Absence for more than two weeks

Should a student require absence of attendance for more than 2 weeks, she/he should inform Université Paris Dauphine – PSL, London campus by submitting the completed Mitigating Circumstances Form following the process outlined below in section 4.

## 3. Absence from assessment

If a student requires absence from the date of an assessment, they should notify their Lecturer and Quality and Programme Administration Office key contact with as much advance notice as possible.

In addition, they should submit the completed Mitigating Circumstances Form, following the process outlined below in section Mitigating circumstances for absence from assessment should not relate to Chronic/Ongoing medical conditions and Special Needs which are covered by the Special Education Needs procedure

#### **4. Process for submitting a mitigating circumstances claim**

All claims must be submitted, via the form below, with **the dates, nature of the circumstances, and impartial supporting evidence**, to the student Administrative key contact. The form can be submitted either in person or via e-mail. All claims must be submitted at the earliest opportunity and **no later than 3 days in advance of an assessment's deadline** or one week after a missed class.

Late claims will only be considered in highly exceptional circumstances where the problems encountered by the student(s) justify the lateness of the claim and before the deadline unless highly exceptional. Late claims will be rejected without concrete evidence and a suitable rationale.

#### **5. Outcome of the mitigating circumstances form submission**

The Quality and Programme Administration Office will prepare the decision based on the evidence submitted by the student in relation to the criteria outlined under "1. Introduction" above, to be approved by the Programmes Director/ Head of Programme. In some cases, claims might not be considered until after the student has submitted the assessment, subject to the Undergraduate Programmes Director's/ Head of Programme's decision.

The decision can be any of the following:

- For missed classes where no assessment was scheduled to take place, student's absence can either be justified or not justified, as decided by the Attendance Committee, taking into account all evidence submitted. In case of a non-justified absence, Attendance Committee will apply a penalty to student's continuous assessment grade, ranging anywhere from -0.5 points deduction from continuous assessment grade to 0 as overall continuous assessment grade.
- For written take-home assessments, such as essays, an extension of the deadline may in rare cases be granted. The deadline can be extended by up to 7 days where appropriate. In this case, approval can be provided by the Academic Lead for the relevant area.
- For all other assessments (except final exams): the decision to present, or not present, the case to the Attendance Committee will be made. If the Attendance Committee approves the request, the student may be required to attend the assessment during the exam session. The Attendance Committee may also decide to replace the zero awarded for the missed assessment with the grade of the final exam.
- For assessment of elective modules: as there is no final exams for electives, the decision can exceptionally be made to reschedule an assessment.

If the extension request is approved, the student will be given the full grade awarded for the work. If the request is not approved, the assessment outcome will be determined in line with the student assessment submission and deadlines policy outlined in the Student Handbook:

- Late submissions on the same day as the deadline are to lose 0.5 of a mark out of 20. This is the same whether it is one minute or one hour late.
- Late submissions on the following day (after midnight of the day of the deadline) are to lose 1 mark out of 20.
- Work submitted two days late (or later) will receive an automatic fail (zero).

The student will be informed of the outcome of the mitigating circumstances form submission following the Attendance Committee meeting.

## **6. Attendance Committee**

There is one Attendance Committee per undergraduate programme cohort. The Attendance Committee generally meets in the last teaching week of the semester.

The Attendance Committee will consist of:

- Undergraduate Programmes Director/ Head of Programme
- Academic Lead(s)
- Deputy General Manager
- Quality and Programme Administration Office key contact

Where they deem it necessary, the Quality and Programme Administration Office and the Attendance Committee may exceptionally require the student to submit further evidence.

## **7. Chronic/Ongoing medical conditions and Special Needs**

As per our Special Education Needs procedure, all students are invited to notify us 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. Potential arrangements will be discussed and formalised as indicated in the Special Education Needs procedure.

## **8. Ineligibility of a Claim**

The Quality and Programme Administration Office, and where applicable the Attendance Committee, are under no obligation to take any action to justify absences, adjust marks or approve a deadline extension should a mitigating circumstances claim be fairly and impartially judged as ineligible. If a student's academic performance is judged to not have been impaired by the alleged mitigating circumstances, the student will receive a response from the Programme Administration Office within two weeks and the assessment outcome will be determined in line with the student assessment submission and deadlines policy outlined in the Student Handbook and in section 5 above.

### Mitigating Circumstances form

**Instructions:**

- Use this form if you believe you have grounds for applying for mitigating circumstances.
- You must ensure that your claim is submitted within the time outlined in the Mitigating Circumstances Policy, which is no later than 3 days in advance of an assessment's deadline, unless the mitigating circumstances are the reason for missing this 3-day deadline, or one week after a missed class.
- Claims submitted after the deadline will not be considered unless you submit clear documentary evidence to demonstrate that you were prevented from submitting the claim by the deadline.
- Please return this form, with supporting evidence to your Quality and Programmes Office Key contact either in person or via e-mail. Please keep a copy for your own records.
- Please remember that the supporting medical documents or notes you provide must be issued in the UK and written in English, as per Section 1. *Guidelines*

**1. YOUR DETAILS (Please use BLOCK LETTERS)**

Full name:	
Email:	Contact phone no:
Programme of study:	
Programme year:	

**2. DATE OF SUBMITTING THIS FORM:**

**3. 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)

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).

If you require absence of attendance for more than 2 weeks, please indicate the expected duration of absence here:

Please list any supporting evidence.

Please provide the full details of your circumstances, including key dates and explaining how they would impact or have impacted on your academic performance. If you need more space, continue on a separate sheet of paper, which should be securely attached to this form, and clearly marked with your name.

### Student Declaration

- I have read and understood the Université Paris Dauphine – PSL, London campus’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 Institution’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 Université Paris Dauphine – PSL, London campus to the extent necessary for the consideration of my submission.
- I give permission to the Université Paris Dauphine – PSL, London campus to seek verification of the authenticity of any statements or evidence provided with this claim.
- I have read and understood the Confidentiality Statement, and ticked the above box if I consent to my form being shared confidentially with relevant staff members, as appropriate.

**Signature:**

**Date:**