



STUDENT SUPPORT & ADVICE TEAM

WORRIED ABOUT MISSING A DEADLINE

MITIGATING CIRCUMSTANCES & EXTENSIONS



MISSING A DEADLINE

From time to time due to unforeseen circumstances, you may find that there are assessment deadlines that you are unable to meet.

If you find yourself in this situation, understanding what academic tools are available to you and how and when to use them will help you to manage your studies. There are three main tools available.

YOUR ACADEMIC TOOL KIT

LATE SUBMISSIONS

Late Submissions mean you can submit assessments up to one week late, but your grade will be capped to a bare pass. This option is available at the first submission point only.

EXTENSIONS

Extensions are available through your Module Leader if you have unforeseen circumstances that prevent you from meeting an assessment deadline. The maximum extension period is two weeks. They are available at the first submission point only.

MITIGATING CIRCUMSTANCES

Mitigating circumstances are similar to extensions, but they are when unforeseen circumstances have more of a long term effect and you would need longer than a two week extension to complete an assessment. Applications are considered by Academic Advisers.



UNDERSTANDING YOUR TOOL KIT

Each tool in your kit will have a set of rules and regulations attached to it. Having an understanding of how each tool works will enable you to have a clear view of which tool will best suit your needs.

LATE SUBMISSIONS

There is an option for you to submit your work late, within one week of the first submission point, however you will be given a maximum grade of a bare pass which is:

- D- for Undergraduates
- C- for Postgraduates

Late submissions are not permitted at the resit submission point.

Any work submitted after these deadlines will not be marked and you will be awarded an LG grade.

EXTENSIONS

If you experience unforeseen circumstances that may prevent you submitting work at the first submission point then you can contact your Module Leader and request an extension.

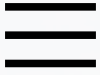
An extension can be up to two weeks. The Module Leader will decide on whether to grant the extension and the length of the extension.

The Module Leader's contact details can be found on the module [NILE page](#).

Extensions are not permitted at the resit submission point.

Late submissions are not permitted in addition to an extension.

If an extension of up to two weeks is not sufficient, then you may need to apply for Mitigating Circumstances.



MITIGATING CIRCUMSTANCES

When unforeseen circumstances have a long term effect on your ability to submit your work, you have an option to apply for Mitigating Circumstances.

The application form can be found on the Student Hub.

You need to submit your application as close to the assignment deadline as possible, within two weeks before or two weeks after the submission point.

In exceptional circumstances applications may be considered outside this time frame. The reason for doing so must be included and evidence provided.



WHAT COUNTS AS UNFORESEEN CIRCUMSTANCES

Both our Extensions & Mitigating Circumstances tools have been designed to support you in making sure you reach your full potential.

They are there to help you manage your studies if you are experiencing genuine difficulties or unforeseen circumstances. These are usually circumstances that are out of your control and significantly disruptive to your studies.

WHAT THE UNIVERSITY CONSIDERS AS UNFORESEEN CIRCUMSTANCES*

- Major family crisis
- Illness or injury
- Jury service
- Bereavement
- Severe disruption of your personal life

**This list is not exhaustive and individual circumstances will be taken into consideration*

WHAT THE UNIVERSITY DOES NOT ACCEPT AS UNFORESEEN CIRCUMSTANCES

- Planned holidays or planned life events such as moving home or weddings
- Late enrolment
- Misreading exam timetables or misunderstanding assessment requirements
- Voluntary participation in an event
- Computer issues
- Submitting your work to the wrong submission portal
- Needing more time to refine/work on your assessment as you are not happy with the standard of work

If you are still unsure whether you may have unforeseen circumstances, [then contact a Student Support Officer](#), who will be able to help.



EVIDENCE AND SELF-CERTIFICATION

In addition to your application, you must either supply evidence or complete self-certification that supports your mitigating circumstances request.

SUPPLYING EVIDENCE

If you chose to supply evidence with your application, you must complete Section 4 on the application form.

The evidence that you supply must be relevant and timely to the application. You only need to supply one piece of evidence per application.

If you submit more than one application for mitigating circumstances throughout the year, you must supply evidence with each application.

Please do not list evidence on your application and then fail to supply it. Any evidence that you list in Section 4 on the application will need to be provided. Failure to do so can result in a delay to processing your application or your application being declined.

REASON

Physical illness, Accident, Non-elective planned/emergency surgery, Mental health difficulties, Personal relationship break down

Deterioration of an ongoing illness or chronic medical condition

Accident/serious illness of a close relative

ACCEPTABLE EVIDENCE

- Medical certificate or letter from an appropriate medical professional
- Legal documents such as letters from solicitors
- Prescription
- A letter from the University Counselling and Mental Health service (or equivalent)
- Supporting statement



REASON	ACCEPTABLE EVIDENCE
Recent death of someone close	<ul style="list-style-type: none">■ A death certificate■ An official letter from an independent source such as a hospital, doctor, Family Bereavement Centre or equivalent■ Supporting statement
Significant change to financial circumstances Significant change to employment or working conditions	<ul style="list-style-type: none">■ Bankruptcy Order■ Employer letter providing evidence that the circumstances were exceptional and unavoidable.■ Supporting statement
A significant change to the condition or circumstance of someone for whom you have a caring responsibility	<ul style="list-style-type: none">■ Medical certificate or letter from an appropriate medical professional■ Evidence from nursery/school/college/university to demonstrate how circumstances have changed, therefore how your caring responsibilities have changed (e.g. Special Educational Needs report from school)■ Letter from DWP confirming you are in receipt of Carer's Allowance; supporting letter or assessment from a Social Worker/Local Authority■ Supporting statement



REASON	ACCEPTABLE EVIDENCE
Victim of crime	<ul style="list-style-type: none">■ Crime reference number■ Supporting statement■ Written statement of events and impact on ability to complete assessment.■ If impact of crime has led to a medical or other professional consultation:<ul style="list-style-type: none">» A medical certificate or letter from an appropriate medical professional» A letter from the University Counselling and Mental Health service (or equivalent)
Pregnancy	<ul style="list-style-type: none">■ Medical certificate or letter from an appropriate medical professional relating to illness from pregnancy.■ Prescription for illness relating from pregnancy■ Supporting statement

EVIDENCE WE CANNOT ACCEPT

- Transport tickets or booking confirmations (Including flight boarding cards and train tickets)
- Funeral orders of service
- WhatsApp or other private messages
- Certain photographic evidence (Please see [Use of photographic evidence](#))
- Evidence in a language other than English without an English translation



SUPPORTING STATEMENTS

A supporting statement can be used as a piece of evidence. The statement in support of your mitigating circumstances can be complete in Section 4 of the application form by the following people:

- Academic Staff
- Student Services Staff such as Counsellors, Mental Health Advisors, ASSIST, Sexual Violence Liaison Officers (SVLO) or Student Support Officers
- External Professional Support
- Employer

An email or communication with a member of university staff advising you to apply for mitigating circumstances does not constitute a supporting statement. You will need to get a statement which explicitly states that the person writing the statement supports your application for mitigating circumstances.

We cannot accept statements from family members, friends, fellow students or flatmates.

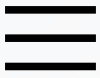
USE OF PHOTOGRAPHIC EVIDENCE

PHOTOGRAPHIC EVIDENCE WE CAN ACCEPT

Anything that is a photo of a document, letter or medications that falls under the suitable evidence categories and contains dates and names clearly stated on them is suitable to use as photographic evidence.

PHOTOGRAPHIC EVIDENCE WE CANNOT ACCEPT

- Photos or videos of yourself and/or friends and family in the hospital
- Photos or videos of yourself and/or friends and family at funerals
- Photos or videos of medication without names or dates
- Photos or videos of injuries
- Photos or videos of COVID Lateral Flow tests



SELF-CERTIFICATION

If you chose to self-certify for mitigating circumstances please complete Section 5 of the application form.

Self-certification can only be used on a maximum of two occasions (two application forms) in any academic year. Any further applications would need evidence to support them (Please see [Supplying Evidence](#)).

You can only self-certify for a 7 day period in circumstances where you cannot reasonably obtain third party evidence or be granted an extension. If your unforeseen circumstances last longer than this then you will need to provide evidence (Please see [Supplying Evidence](#)).



HELP COMPLETING YOUR APPLICATION FORM

You can apply for mitigating circumstances by completing the [application form found online](#). If you need help to complete your application form please watch our [application help videos first](#). If you still need help, there are a range of different people you can speak to.

PEOPLE TO HELP WITH YOUR APPLICATION

- Your Personal Tutor
- The [Student Support and Advice Team](#)
- Students' Union Student Advice Coordinator
- If you are working with a [Mental Health Adviser](#) then they will also be able to help you.

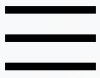
SUBMITTING YOUR APPLICATION FORM

Once your application is complete, please submit it to mitcircs@northampton.ac.uk along with electronic copies of your evidence or self-certification.

Once you submit your application it will be triaged to ensure you have provided all the correct and relevant information.

If there is something missing from your application or anything is not clear, we will send you an email requesting further information.

Your application will then become pending until you provide the information we request from you. Once we have a complete application from you this will be sent over to our Academic Advisers. An Academic Adviser will then review your application. They will decide on the outcome of your application.



AFTER YOU'VE SUBMITTED YOUR APPLICATION

You will be sent an email informing you of the outcome. You should hear within two weeks but this could take longer for complex applications, incomplete applications or at certain times of the year.

To find out our [current application turnaround times](#) please visit our mitigating circumstances site.

Your email will list the decision that has been made for each item of assessment that you applied to defer. It will also contain guidance on where to find information about the next opportunity to attempt the assessment (if there is one). If you have any questions about this please contact the Module Tutor.

If you have not fully completed your application form and not included appropriate evidence or self-certification then this could lead to a delay in your outcome. If you fail to provide this information when requested your application will be declined due to being incomplete.



POSSIBLE APPLICATION OUTCOMES

APPROVED APPLICATIONS

APPROVED (FIRST SUBMISSION POINT)

This will defer submission of your assessment to the resit submission point, so you can submit to this for an uncapped grade. You can find the resit submission deadline on the module NILE site or exam timetable.

APPROVED (RESIT SUBMISSION POINT)

If a Mitigating Circumstances application is approved at the resit submission point, it is recognition of extenuating circumstances at that time, but there is no further opportunity to resubmit the assessment.

DECLINED APPLICATIONS

DECLINED (FIRST SUBMISSION POINT)

You will be awarded a G grade for non-submission. You can submit to the resit submission point for a capped (bare pass) grade. You can find the resit submission deadline on the module NILE site or exam timetable.

DECLINED (RESIT SUBMISSION POINT)

You will be awarded a G grade for non-submission. There is no further opportunity to resubmit the assessment.



FIT TO SIT & ACCUMULATED FAILURE

FIT TO SIT

WHAT DOES FIT TO SIT MEAN?

As mitigating circumstances are defined as circumstances which have prevented completion of assessment(s) or attendance at examination(s), then if you attend an exam or submit an assignment, then you are declaring that you are able and well enough to do so.

HOW DOES THIS AFFECT MY APPLICATION?

If your application is approved but you subsequently decide to submit the work by the deadline, then you have declared yourself as fit to sit. Your work will be marked and graded in the usual way. The issues that you listed in your mitigating circumstances form cannot then be considered when marking the work.

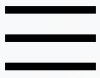
ACCUMULATED FAILURE

WHAT IS ACCUMULATED FAILURE?

Accumulated failure is the way that the University decides whether you can continue your studies if you have failed some of your modules. Each time a module is taken, and failed, the number of failed credits will accumulate. If you exceed a certain number of failed credits this could lead to the termination of your studies due to accumulated failure.

The accumulated failure limits for each level can be found in the [Student Handbook](#).

Where mitigating circumstances is granted for a piece of assessment at both opportunities and the module is failed as a result, the module failure will be excluded from the accumulated failure count.



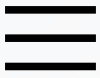
STUDENT VISA

Students studying on a Student Visa who have their application for Mitigating Circumstances approved may not be able to complete their programme within the time frame of their visa.

This could have potential visa implications and there are a number of things to consider:

- If you are unable to complete your programme within the time frame of your Student Visa, there is no guarantee that we will be able to offer you an extension to your visa as you are required to meet the requirements as outlined in the UK Visas and Immigration (UKVI's) Student Visa Sponsor Guidance to be eligible for a CAS.
- If you require an extension to your Student Visa and there is no longer a requirement for you to remain in the UK and you can continue your studies remotely overseas then we will not be able to offer you an extension to your visa as we cannot continue to sponsor students who do not have any face to face engagement required.
- If you are not able to complete your studies within the time frame of your Student Visa then this may impact your eligibility to apply for the Graduate Route visa. Students must be awarded their degree to be eligible to apply for the Graduate Route visa and must also hold a valid Student Visa to apply. Students who have resits which go beyond their original course end date (as stated on your CAS) may not receive their results in time to apply for Graduate Route visa. The University cannot extend your Student Visa if you are waiting for your results for you to make an application for the Graduate Route.

If you have any concerns about your immigration status please contact International student Support Services by email at iss@northampton.ac.uk



FURTHER SUPPORT

Facing unforeseen issues can be difficult. If you feel that you need further support, then there are a number of services available at the University that you can access.

STUDENT SUPPORT & ADVICE TEAM

The [Student Support & Advice Team](#) provide initial and ongoing support to enable you to make the best of your studies with us. You can contact either the Student Support Officers or Academic Advisers.

COUNSELLING & MENTAL HEALTH TEAM

The Counselling and Mental Health Team offers students access to support through Counsellors and Mental Health Advisors.

counsellors@northampton.ac.uk

mha@northampton.ac.uk

FINANCIAL GUIDANCE TEAM

The Financial Guidance Team offers information and guidance on financial matters.

money@northampton.ac.uk