

## **APPENDIX 1**

### **Excused Absences**

#### **Mitigating or Exceptional Circumstances**

Mitigating or Exceptional circumstances are defined as conditions or unforeseen events that significantly impair a student's capacity to perform academically to their usual standards. This appendix outlines the recognised circumstances under which students may seek adjustments to academic requirements or assessments.

#### **Recognised Mitigating or Exceptional Circumstances**

The following conditions are recognized as mitigating or exceptional circumstances under this policy:

1. **Health Conditions:** Serious illness or injury, including acute or chronic physical or mental health issues, that adversely affect a student's academic performance.
2. **Bereavement:** The loss of a close family member or significant other, impacting the student's emotional and psychological well-being.
3. **Criminal Victimization:** Experiences of assault, theft, or other crimes leading to significant emotional distress or physical harm.
4. **Family Emergencies:** Critical situations requiring the student's immediate attention, such as a family member's severe illness or accident.
5. **Financial Hardship:** Sudden or extreme financial difficulties that significantly hinder a student's ability to concentrate on their studies.
6. **Civic Duties:** Obligations such as legal proceedings that directly conflict with academic commitments.
7. **Natural Disasters:** Events like earthquakes, floods, or fires that directly affect the student or their immediate family.
8. **Disability or Learning Difficulties:** The onset or worsening of a disability or specific learning difficulty not previously accommodated within the student's educational plan.
9. **Military Service:** Unanticipated activation for military service or training obligations for reservists conflicting with academic duties.
10. **Major Event Participation:** Engagement in significant national or international competitions, cultural events, or activities at an elite level requiring extensive commitment.

11. Observance of faith-based holidays in part or in full, where student attendance in class would be in direct conflict with participation in said religious event(s).

**What are not considered mitigating circumstances?**

Transport issues.

Holidays

Misreading the timetable

Paid employment or voluntary work

IT and/or computer failure

Foreseeable/preventable circumstances

Scheduling of assessments/deadlines

**Consideration and Adjustments**

Upon receipt of a mitigating or exceptional circumstances application, the BOE will review the submission to determine appropriate accommodations or adjustments. These may include, but are not limited to, extensions for coursework deadlines, alternative assignment/assessment/examination arrangements, or consideration in grading.

**Confidentiality and Support**

All applications and documentation related to mitigating or exceptional circumstances will be treated with strict confidentiality. Students are encouraged to seek support from university counselling services or academic advisors in navigating the process of reporting and managing mitigating or exceptional circumstances.

This policy aims to ensure fairness and equity in the academic assessment process while recognizing the diverse challenges students may face during their studies.