Research Project Mitigating Circumstances Policy and Procedure

Extensions to the RP deadline due to Mitigating Circumstances

If circumstances beyond the student’s immediate control negatively affect the student’s ability to submit the RP within the specified deadline, the student may ask for these mitigating circumstances to be taken into account in order to:

- Explain their failure to submit the RP on time and request an extension of the deadline for the submission of the RP

Extensions will not be granted for the submission of the RP except in clearly unexpected circumstances beyond the student’s control, such as in cases of material personal, family, medical or work emergencies. The case for an extension will need to be made in writing with supporting documentation. Such requests should be submitted to and will be considered by the Mitigating Circumstances Committee (MCC). In the request, the student should justify the length of the requested extension. The final decision regarding the length of any extension will be taken by the MCC.

Any requests for mitigating circumstances should normally be submitted no more than one week from the occurrence of the mitigating circumstances, and one week in advance of the deadline for the submission of the RP. In exceptional situations where an event occurs close to the RP submission deadline, a mitigating circumstance may be submitted up to the deadline itself. Where a mitigating circumstances request is submitted close to or on the deadline for the RP, the request will be acknowledged and dealt with as quickly as possible. However, students should be aware of the delay between submission of a request to the MCC and receiving the outcome.

While the request is processed and under consideration by the MCC, the student should continue working on the RP as the time between the submission deadline and the decision of the MCC will form part of any further time allowed, if an extension is approved.

The student should refer to the Appeals process if they wish to appeal against the decision of the MCC.

Please refer to the Mitigating Circumstances Policy and Procedure section below for further information.

Research Project Mitigating Circumstances Policy and Procedure

A student’s ability to submit their Research Project (RP) within the specified deadline may be negatively affected by circumstances beyond the student’s immediate control. These circumstances are described as ‘mitigating circumstances’.

Mitigating circumstances may, for example, include:
It is the student's responsibility to report any circumstances that they wish to be taken into consideration. If a student wishes to claim mitigating circumstances, they should discuss this with Student Support. Independent documentary evidence, such as medical certificates, must be provided in all cases to verify mitigating circumstances. Failure to provide such evidence will result in the case not being heard by the Mitigating Circumstances Committee (MCC).

**Definitions**

Mitigating circumstances are factors which have a detrimental effect on academic work. Students may ask for mitigating circumstances to be taken into account in order to:

- explain failure to submit the RP on time and request an extension of the deadline for the submission of the RP

Mitigating circumstances must be:

- significant, meaning that they should have had a clearly detrimental effect on the student's ability to submit the RP
- relevant, meaning that they must relate directly to the timing of the class, assessment or deadline in question
- outside the student's control, meaning that the effect could not be avoided, counteracted or reduced by the student taking reasonable steps in preparation or in response.

**Submission of Requests**

All requests for mitigating circumstances to be taken into account must be submitted by the student using the Application for consideration of Mitigating Circumstances form. The Mitigating Circumstances form can be accessed at [https://www.roehampton-online.com/support/students](https://www.roehampton-online.com/support/students).

You should choose the option that says "Formal Case Submission" and then select "application for consideration of mitigating circumstances."

Requests from third parties may not normally be considered. A discussion between the student and a member of staff does not constitute a request for mitigating circumstances. Support statements from RP Supervisors will not be considered as relevant documentation.

The student should submit such requests as soon as possible, and no later than two weeks after the events under consideration occur.

The deadline for submission of the Mitigating Circumstances Form and supporting evidence is one week before the RP submission deadline. In exceptional circumstances students may be allowed to
submit such requests no later than the expiration of the deadline of the RP. Where a mitigating circumstances request is submitted less than one week prior to the deadline for the RP, the MCC reserve the right to refuse to consider such a request if there is no evidence to suggest that the student could not have submitted the request by the one week deadline.

Requests for mitigating circumstances received after the RP deadline date will not normally be accepted.

In the Research Project Mitigating Circumstances Form, the student should set out in writing all the relevant factors, including details of:

- the class, assessment or deadline in question,
- the nature of the circumstances and their effect on the student’s ability to submit the RP.

Only information which is included in the student’s written submission may be considered.

**Supporting Documentation**

Independent documentary evidence, such as medical certificates, must be provided in all cases to verify mitigating circumstances. The University reserves the right to check the authenticity of all documentation submitted as part of a request for mitigating circumstances to be taken into account. If the student submits inauthentic documentation, or misrepresents material facts in the request, they may be subject to proceedings under the Disciplinary Regulations.

All evidence must be submitted with the initial request. The University may exceptionally decide to accept documentary evidence which is presented at a later date if it is clear that the delay could not have been avoided or reduced by the student taking reasonable steps to obtain and provide evidence at the appropriate time. In such cases, however, the delay may limit the options available to the University in response to the circumstances presented.

The nature of the evidence that the student provides will depend on the circumstances in question. As far as possible, the evidence should come from a relevant official body. For medical conditions, this should be a letter from a suitably qualified medical practitioner who has seen the student during the period of the condition, and is not a close friend or relative.

Documentary evidence must normally be presented in English, or in the original language with a verified translation into English.

**Consideration of Mitigating Circumstances**

Requests for mitigating circumstances to be taken into account may be rejected without further consideration if

- the circumstances described are not significant, not relevant or not outside the control of the student, or
- the request was submitted late without acceptable cause, or
- was submitted without adequate supporting evidence.
A Mitigating Circumstances Committee (MCC), chaired by the Academic Director of Laureate Online Education, will review the mitigating circumstances evidence that the student provides relating to the submission of the MRP and make a decision whether to accept this or reject it. The MCC works under the authority of the Programme Examinations Board, and the findings of the MCC are reported to the Programme Examination Board at its next meeting.

**Decisions on Mitigating Circumstances**

Submission of requests for mitigating circumstances will be acknowledged and will normally be dealt with within two working weeks. If the Mitigating Circumstances Committee (MCC) does not agree that there have been mitigating circumstances, then, normally, the response will be that the deadline for the submission of the RP will not be extended. If the MCC finds that mitigating circumstances were a factor, the response will be to specify a new deadline for the submission of the RP.

Mitigating Circumstances are unrelated to the assessment of the academic outcome of the RP. It is important to note that presentation of mitigating circumstances evidence does not guarantee that a concession will be applied, and accepted mitigating circumstances do not lead to marks being changed.

The student should refer to the Appeals process if they wish to appeal against the decision of the MCC.