


Extenuating Circumstances Policy

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Extenuating Circumstances Policy

1. Purpose of Policy

The purpose of this policy is to:

- Ensure a fair, consistent, and confidential process is applied to all claims of extenuating circumstances.
 - Define the procedures for claiming extenuating circumstances and clarify the responsibilities of students, staff, and panels involved.
 - Establish a shared understanding of what constitutes valid extenuating circumstances and how they are evaluated.
 - Integrate attendance monitoring as part of the extenuating circumstances framework to ensure transparency and consistency.
-

2. Scope

This policy applies to all accredited courses at MIE . Students may claim extenuating circumstances if:

- They have been temporarily unable to participate in their course, submit work for assessment, or attend examinations.
- Their performance in assessments has been significantly affected by unforeseen or serious circumstances.

This policy incorporates attendance monitoring as part of the extenuating circumstances process. Students are required to meet a minimum attendance threshold of 90% for module examinations, except where extenuating circumstances apply.

3. Definitions of Extenuating Circumstances

3.12 Submission of Claims

Students must complete the Extenuating Circumstances Claim Form and submit it, along with the necessary supporting evidence, to the Head of Department within **five (5) working days** after the relevant assessment, non-attendance, or submission deadline.

3.13. Third-Party Submission:

In exceptional cases where illness or other circumstances prevent the student from participating in the claims process, a third party may submit the claim on their behalf. In such cases, the third party must:

- Provide their contact details and their connection to the student.
 - Explain why the student is unable to submit the claim.
 - Submit the necessary supporting evidence alongside the claim.
-

3.14 Supporting Evidence

To support a claim, students or third parties must provide original documentation that clearly demonstrates the impact of the extenuating circumstances. Examples include:

3.14.a Bereavement:

- A death certificate or a signed and dated letter from a medical practitioner confirming the bereavement and its timing.

3.14.b Illness:

- A medical certificate or a signed and dated letter from a medical practitioner. The documentation should:

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- Specify the dates during which the student was affected.
- Explain how the illness impacted the student's ability to submit, attend, or prepare for the assessment.
- Include details of any necessary treatments or tests.

3.14.c Accident or Injury:

- A copy of an accident report (e.g., from the police) or a signed and dated letter from a medical practitioner. The report or letter must confirm:
 - The dates affected.
 - The extent of the impact on the student's ability to engage with their studies.

3.14.d Personal or Family Circumstances:

- Exceptional family circumstances should be supported by a self-declaration from a parent, signed in person with an attached copy of their ID.
- A signed and dated letter from a qualified professional such as:
 - A medical practitioner.
 - A social worker.
 - A registered psychological therapist.
 - A professional in psychiatric practice.
 - A police officer. The letter must:
 - State the dates during which the student was affected.
 - Provide information about whether the circumstances are continuing.
 - Include the professional's relationship with the student, their position and qualifications, and contact details.

3.14.e Employer Demands (for Part-Time Students in Full-Time Employment):

- A signed and dated letter from the employer confirming:
 - The nature of the short-term work pattern increase or change.
 - The conflict with previously agreed time for study or assessment preparation. This applies only to unforeseeable changes that could not have been predicted at the start of the academic year.

3.14.f Other Exceptional Circumstances:

- Examples include call-up papers for military service. Evidence must demonstrate that the service cannot be deferred.

4. Roles and Responsibilities

4.1 Students

- Submit claims using the Extenuating Circumstances Form with evidence within five working days of the assessment.
- Declare themselves "fit to sit" for assessments unless circumstances arise during or immediately before the assessment.

4.2 Administrative Staff

- Record and monitor attendance, ensuring students meet the 90% threshold.
- Collect and verify Extenuating Circumstances claims and evidence.
- Update databases and report suspicious claims to the Head of Department.

4.3 Head of Department

- Investigate flagged claims and finalize decisions.
- Chair the Extenuating Circumstances Panel.
- Communicate outcomes to students, staff, and the Examination Board.

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4.4 Extenuating Circumstances Panel

- Review claims confidentially based on the evidence provided.
- Recommend appropriate outcomes to the Examination Board.

4.5 Invigilators/Assessors

- Record "Fit to Sit" declarations during assessments.

4.6 Examination Board

- Accept recommendations from the Extenuating Circumstances Panel without discussing confidential claim details.
-

5. Procedure

5.1 Attendance Monitoring

- Students must maintain 90% attendance to be eligible for assessments.
- Attendance discrepancies caused by valid extenuating circumstances must be documented and resolved through the claims process.

5.2 Making a Claim

1. **Submission:**
 - Complete the Extenuating Circumstances Form with evidence.
 - Submit within five working days of the assessment or event.
2. **Evidence Requirements:**
 - Examples include:
 - Bereavement: Death certificate or medical letter.
 - Illness: Medical certificate detailing impact on assessment.
 - Employer demands: Letter confirming unforeseen work pattern changes.

5.3 Fit to Sit Declaration

- By submitting an assessment or attending an examination, students declare themselves fit to sit.
 - If unforeseen circumstances arise during an assessment, students must notify the invigilator and complete the appropriate declaration.
-

5.4 Consideration of Claims

The Extenuating Circumstances Panel will:

- Evaluate evidence to confirm validity.
- Make one of the following recommendations:
 - Permit retake or resubmission without penalty.
 - Accept late submissions without penalty.
 - Adjust academic outcomes where appropriate.
 - Recommend repeating modules without penalty for severe cases.

5.5 Communication and Appeals

- Students will be informed of decisions within ten working days.
 - Rejected claims will include reasons and guidance on the appeals process.
-

6. Associated Documents

- **Extenuating Circumstances Procedure Guidelines:** Detailed steps and checklists.
- **Extenuating Circumstances Claim Form:** Template for submissions.
- **Attendance Monitoring Records:** Attendance logs and resolutions.

Extenuating Circumstances Policy

Student Guide to Extenuating Circumstances

At MIE, we want all students to actively participate in their courses, successfully complete their assessments at the first attempt, and make steady progress throughout their studies. However, we recognise that life can sometimes present serious and unforeseen challenges that may significantly impact your ability to engage with your studies or assessments.

If you encounter such challenges, you may be eligible to submit an **Extenuating Circumstances (EC) Claim** for consideration by the Extenuating Circumstances Panel.

What Are Extenuating Circumstances?

Extenuating circumstances are serious, exceptional, and unforeseen situations that are outside your control and significantly impact your ability to:

- Attend your course or scheduled assessments (e.g., exams).
- Submit work for assessment (e.g., coursework, assignments).
- Perform to the best of your ability in assessments.

Examples of valid extenuating circumstances include:

- **Bereavement:** Death of a close relative, spouse, or partner.
- **Serious illness or injury:** This may include sudden illness, worsening of a chronic condition, or accidents.
- **Employer demands:** For part-time students, a short-term increase or unexpected change in work patterns.
- **Other exceptional circumstances:** For example, military service or civil unrest.

What Is Not Considered Valid?

The following are generally not accepted as extenuating circumstances:

- Minor illnesses (e.g., colds, sleepless nights).
- Technical problems (e.g., computer or printer failures).
- Long-term health conditions already covered by reasonable adjustments.
- Poor time management or failure to meet deadlines without justification.
- Holidays, festivals, or family celebrations.

What Should I Do If I Experience Extenuating Circumstances?

1. **Act Promptly:**
 - Complete the **Extenuating Circumstances Claim Form** as soon as possible.
 - Submit your claim within **five (5) working days** of the affected assessment or event.
2. **Gather Evidence:**
 - Provide supporting evidence to substantiate your claim. Examples include:
 - Medical certificate or doctor's letter for illness or injury.
 - Death certificate or letter for bereavement.
 - Employer letter for work-related demands.
3. **Submit Your Claim:**
 - Submit the completed form and supporting evidence to the **Head of Department**. In exceptional cases, a third party (e.g., a family member) may submit the claim on your behalf.

Fit to Sit Policy

Extenuating Circumstances Policy

When you attend an assessment or submit work, you are declaring yourself **fit to sit**. This means you believe you can complete the assessment to the best of your ability. If circumstances arise during or immediately before an assessment that impact your performance, you should:

- Notify the invigilator or assessor immediately.
- Complete a "Fit to Sit" declaration, detailing the circumstances.

What Happens After I Submit a Claim?

1. Review Process:

- Your claim will be reviewed by the **Extenuating Circumstances Panel**, which includes academic staff and the Head of Department.
- The panel will assess the validity of your claim based on the evidence provided.

2. Possible Outcomes:

- You may be allowed to retake the assessment or submit the coursework without penalty.
- Late submissions may be accepted without penalty.
- Your circumstances may be taken into account when deciding progression, condonement, or award classification.
- In severe cases, you may be permitted to repeat the module without penalty.

3. Communication:

- You will be informed of the decision within **ten (10) working days** of the panel's meeting.
- If your claim is rejected, you will receive a written explanation and may appeal the decision.

Attendance Requirements

You are required to maintain a minimum attendance of **90%** for each module. If your attendance falls below this threshold due to valid extenuating circumstances:

- You must include details of the attendance impact in your EC claim.
- Approved claims will result in adjustments to your attendance record to reflect the valid absence.

Need Help?

If you are unsure about making a claim or need guidance:

- Speak to your Programme Leader for advice on completing the form.
- Contact the Head of Department for further support.

Key Tips for Completing a Claim

• Be Clear and Specific:

- Clearly explain your situation and how it affected your ability to study or complete assessments.
- Link your claim to specific assessments or attendance requirements.

• Provide Evidence:

- Ensure all evidence is original, dated, and includes the necessary details (e.g., dates affected, relationship to the situation).

• Meet Deadlines:

- Submit your claim within the required timeframe of five working days after the affected assessment or event.

We encourage you to take full advantage of the support available at MIE . If you need help at any stage, do not hesitate to reach out to your Programme Leader.

Extenuating Circumstances Policy

Extenuating Circumstances Claim Form Template

Please complete this form if illness or other circumstance has affected your academic performance.

All claims **MUST** be substantiated by original documentary evidence, e.g. medical certificate. All information submitted is confidential and will only be made available to the relevant Board.

Please complete all sections of this form.

Surname/Family name:			Date:	
First name (s):			Your ID number:	
Course of study				
Aspects for which extenuating circumstances are claimed				
Module code	Module title and coursework where appropriate	Part (s) affected insert code from list below*	For late course work	
			Deadline	Date submitted
Codes for entry into above 'Part(s) affected' section.				
Part affected	1	Examination	Performance affected	
Part affected	2	Examination	Unable to attend	
Part affected	3	Course work	Submitted on time but performance affected	
Part affected	4	Course work	Submitted late (provide dates above)	
Part affected	5	Course work	Not submitted	
Part affected	6	All	Unable to attend module, wish to retake without penalty	
NB: Coursework includes dissertations, projects, presentations and in-module tests.				
Please complete the sections overleaf and return this form together with supporting evidence to the Head of Department no more than 5 working days after the examination date or assessment submission date . To maintain your confidentiality you should submit the form in a sealed envelope marked 'Extenuating Circumstances'. Please note that the Board of Examiners will not usually consider claims received after the deadline. If you are submitting your claim outside of the 5 working day deadline please submit a supporting statement explaining why you were unable to submit your claim in time.				

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Please give further details of your circumstances, including the dates during which you were affected and the impact on your academic performance. You are reminded that claims cannot be accepted without original written documentary evidence. Please note that you should keep a copy of your claim form along with copies of any original documents you submit.

Details of your claim		Dates affected		Module (s) affected	
Primary contact address (e.g. term time)		Address to which communication regarding this extenuating circumstances claim should be sent:			
Postcode		Postcode			
Student signature				Date	
Sign, date and return the form to;		The Head of Department Malta MIE Educational Ltd. 14 Triq Sir Frederick C. Ponsonby, Il-Gżira GZR 1075, Malta			
If you require any support in completing this claim please contact the Head of Department.					

Extenuating Circumstances Policy

Below is an extract from the College policy for Extenuating Circumstances. To support your claim read paragraphs 1 and 2 and highlight the appropriate section in each paragraph that applies to your claim.

1. Only serious problems which will have had a significant impact on your performance will be considered valid.

Extenuating circumstances are serious and significant situations for example;

- Bereavement in the family e.g. close relative, spouse or partner
- Serious sudden illness, sudden worsening of a chronic illness or accident
- Employer demands (part-time students only) e.g. short term increase or change in work pattern
- Other exceptional circumstances which inhibit attendance or submission e.g. military service, civil unrest

2. Examples of evidence expected to accompany claims are as follows;

- Bereavement; a death certificate or a signed and dated letter from a medical practitioner
- Illness; medical certificate or a signed and dated letter from a medical practitioner giving the dates the student was affected and how this may impact upon the ability of the student to submit, attend or prepare for an assessment. This may include attendance for treatment and/or tests.
- Accident or injury; a copy of an accident report provided by a police officer, or a signed and dated letter from a medical practitioner giving dates during which the student was affected.
- Personal or family circumstances; a signed and dated letter giving dates during which the student was affected and information about whether the circumstances are continuing, from either a medical practitioner, or social worker, or registered psychological therapist, or professional in psychiatric practice, or police officer, giving their relationship with the student, position and qualifications and contact details.
- Employer demands – part-time students in full-time employment only; signed and dated letter from their employer confirming the student has short term work pattern increase or change which is in conflict with previously agreed time for study, attendance at or preparation for an assessment.
- Other exceptional circumstances; e.g. call-up papers for military service and evidence to show that the service cannot be deferred.