

CiRCOMEDIA

MITIGATING CIRCUMSTANCES POLICY

Key Information

Owner:	Circomedia
Author:	Academic Team
Date agreed by SMT/Board:	2 nd January 2024
Version:	1.1
Date of last review:	11 th December 2025
Date of next review:	11 th December 2027
Changes to document:	January 2025 – updated logo 12/11/2025 small amendments to add clarity

Contents

Key Information	1
Introduction	1
Guidelines	1
Mitigating or Exceptional Circumstances	2
Conclusion.....	2

Introduction

At Circomedia, we understand that sometimes students may face unforeseen circumstances that may affect their academic performance or ability to complete their coursework on time. In such cases, we have a Mitigating Circumstances Policy to support our students.

This policy is designed to help students who are experiencing exceptional or extenuating circumstances that may impact their academic performance or ability to meet their coursework deadlines. Such circumstances include, but are not limited to, illness, injury, bereavement, caring responsibilities, and unforeseen personal circumstances.

Guidelines

To ensure that our policy aligns with the [exceptional circumstances](#) policy of Bath Spa University, we have adopted the following guidelines:

1. Definition of Mitigating Circumstances: Mitigating Circumstances are defined as unforeseen and exceptional circumstances that occur outside a student's

CiRCOMEDIA

control, which have a significant impact on their academic performance or ability to submit coursework on time.

2. Supporting Evidence: Students must provide supporting evidence to substantiate their claim for mitigating circumstances. This evidence could include medical certificates, official letters, or other documentation that supports their claim.
3. Timeframe: Students must report any mitigating circumstances as soon as possible and provide supporting evidence within five working days of the submission deadline or assessment date. In exceptional circumstances, we may consider late submissions of evidence.
4. Mitigating Actions: We will work with students to determine appropriate mitigating actions that will support them in continuing with their studies. Such actions may include extensions to deadlines, special consideration, and alternative assessments.
5. Confidentiality: We will ensure that all information related to mitigating circumstances is kept confidential and shared only with the relevant academic staff.

Mitigating or Exceptional Circumstances

As part of our Mitigating Circumstances Policy, we recognize that not all situations can be considered as mitigating or exceptional circumstances. Examples of circumstances that would not be considered as mitigating or exceptional include:

- Normal work and study pressures - We understand that students may have other commitments outside of their academic studies, such as part-time jobs or extracurricular activities. However, these pressures are considered to be part of the normal academic workload and are not considered as mitigating or exceptional circumstances.
- Personal circumstances that were known in advance - If a student is aware of personal circumstances that may affect their academic performance or ability to submit coursework on time, they should inform their tutor as soon as possible so that appropriate measures can be taken. Failure to do so may result in their circumstances not being considered as mitigating or exceptional.
- Technical issues that could have been avoided - If a student experiences technical issues, such as computer problems, they should take appropriate measures to ensure that their work is saved and backed up. Failure to do so may result in their circumstances not being considered as mitigating or exceptional.
- Failure to manage time effectively - If a student has not managed their time effectively, resulting in difficulties meeting coursework deadlines or completing assessments, this will not be considered as mitigating or exceptional circumstances.

It is important for students to understand that the above examples are not exhaustive and that each case will be considered on an individual basis. If you are unsure whether

CiRCOMEDIA

your circumstances qualify as mitigating or exceptional, please contact us to discuss your options and the support available to you.

Conclusion

We recognize that each case of mitigating circumstances is unique and will be considered on an individual basis. If you are experiencing any mitigating circumstances that may affect your academic performance, please contact us as soon as possible to discuss your options and the support available to you. By following this policy, we aim to provide a supportive and compassionate environment for our students during difficult times and ensure that their academic progress is not unduly affected.