

STUDENT SICKNESS/ MITIGATING

CODE: P049

Section: Student Cases Board/Registrar

Policy Owner: BOG

Procedure Owner: CEO

POLICY

The Policy of the Board of Governors is to support students in their studies when sick and mitigating circumstances arise. Since in one's life problems arise, these problems are assisted through the ITS procedures for the benefit of the student.

The Policy of Board of Governors is to continue to support students in their studies when sick/or mitigating circumstances arise.

Mitigating circumstance is a serious or significant event which is unforeseen (or unpreventable) and could have significantly impaired the academic/practical performance of a student in one or more assessed activities, possibly over a period of time.

The ITS ensures that the Policy and Procedures on Mitigating circumstances is public knowledge on the ITS website.

PROCEDURES

The student must inform the Registrar's Office about any circumstances affecting their assessed activities in a timely manner along with required supporting documentation. The Registrar's Office forwards the request to the Student Cases Board.

The Student Cases Board will meet in a timely manner to decide about the mitigating circumstance and inform the student of the process all along until a decision is reached and communicated. The Student Cases Board is made up of two Board of Governors representatives, Registrar, Student Support Services, Chief Executive Officer and Director of Studies.

If a mitigation circumstance * is justified and an assessment for the student needs to be carried out, the student will be provided with the opportunity at the first available time to sit for the exam or submit the assignment as required allowing him to obtain full marks without imposing any caps.

Where it is not possible to replicate the original assessment, discretion and flexibility should be taken into consideration ensuring that the same learning outcomes are achieved.

Students with long-term medical conditions or other specific learning difficulties will need to submit a request to the Student Cases Board for an agreement of a personalised work schedule after the Board has met and consulted with any required professionals example psychologists, psychiatrists etc.

Parents or Guardians can forward the request on behalf of the student depending on the case.

Records will be kept by the Student Cases Board and a copy sent to the Internal Quality Assurance unit and Registrar's office.

***Mitigating Circumstances**

Mitigating Circumstances include situations where you have experienced:

- Significant illness or injury
- The death or critical/significant illness of a close family member/dependent
- Family crisis or major financial problems leading to acute stress
- Absence for jury service or maternity, paternity or adoption leave
- A criminal act where you have been a victim such as assault, sexual assault or rape
- In exceptional cases absences caused by work commitments will be considered

Mitigating Circumstances do not include:

- holidays, moving house and events that were planned or could reasonably have been expected
- assessments that are scheduled close together
- misreading the timetable or misunderstanding the requirements for assessments
- inadequate planning and time management
- failure, loss or theft of a computer or printer that prevents submission of work on time. Students should back up work regularly and not leave completion so late that they cannot find another computer or printer
- consequences of paid employment (except in some special cases for part-time students)
- examination stress or panic attacks not diagnosed as illness
- being unable to access the Institute's computer network - in the case of debt