

## **Quality Assurance Document**

### **Mitigating Circumstance Procedure**

## Document Summary

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<b>Name of Document</b>	Mitigating Circumstance Procedure		
<b>Description</b>	This document outlines the procedures involved in the consideration of mitigating circumstances. This document is applicable to all NU-taught programs and all students and staff involved must adhere to this procedure.		
<b>Document Code</b>	NU-STD2-11		
<b>Owner</b>	Deputy Vice-Chancellor and Provost		
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<b>Approval Date</b>	<b>Effective Date</b>	<b>Revision Date</b>	<b>Date of Next Revision</b>
8 <sup>th</sup> November 2023	8 <sup>th</sup> November 2023	-	December 2026

## Revision History (if any)

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<b>Rev no</b>	<b>Date of Revision</b>	<b>Statement Changed</b>	<b>Section and Page No</b>
1			

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## Definitions & Abbreviations

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Abbreviation/Terms	Explanations/Definitions
DVCP (AAR)	The Deputy Vice-Chancellor & Provost (Academic Affairs & Research)
Examination and Assessment Committee (EAC)	Committee that makes decisions on student progress, assessments, and awards
HoD	Head of Department
MCF	Mitigating Circumstances Form
NU	National University of Science and Technology
University	National University of Science and Technology

## 1. Introduction

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This document provides an overview of the mitigating circumstances process at NU and provides guidelines and procedures pertaining to this process.

## 2. Purpose

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The purpose of this document is to set out a standard procedure for considering mitigating circumstances. It intends to provide guidelines for students and all members of staff involved in this process.

## 3. Scope

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This procedure document is applicable to all NU-taught programs and all students and staff involved must adhere to this procedure.

## 4. Guidelines

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4.1 Legitimate Mitigating Circumstances: A student has the right to submit a Mitigating Circumstance Form (MCF) in cases of

- a. Serious or significant medical conditions or illness
- b. Exceptional personal circumstances (e.g. serious illness or death of a parent, grandparent, brother or sister, spouse or partner or close friend, including participation in funeral and associated rites; being a victim of a significant crime; being in a serious car accident).
- c. Exceptional travel disruption beyond your control, and for which you can provide independent evidence, which prevents the student from attending an examination or other scheduled assessment (e.g, flight rescheduling/delay, etc.)

4.2 MCF is for explaining the mitigating circumstances that have affected:

- Midterm Examination
- Final Examination
- All other assignments and lab reports
- Attendance related issues

4.3 The outcome of the Mitigating Circumstance form is final and there is no right of appeal or opportunity to submit further evidence.

4.4 The HoD/Assistant Dean makes a decision on Mitigating Circumstances. The decision is reported to the Examination and Assessment Committee in the meeting.

## 5. Mitigating Circumstances Procedure

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5.1 Students should go to the Registration Office or on the portal to collect the Mitigating Circumstances Form.

5.2 MCF should be submitted within 5 working days after the last date of the examination or assignment deadline. Forms can be submitted either in person or online. Forms received after the deadlines will be rejected.

5.3 Students must complete the details of the personal circumstance section of the form to details of how the circumstances have affected their studies. Without this information, the application will not be considered.

5.4 Appropriate supporting evidence must be included:

- If the mitigating circumstances relate to a medical issue, a medical certificate from the Ministry of Health authorized clinic will be required.
- If the mitigating circumstance is not due to a medical issue, other appropriate evidence or appropriate written justification, e.g. a police incident number, death certificate will be required.

5.5 Whatever the nature of the supporting evidence, it must ensure that it contains the necessary details to clearly relate it to the specific dates during which the Mitigating Circumstances were applicable.

- a. Duly completed form along with supporting documents should be submitted to the Registration Office either in person or online.
- b. Informal ways of informing the Registration Office or the department are not considered for processing the request.

5.6 All MCFs are validated by Registration Office. If the documents are found to be false or misleading in any way, disciplinary action will be taken against the candidate.

5.7 The Registration Office sends valid cases to the HoD/Assistant Dean for review.

5.8 In cases of re-take or extension of projects and other out-of-class assignments and lab reports, the HoD/Assistant Dean takes the final decision in collaboration with the class advisor and course tutor. It is the responsibility of the HoD/Assistant Dean to ensure a collective decision is made and documented on the MCF.

5.9 In the case of the midterm and final exam, it is the role of the HoD/Assistant Dean to decide whether an MCF should be accepted or not. The final decision will be reported to the Examination and Assessment Committee.

5.10 Possible Outcomes:

- a particular examination / assignment will be offered (again).
- change in the result of a particular examination for e.g. re-register change to re-sit.
- MCF rejected: However, the submission of a MCF will be recorded in the student's assessment record for potential future reference.

5.11 In cases of assignments or lab reports, if the request is accepted, students will receive a five-working-day extension to retake or submit the assessment. Any work submitted after 5 working days but within 7 days will have 10% marks deducted from the original mark to a minimum of threshold pass mark. Assignments or lab reports submitted more than 2 working days late after the extended deadline will be given a mark of zero.

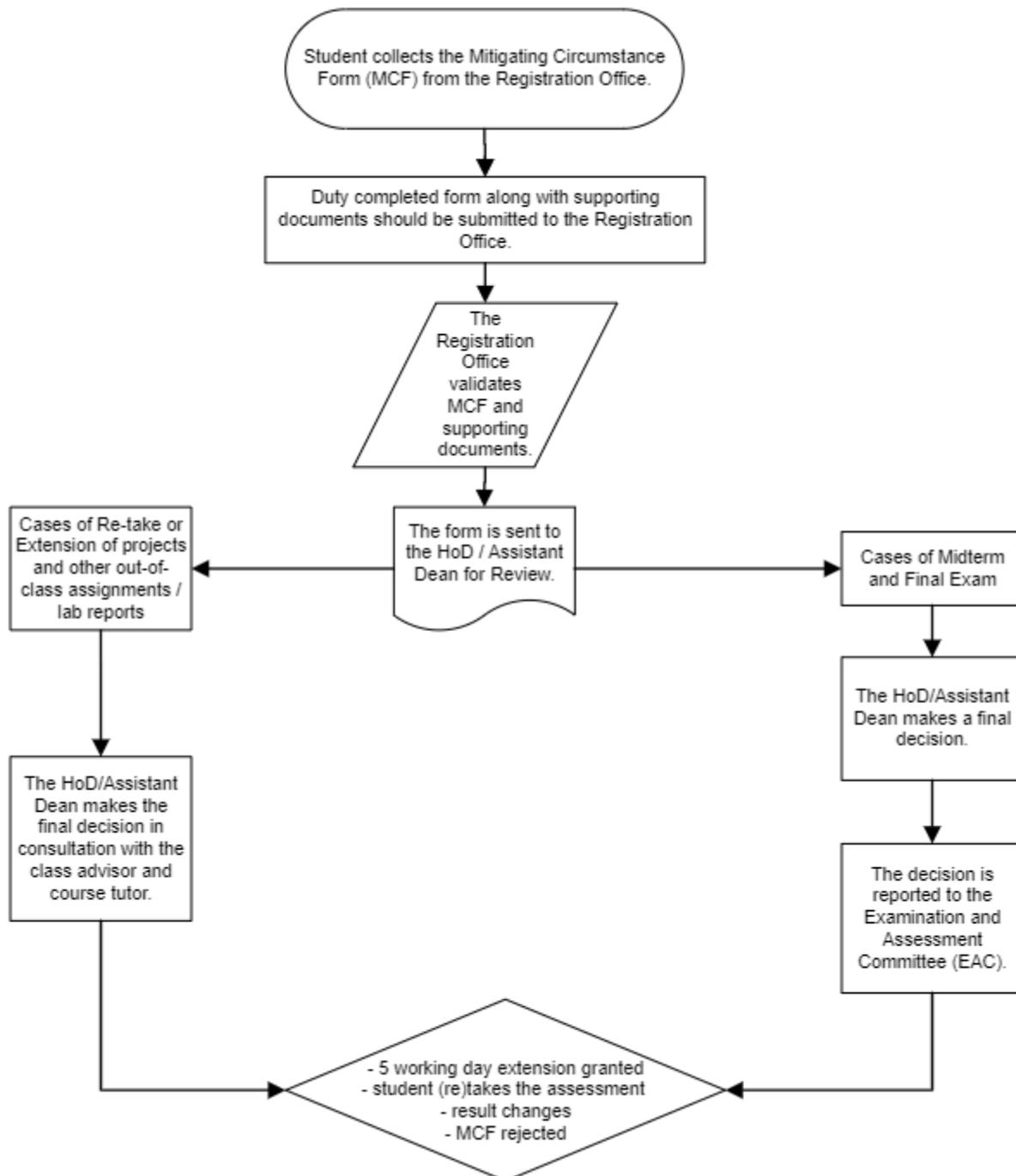
5.12 All discussions relating to Mitigating Circumstances will be treated in the strictest confidence.

## **6. Documentation**

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- Mitigating Circumstances Form (MCF)

## 7. Process Flow Chart



## 8. Appendix: Mitigating Circumstances Form (MCF)

### MITIGATING CIRCUMSTANCES FORM (MCF)

#### STUDENT DETAILS:

Student Name:			
Student Number:			
Contact Number:		Mode of Study: FT/FM	
Date of submission of MCF:			
Address for correspondence:			

#### PROGRAMME/MODULE DETAILS:

Programme of Study:			
Department:			
Advisor:			
Modules affected by Mitigating Circumstances (Code & Title)	Assessment Type	Date of Submission / Assessment	
1.	Assignment / Midterm / Final Exam / Lab Report		
2.	Assignment / Midterm / Final Exam / Lab Report		
3.	Assignment / Midterm / Final Exam / Lab Report		
4.	Assignment / Midterm / Final Exam / Lab Report		
5.	Assignment / Midterm / Final Exam / Lab Report		

#### Nature of Mitigating Circumstances:

Nature of Mitigating Circumstances: Medical  Personal  Other  (please tick box)

Duration of impact of Mitigating Circumstances from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

#### DOCUMENTS- SUPPORTING EVIDENCE:

Provide supporting evidence and it must clearly relate to the specific dates during which the mitigating circumstances were applicable. If the mitigating circumstances relate to a medical problem, a medical certificate (or letter from a medical practitioner) should be attached; a self certificate form is not accepted as evidence.

Document Type	Date of Document	Attached?		
		Yes	No	

#### Details of Personal circumstances

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<b><u>DECLARATION</u></b>	
The information I have given on this form is, to the best of my knowledge, true and has had a direct adverse effect on the assessment(s) named. I understand that information or certificates that are found to be false or misleading may result in action against me according to the code of student discipline.	
<b>Name and Signature:</b>	<b>Date:</b>

FOR ADMINISTRATIVE PURPOSE ONLY			
<b>Registration Office</b>	Received on:	Date:	
	Are the MCF and supporting documents valid?	Yes	No
	Comments:		
<b>HoD / Assistant Dean/Director's Review</b>	Received on:	Date:	
	Is the MCF accepted? <i>(to be submitted as a recommendation in case of midterm/final exam)</i>	Yes	No
	Comments:		
<b>Student Advisor Review</b>	Should the MCF be accepted?	Yes	No
	Comments:		
<b>Class Tutor Review</b>	Should the MCF be accepted?	Yes	No
	Comments:		
<b>Examination and Assessment Committee</b>	Held on:	Date:	
	Was the case reported?	Yes	No
Comments:			
EAC Chair:			