

GUIDANCE NOTES

Before completing this form please note:

- Students who do not fulfil a requirement of their course, for example by missing a compulsory class, by being late submitting an assignment or by missing a quiz examination, with an appropriate to extenuating circumstances and with supporting documentation, may request a claim for Mitigating Circumstances in writing to the Administration Coordinator, using this Mitigating Circumstances Claim Form.
- No Mitigating Circumstances will apply to any coursework component, such as quiz, assignment, project and presentation etc.
- Students must submit a claim within 72 hours of the missed final exam.
- Only serious personal illness or problem with original evidence will be considered for Mitigating Circumstances claims
- Reasons below listed are **NOT** acceptable reasons for Mitigating Circumstances:
 - Traffic rush
 - Paid employment
 - Family holiday
 - Travel
 - Attending relative in the hospital
 - Having exam for another programme
 - Computer related problems
 - Not aware about exam timetable etc.
- If approved, student will be allowed to sit for the missed exam in the following semester.
- Remember it is important to discuss your application with the Programme Coordinator **before** submitting an application. Note that s/he cannot make the decision, only give an advice.
- BIBF's Mitigating Policy is stated in Chapter 3 of the Code of Practice – see our website at <http://www.bibf.com/code-of-practice>. For further information please contact your Programme Coordinator. A current list of contact details can be found in the Student Handbook and at <http://www.bibf.com/book-bibf-contact-information>.

Submission deadline

- Mitigating Circumstances must be formally reported to Administration Coordinator by filling the Mitigation Circumstances Form within three (3) working days from the missed final exam date.
- It's the student's responsibility to properly fill out the 'Mitigating Circumstances Form' and provide supporting evidence. The MC applications will **NOT** be accepted if submitted after three working days of missed final exam.

Supporting documentation required for your application:

- Original evidence, such as medical certificate, police report or official death certificate of the close relative etc.

These must be official documents which have been signed and stamped as appropriate. You must supply a copy of evidence when submitting this form. They may be original documents or a copy.

PLEASE KEEP THESE GUIDANCE NOTES WITH YOU – DO NOT SUBMIT THEM WITH YOUR FORM

1 Contact Details

Name	BIBF ID number
Centre	Course/Programme
Mobile No.	Email

2 Programme requirement(s) affected

	Name of course or module	Name of lecturer	Requirement: e.g. exam, assignment, attendance	Date of exam, class or assessment due
1				
2				
3				

3 Details of the mitigating circumstances (Explain below in detail what happened, when and how it affected your performance. If the claim is more than one week after missed final exam/class/submission date affected then; students must also explain, why claim is late.

Date the problem began	Date the problem ended

4 Evidence (List the documents supplied, e.g. medical certificate, letter from sponsor/Training Manager etc. If student cannot then; provide written evidence explaining, why not)

Item	Description
1	
2	
3	

5 Declaration

I declare that the information I have provided on this form is true and complete, to the best of my knowledge. I understand that any fraudulent claim for mitigating circumstances is in breach of BIBF's Code of Conduct, and may result in disciplinary action.

Signature

Date

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SECTIONS BELOW FOR OFFICE USE ONLY

6 Receipt by Centre (Programme or Administration Coordinator)

Date of receipt	Evidence attached (Y/N) 1 2 3
Name	Signature

7 Decision

Date of consideration	Head of Centre's Signature
Programme Coordinator's Signature	Signature(s) of other faculty (if relevant)
Decision (accept/reject), reason (brief statement) and consequent action (e.g. extension)	

8 Notification of decision to course participant

Date	Template letter issued by Collection at Info Desk / Email to student
Name	Signature

This form is to be kept on the student file with a copy of the decision letter.