

## GUIDANCE NOTES

### Before completing this form please note following:

- Students who do not fulfil a requirement of their course, for example by missing a final examination, with an appropriate 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.
- Circumstances which may be considered for Mitigating Circumstances claims
  - sudden serious illness
  - serious accident
  - sudden hospitalisation
  - death of close family/relative
- 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

- All claims must be submitted within 3 working days of the missed final exam. No MC applications will be accepted if submitted after the deadline

### Supporting documentation

- It is the student's responsibility to properly fill out the 'Mitigating Circumstances Form' and formally report to Administration Coordinator along with original supporting evidences.
- All evidence such as medical certificate, police report or official death certificate of the close relative etc. must be official documents which have been signed and stamped as appropriate.

**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

=====

**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.