



Mitigating Circumstances Policy and Procedure

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Mitigating Circumstances

All students at STI Myanmar University are expected to take ownership of their learning and to be responsible for managing their own time. It is therefore the responsibility of all students to attend all examinations, presentations, practicals or exhibitions at the correct date and time and to hand in all coursework or other written assessment work by the published deadlines.

Late submission of work without formal agreement is not accepted. Reference should be made to the Late Submission of Work Policy. STIMU is very firm about this because working to deadlines is an important life skill, which we encourage all students to develop during their studies.

However, sometimes things outside a student's control can affect their ability to meet a deadline. If a student believes that they are likely to miss a deadline for a valid reason (see below for reasons considered valid under Mitigating Circumstances) then application should be made to the Exam Committee for consideration of an alternative arrangement, such as an extension or leave to sit an examination or practical assessment at the next available opportunity.

The decision to offer alternative examination and assessment arrangements can only be made through the official Mitigating Circumstances procedure. It is important to realise that lecturers and teachers are not able to extend published deadlines or make alternative arrangements for presentations, examinations, coursework or other types of assessment.

What are mitigating circumstances?

Mitigating Circumstances are defined as specific circumstances that have impacted a student in the lead up to or during an assessment event or submission. These specific circumstances are:

- Unforeseen
- Unavoidable
- Evidenced

Examples of circumstances that would justify special consideration include:

- Serious personal injury, broken limbs, a medical condition requiring hospital attention or with an incapacitating effect.
- An acute illness that makes it impossible to complete the required task.
- Being a victim of a serious crime during the period immediately preceding assessment.
- The serious illness or death of a very close relative: normally a partner, parent, child or sibling.
- Birth of a baby and/or unforeseen pregnancy complication.

Normally not acceptable are:

- The death or illness of a distant relative.
- Financial problems, including payment of fees to the University.
- Difficulties with housing.

- Difficulties with baby-sitters, child-minders.
- Transport difficulties such as public transport strikes, road works or private transport breakdowns.
- Confusion over time, date location of the examination, or assignment hand-in date on the part of the candidate when this has been clearly notified, and has not posed any problem to other students in the group.
- Work pressure if you are enrolled as a full-time student.
- Cases where medical certificates are retrospective, i.e. dated/issued after you have recovered from the illness claimed.
- Any claim not supported by independent and reliable evidence.
- Computer problems such as viruses, memory stick failure/loss, printer problems, network problems.
- Problems with receiving/submitting referral work and results.
- Problems handing in an assignment to the designated place by the deadline.
- Collecting data/more data for an assignment.

What types of independent and/or verifiable evidence are required to substantiate mitigation circumstances?

A claim for Mitigating Circumstances can only be accepted if independent and verifiable evidence is submitted. This must be through one of the following, or similar, and must include contact details of professionals or witnesses for verification:

- Medical certificate or letter
- Police report or similar professional report
- Letter from third party confirming death of a relative, or death certificate
- Letter from external professional, such as a counsellor
- Letter from an employer (note that this must indicate how work pressures are unforeseen and unavoidable)
- Other similar external sources

Essential Advice

Even if a student submits a claim for Mitigating Circumstances, it must not be assumed that it will be accepted. Students need to do their best to get work prepared on time because it is their responsibility to complete assignments/sit exams in order to progress on their respective courses.

Application for Mitigation

1. The Mitigation Form (attached as Appendix 1) must be completed and submitted to the Operation Department.
2. The Mitigation Form must be submitted **before** or **on** the assessment/project submission date or examination date.
3. Failure to submit the Mitigation Form by the published assessment submission date or examination date will normally result in the application being refused.
4. Accompanying evidence must be submitted within **14 working days** of the assignment/project submission or examination date.
5. In exceptional circumstances, and only for qualifications awarded by STIMU (e.g. Level 3 Certificates, Level 4 Diplomas, Level 5 Advanced Diplomas), a telephone call to the Operation Department on the day of assessment/project submission date or examination date will be accepted in place of a completed Mitigation Form. The Mitigation Form must then be completed in full and received by the Operation Department within **5 working days** and all accompanying evidence be received in full within **14 working days** of the assessment submission or examination date.

Outcome

Once the application and supporting evidence has been judged by the Exam Committee and approved by Academic Board, students will be advised of the resulting outcomes. This will typically be given on next available opportunity.

The Exam Committee can recommend one of three possible outcomes:

1. Refusal of the application on the basis of insufficient evidence
2. Request for further evidence, to be submitted within 5 working days
3. Approval of mitigation

The two main types of evidenced- based mitigation are:

1. Standard extension: an extension of 14 days may be granted in order to submit the original assessment or to submit an alternative. The full range of marks will be available – no marking penalty will be applied.
2. Uncapped retrieval: A student will be permitted to re-submit an assignment (such as a practical, presentation or exhibition) or re-sit examination at the next available opportunity, without marking penalty. A new assessment deadline or examination date will be given. Note: A new individual assessment may be given to replace a group work assessment.

Appeal

If Mitigation is not approved, students have the right to appeal through the official STIMU Academic Appeal Policy.

Appendix 1



Mitigation Form (Yangon/Mandalay/Nay Pyi Taw Campuses)

ကျောင်းသားအမည် _____

STI ID : _____

NRC No. _____

UoB ID: _____

လက်ရှိတက်ရောက်လျက်ရှိသော အတန်း :

(Intake & Semester) : _____

ဖခင်အမည် : _____

နေရပ်လိပ်စာ : _____

ဖုန်းနံပါတ် (မိဘ) ဘ : _____ ဖုန်းနံပါတ် (ကျောင်းသား) : _____

၂ : _____ Email (ကျောင်းသား) : _____

Mitigation Form တင်ရသည့်အကြောင်းအရင်း

(အကြောင်းအရာအပြည့်အစုံကို ရက်စွဲနှင့်တကွ ပြည့်စုံစွာ ဖော်ပြရန် လိုအပ်ပြီး Official evidence များကိုလည်း ပူးတွဲတင်ပြရန်)

Official evidence: (1) _____

Official evidence: (2) _____

Details of Assessment affected

Unit Code	Assessment Type	Assessment Number	Original Assessment Date	Remark

အထက်ပါ ဖြည့်စွက်ချက်များအားလုံး မှန်ကန်ပါသည်။

ကျောင်းသားလက်မှတ် :

နေ့စွဲ : _____

Administrator's signature:

မိဘ/အုပ်ထိန်းသူလက်မှတ် :

အမည် : _____

နေ့စွဲ : _____

Date:

Academic Board

☐

Approved

☐

Not approved

Remark:

Signature:

Name:

Position:

Faculty:

Date:

Signature:

Dr. Myo Myo Naing

Executive Director

Date: