

AES Mitigating / Extenuating Circumstances



Mitigating / Extenuating circumstances claim	Acceptable evidence	Not acceptable
Illness	Medical conditions which prevent attendance, and which are supported by written evidence from a Medical Practitioner who is covered under the medical insurance plan provided by NHS. <i>(With regard to Medical Practitioner's Notes, only medical conditions stated to be moderate, or very substantial degree will be considered)</i>	Conditions which were not disclosed in good time for special arrangements to be made Ongoing medical conditions which are controlled by medication (unless the condition has worsened, or the student has experienced a relapse etc.). <i>(With regard to Medical Practitioner's Notes, medical conditions that are stated to be of a minor degree will not be accepted)</i>
Stress or other emotional difficulties	Medical certificate or supporting letter from an appropriate professional including counsellors	
A death of a partner or close family member. Students may miss coursework, assignments, presentations when a funeral is arranged and/or may be considered if it has affected his/her studies	Death certificate (copies are acceptable)	
A death of a friend or acquaintance		Deaths of friends and acquaintances will not normally be considered <i>(AES acknowledges that the death of someone may cause considerable grief to certain students and will deal sensitively with claims where this is explained.)</i>
Personal injury which prevents a student from studying or completing assignments	Medical evidence	
Where a student has been a victim of crime	Police crime report or report from appropriate support agency	
Religious Festivals or events	Details of festival and signature from relevant religious leader	
Trauma or severe personal loss e.g. victim of mugging, rape, or a witness of crime, serious fire or accident	Appropriate documentation to substantiate claim e.g. medical certificate, police report, accident report, etc	

Special Needs	Appropriate professional diagnosis of a special need of which the candidate was not aware at the time for valid reason.	Special needs which were known but for which special arrangements were not applied for in due time.
Work commitment	Letter confirming work participation by Supervisor. Must be approved by the Vice-President of Academic Affairs/ Student Services Manager.	Work events where attendance is optional.
Miscellaneous	Conditions which were not disclosed in good time, but which are considered an extenuating circumstance i.e. hospitalization.	<p>Circumstances which do not clearly relate to the timing of assessment.</p> <p>Failure to manage study time effectively.</p> <p>Accommodation problems.</p> <p>Failure of IT equipment (either your own or University equipment).</p> <p>Financial problems.</p> <p>Letters of support from Academic staff when the claim is unsupported by any independent documentary evidence.</p> <p>Holidays outside the vacation period</p>