

Mitigation

Sometimes when you're at University things don't go quite to plan. Our Mitigation Process is here for you if you need it. The process can support you through unexpected situations that affect your ability to complete an assessment, such as illness or a family crisis.

For Undergraduates (all years) and Postgraduates (starting in autumn 2021), there are two Mitigation pathways available to you for the academic year 21/22. These are:-

1. Evidence-free extensions (coursework assignments only)

For coursework assignments (not examinations), you can add an evidence-free extension of one week directly within the [BART submission system](#) yourself.

This option is available once per assessment. You can use it up to **four times** over a 12 month period; any further extensions required after this must be applied for through the evidence-based process detailed below. You may add an evidence-free extension prior to or up to 24 hours after the submission deadline. However, please do think carefully about using these extensions. They are designed to help with unexpected, short-term issues that you might not be able to easily access evidence for. Most students are limited to **four** a rolling year, so consider carefully when and how to use.

Once you have selected a one week evidence-free extension within BART, your submission date will be updated immediately. BART will keep a record of how many evidence-free extensions you have remaining. Should you change your mind about the extension, you have up to 3 working days after your submission deadline to withdraw it, after which your remaining number of extensions will be adjusted accordingly provided you have submitted the assignment before the original deadline.

[Self-certification in eBart Student Guide](#)

The 'add extension' button will not appear if:

- The deadline is more than 1 month in the future
- The deadline passed more than 24 hours ago
- The assessment is an exam, mid-term exam or group work

If you need to remove the self-certification extension, please [contact your Hub](#).

or

2. Evidence-based Mitigation

For assessments where an extension of more than one week is required, where all of your one-week evidence-free extensions have been used, and for examinations and other non-BART assessments, you will need to apply for evidence-based Mitigation.

The two main types of evidence-based Mitigation available are a standard extension or a deferral.

- **A standard extension** is a period of up to three weeks extra time that may be granted to enable you to complete a coursework assessment.
- **A deferral** is when an assessment is delayed and rescheduled to the next available assessment period.

(There may be rare situations for which extension or deferral aren't appropriate, but these would be dealt with on an individual basis).

If you think you need one of these evidence-based Mitigation options, you will need to follow these three steps:

A. Discuss

Before you make any final decision about evidence-based Mitigation, we recommend talking about it with someone:

- Academic tutor
- [Hub/Info point](#)
- Friend/loved one
- [Students' Guild](#) or [Students' Union](#) advice teams
- [University Wellbeing team](#)

Our Mitigation process is designed to support you, but you need to think carefully about some of the impacts, for example, added pressure if too many assessments are deferred into the next assessment period.

Those with a Student/Tier 4 visa should be aware that deferring your assessments may have immigration implications. Please read the advice [here](#) or contact [International Student Support](#) for guidance.

B. Apply

You need to complete the Mitigation form; [you can download a copy here](#).

You have up to 24 hours after your assessment deadline to apply for evidence-based Mitigation.

You should use one form to apply for as many assessment deferrals or extensions as you need. If you are having difficulty filling out the form, please ask for help from your [Hub/Info point](#) or your [Students' Guild](#) or [Students' Union](#) advice units.

When you have completed the form, please send it directly to your Hub/Info Point [using the Mitigation email addresses here](#).

Once you have submitted your application form, you will need to submit verifiable and/or independent evidence of the circumstances which have affected your ability to undertake the assessment. Evidence must be related to the current assessment period and be dated within one month of the assessment deadline. You can either submit this evidence with your application or you have up to **10 working days from the assessment deadline** to supply this evidence.

Applications cannot be processed until the relevant evidence is provided. [You can find a list of appropriate evidence examples here.](#)

For students who have already accessed support from the Student Health Centre/AccessAbility/Wellbeing or the Heavitree GP Practice and wish to request supporting evidence from these services, please use the following process. Please note that you must complete and submit the [Mitigation application form](#) to your Hub – please do not send this application form to the support service. Then complete the first section of the following [Evidence Form](#), and submit that to the relevant support service. Once the service has received your evidence form, they will complete this and send it across to the relevant Hub directly – please allow time for these services to complete this process. Please note however, they will only be able to provide support for your application if you have already consulted with them prior to your Mitigation application. If you have any queries, please contact [your Hub/Info Point](#) in the first instance.

C. Outcome

Your Hub team will process your application, and then you will normally receive an outcome within five working days (or more during busy periods). We appreciate waiting for an outcome is very stressful, but please don't contact your Hub/Info Point for an update as this will slow down the process for you and your fellow students.

Once a decision is made and your application is successful, you should start preparing your assessment work for the next deadline or exam period. However, please be aware that a deferred assessment might not take the same format as the original one.

If Mitigation is declined and you disagree with the decision, you can appeal.

Support

Things don't always go according to plan and so always remember, there are plenty of places for advice and support. We're here to help you, so please do reach out.

If you think the issue that's led to Mitigation will be ongoing and affect you in your next set of assessments, you should contact

- [Academic tutor](#)
- [Hub/Info Point welfare advisor](#)
- [Wellbeing support](#)
- [Students' Guild Advice Unit](#)
- [Students' Union Advice Service](#)

They will be able to discuss other options with you.

Students with an Individual Learning Plan (ILP)

Students with ILPs that recommend that extension requests should be supported will have no limit to the number of one-week extensions they can have on coursework (within BART) in a 12-month period. If a longer extension is required, such students will be expected to apply via the evidence-based mitigation process, but will be able to reference their ILP as evidence in support of their application and will NOT be required to submit any further evidence. This applies only in those cases where the ILP specifically states that extensions are supported, and does not apply to deferrals. If you have an ILP but do not have this recommendation on your ILP or you require support for your deferral, you will need to provide supporting evidence as per the evidence based mitigation process outlined above.

Students on Apprenticeship Programmes

For coursework assignments (not examinations), apprentices are entitled to the same number of evidence-free extensions as other students. For programmes which use ELE rather than BART, apprentices must email their [Student Support Team \(Degree Apprenticeships\)](#) to confirm they would like to use an evidence-free extension as ELE does not provide the same automated options as BART. The Student Support Team will then action this and issue email confirmation, although the apprentice does not need to wait for this email as provided the number of extensions is within the cap (4 evidence-free extensions in a 12-month period) then the extension is assured. Apprentices who wish to remove their extension must email their [Student Support Team \(Degree Apprenticeships\)](#) within three working days after the submission deadline and their record will be updated, with the remaining number of extensions adjusted accordingly (provided the assignment has been submitted prior to the original deadline). Apprentices will not be able to select an evidence-free extension if:

- The deadline is more than one month in the future
- The deadline passed more than 24 hours ago
- The assessment is an exam, mid-term exam or group work

Confidentiality and further information

Mitigation is a confidential process and won't be marked on your transcript or student record. It's designed to help all students achieve their best academic results, whatever the circumstances.

If you have further questions about Mitigation, [check out our FAQs](#).

You can also find detailed guidance in the [TQA manual](#).

Our Website Privacy Policy and how the information we collect is used [here](#).