

POSTGRADUATE (JANUARY 2021 STARTERS) MITIGATION POLICY

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.

The two main types of Mitigation available to you are an Extension or a Deferral.

- **An 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 a rare situation 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 Mitigation options, you will need to follow these three steps:

1. Discuss

Before you make any final decision about 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.

For information on how deferring your assessments will affect international Tier 4 visa holders, please contact visaadvice@exeter.ac.uk

2. Apply

You need to complete the Mitigation form; [you can download a copy here](#) or a [high contrast Mitigation form \(for those with visual impairments\) here](#).

You have **up to 24 hours after your original assessment deadline** to apply for 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.

No evidence is required for Mitigation throughout the 20/21 academic year but you will still need to give a mitigatable reason in your form.

Once you have completed the form, please send it directly to your [Hub/Info Point team](#).

3. Outcome

Now your Hub team will process your application, and then you will 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.

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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.

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, [please email your Hub/Info point](#).

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