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**Mitigation Application Form**

**Deferral of Assignment Submission/Examinations**

**WHAT IS ‘DEFERRAL’?**

It is possible, for students who fulfil the criteria, to apply for Deferral of Examinations or Submission of Assignment(s), without capping of marks to the supplemental (autumn) examination or to a repeat year. Applications for a deferral of all examinations to supplemental (autumn) or repeat year examinations are considered **before the start of written examinations**. Only in **exceptional circumstances** will a partial deferral be considered.

**Complete** **applications requesting Deferral of examinations must be submitted no later than two weeks before the official start date of examinations**. Only complete applications will be considered - appropriate supporting documentation ***must accompany*** all completed application forms.

Students who are pregnant or who have had a baby within close proximity to the examinations will be automatically granted a deferral by submitting a completed Mitigation form. Appropriate supporting documentation must be included.

**WHO SHOULD COMPLETE A MITIGATION APPLICATION FOR DEFERRAL**

* Students for who circumstances (see *Grounds*, below) present a ***substantial and material impact*** on their ability to prepare for or perform to their best at examination.
* Students who wish to **defer all examinations, without capping**, to the supplemental (autumn) examinations or to a repeat year.
* Students who are pregnant or who have had a baby within close proximity to the examinations will be automatically granted a deferral by completing this form. All supporting documentation must be included.

**WHAT IS ‘SUPPORTING DOCUMENTATION’**

Supporting documentation is that which provides documented evidence of the specific circumstance which has impacted the student. Such material must **relate directly to the date of the examination(s) for the module(s) identified** and should **detail the substantial and material *impact* on the student’s ability to prepare for or sit the examination for that module(s)**. Supporting documentation must correlate directly with details presented in the *Personal Statement*.

Supporting documentation includes:

* informative medical certification (see *Guide to Examinations for Staff and Students\** for guidance on medical certification),
* bereavement notices,
* travel documentation (e.g. tickets),
* official communication from the Gardaí, etc.

Where the supporting documentation is not sufficient to allow for fully informed consideration of the application, further information/documentation may be requested. Incomplete applications (e.g. where supporting documentation is not provided or is not directly aligned with the module(s) identified in the application) will be returned without consideration by the Mitigation

**APPLICANTS SHOULD NOTE THE FOLLOWING:**

* It is the **responsibility of the applicant** to supply **detailed supporting documentation**. Such documentation must correlate with the date(s) of examination for the appropriate module(s).
* The Mitigation Committee will be entitled to seek **further information/documentation**, including additional reports where necessary and appropriate.
* If an **application is unsuccessful,** the **capped mark obtained** in the module at the supplemental/repeat year examination shall be used for aggregation and progression purposes.
* Please ensure that **all modules** for which Deferral is requested **are included** in this application.
* Any recommendation for Deferral shall be on a **Module by Module** basis.
* **All applications must, in the first instance,** **relate to the first attempt at an examination, unless mitigation has been previously approved**.
* **A Deferral may only be granted by the Mitigation Committee.**

**DECISIONS ON APPLICATIONS FOR DEFERRAL**

Applicants for the Deferral of Examinations/Assignment Submission will receive an e-mail (**to their student umail account** **only**) from ACE, normally within three weeks of application, informing them of the decision of the Mitigation Committee.

**MITIGATION APPLICATION FORM**

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| --- | --- | --- | --- |
| **Surname**: |  | **Title of Programme**: |  |
| **First Name:**  |  | **Do you wish to defer to:** **(Please circle ‘Yes’ or ‘No’)** |
| **Student Number:**  |  | **Supplemental Exams?** | **Yes/No** |
| **Phone Number:** |  | **Repeat Year Exam?** | **Yes/No** |

|  |  |
| --- | --- |
| **GROUNDS ON WHICH APPLICATION IS BEING MADE:** | **Please tick:** |
| Death of parent/guardian, sibling, spouse, child (or person to whom the student is *in loco parentis*), if within sufficient proximity to the examination/assignment submission date to have **substantial and material effect**. |  |
| Death of mother-in-law, father-in-law, grandparent/grandchild or any person who was habitually resident in the home of the applicant, if within sufficient proximity to the examination/assignment submission date to have **substantial and material effect**. |  |
| Debilitating illness/condition, if within sufficient proximity to the examination/assignment submission date to have **substantial and material effect**. |  |
| Circumstances **outside the control of the applicant**, which make it legally or physically impossible for the student to attend the examination or submit the assignment in a particular module. |  |
| Other circumstances which the Mitigation Committee considers to be **analogous** to any of the above. |  |
| Pregnancy |  |

**Please enter the details of ALL modules for which Deferral is sought**

**Supporting documentation must relate specifically to those module(s) identified below**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code** | **Module Title** | **Date and Time of Examination/Assessment (Semester 1, Semester 2, Spring). Please indicate if you are repeating a year.** | **Indicate Deferral to autumn(1) Or Repeat Year (2) examination**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Personal Statement: *Please include details of the circumstances – in particular their impact - that may have substantially and materially affected your ability to perform to your best at examination.***

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|  |

**DECLARATION**

*I declare that the material provided with this application is a true and accurate representation of the circumstances on which the application is based. I accept all rules and procedures governing the examination process.*

Applicants Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checklist:**

***I have included the following with my complete Mitigation Application Form:***

* Completed Form □
* Relevant supporting documentation (e.g. Medical Certification) □
* Personal Statement □

**N.B. If your application is incomplete, it will be returned to you without consideration by the Mitigation Committee. The accurate completion of this application form and inclusion of all the appropriate supporting documentation will prevent delays in considering your application.**

**COMPLETED APPLICATIONS**

* Send completed applications by email to: acemitigation@ucc.ie or by post to:

The Manager

Adult Continuing Education (ACE)

‘The Laurels’

Western Rd

University College Cork

* Applications must be received no later than two weeks before the official start date of examinations.
* Applications must be signed by the applicant and NOT by a third party.