



International Luxury Academy.

## MITIGATION CIRCUMSTANCES

### 1 Introduction

iLA is dedicated to supporting its students through challenges that may impact their academic performance. This document outlines the policy and procedures for students to request consideration of mitigating circumstances that may affect their ability to meet academic obligations.

### 2 Definition of Mitigating Circumstances

Mitigating circumstances are defined as significant and unforeseen events or conditions that are beyond a student's control and which adversely affect their academic performance. These circumstances may include, but are not limited to:

- **Medical Conditions:** Serious illness, injury, or hospitalization.
- **Personal Circumstances:** Bereavement, severe family problems, or personal trauma.
- **Other Situations:** Legal obligations, unexpected work commitments, or other critical incidents.

### 3 Scope

This policy applies to all students enrolled at iLA. It covers assessments, exams, coursework, and other academic responsibilities.

### 4 Principles

The procedures for mitigating circumstances are guided by the following principles:

- **Equity:** All students are treated fairly and consistently.
- **Confidentiality:** Information provided by students is handled confidentially.
- **Support:** Students are supported through the process with clear guidance.
- **Timeliness:** Requests are considered promptly to minimize academic disruption.

<b>5</b>	<b>Procedure for Requesting Mitigating Circumstances</b>
<p><b>5.1 Step 1: Identification of Need</b></p> <p>Students who believe they have mitigating circumstances should identify the need for consideration as soon as possible.</p> <p><b>5.2 Step 2: Submission of Request</b></p> <ul style="list-style-type: none"> <li>▪ <b>Form:</b> Complete the Mitigating Circumstances Form available on the iLA website.</li> <li>▪ <b>Documentation:</b> Provide relevant supporting evidence (e.g., medical certificates, death certificates, official letters).</li> <li>▪ <b>Submission Deadline:</b> Submit the form and documentation no later than five working days after the affected assessment or deadline.</li> </ul> <p><b>5.3 Step 3: Acknowledgment</b></p> <p>The Mitigating Circumstances Panel will acknowledge receipt of the request within three working days and may ask for additional information if needed.</p>	

<b>6</b>	<b>Assessment of Requests</b>
<p><b>6.1 Mitigating Circumstances Panel</b></p> <p><b>Composition:</b> The panel includes faculty members and administrative staff informed to assess mitigating circumstances.</p> <p><b>Review Process:</b> The panel will review the request and supporting evidence to determine the impact of the circumstances on the student’s academic performance.</p> <p><b>6.2 Criteria for Consideration</b></p> <p>The panel will consider:</p> <ul style="list-style-type: none"> <li>▪ The nature and severity of the circumstances.</li> <li>▪ The timing of the circumstances in relation to the affected assessment(s).</li> <li>▪ The evidence provided.</li> </ul>	

<b>7</b>	<b>Possible Outcomes</b>
<p>The Mitigating Circumstances Panel may recommend one or more of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Extension:</b> Extended deadlines for coursework or assignments.</li> <li>▪ <b>Deferral:</b> Deferral of examinations or assessments to a later date.</li> <li>▪ <b>Alternative Assessment:</b> Provision of an alternative assessment method.</li> <li>▪ <b>No Action:</b> If the request does not meet the criteria, no adjustments will be made.</li> </ul>	

<b>8</b>	<b>Communication of Decision</b>
<p>The decision will be communicated to the student in writing within ten working days of the panel's review. The communication will include the decision, any agreed adjustments, and the reasons for the decision.</p>	

<b>9</b>	<b>Appeals</b>
<p><b>9.1 Grounds for Appeal</b></p> <p>Students may appeal the decision of the Mitigating Circumstances Panel on the following grounds:</p> <ul style="list-style-type: none"> <li>▪ Procedural errors or unfair treatment.</li> <li>▪ New evidence that was not available at the time of the original submission.</li> </ul> <p><b>9.2 Submission of Appeal</b></p> <ul style="list-style-type: none"> <li>▪ <b>Form:</b> Complete the Mitigating Circumstances Appeal Form.</li> <li>▪ <b>Deadline:</b> Submit the appeal within ten working days of receiving the panel's decision.</li> <li>▪ <b>Review:</b> An Appeals Panel, which is independent of the original decision, will review the appeal.</li> </ul> <p><b>9.3 Outcome</b></p> <p>The Appeals Panel will communicate the final decision within fifteen working days. This decision is final and binding.</p>	

<b>10</b>	<b>Support and Advice</b>
<p>Students are encouraged to seek support and advice from Student Services throughout the process. They can provide guidance on how to complete forms, what evidence to submit, and other related inquiries.</p>	

<b>11</b>	<b>Monitoring and Review</b>
The effectiveness of the Mitigating Circumstances Policy will be reviewed annually by the Academic Affairs Office. Feedback from students and staff will be used to improve the policy.	

<b>12</b>	<b>Contact Information</b>
<p>For further assistance, students can contact:</p> <p>Academic Affairs Office iLA admin@internationalluxuryacademy.com</p> <p><b>Approved by:</b> Ivana Conte Academic Director 21.01.2024</p> <p><b>Review Date:</b> 22.08.2024</p>	

This document aims to ensure that students facing unforeseen and serious challenges receive appropriate consideration and support, maintaining fairness and integrity in the academic process at iLA.