

# IFT - MALTA

## STUDENT MITIGATION POLICY

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Institute of Family Therapy – Malta  
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## **INTRODUCTION AND SCOPE**

During the course of their studies at IFT-Malta, students may experience unforeseen difficult circumstances, like illness or misfortune, that adversely affects their ability to complete an assessment, or impacts the results they obtain for an assessment. This Policy sets out the Institute's arrangements for considering requests for mitigation in such circumstances.

Together with other policies published by IFT-Malta, the Mitigation Policy is nominally included in Students' Handbooks for ease of reference and is accessible on the website.

### **Definition**

IFT-Malta defines mitigating circumstances as 'unforeseeable or unpreventable circumstances that could have, or did have, a significant adverse effect on the academic performance of a student'.

### **Policy**

1. Students are responsible for submitting their own requests for consideration of mitigating circumstances as soon as possible.
2. Students and staff must be made aware of the Institute's definition of mitigating circumstances and of the procedures for submitting a request for mitigation. The latter must be clear and easily understood by both students and staff.
3. Requests for mitigation must be processed formally and judged impartially. The procedures need to be applied consistently and in line with this Policy, but with enough flexibility to apply equally to students following courses at all levels.
4. Arrangements must be made, so that, where necessary, requests for mitigation can be dealt with quickly and efficiently.
5. IFT-Malta must inform students of the outcome and progress of their request for mitigation, in a timely manner - three working days from date of request for mitigation.

### **Possible mitigating circumstances**

1. Significant illness or injury; or worsening of an ongoing illness or disability, including mental health conditions.
2. The death or critical/significant illness of a close family member/dependent.
3. Significant family or personal crisis or major financial problems leading to acute stress.
4. Absence due to public service obligation, for example, jury service.

## **Request for mitigation**

1. A request must be submitted in writing (by email) with the subject title being 'Request for Mitigation'.
2. Students are to address their mitigation request to the relevant course coordinator.
3. Requests for extensions are to be made no later than seven working days prior to the deadline date.
4. Decisions regarding extensions are at the discretion of Tutors, Course Coordinators and Directors and are made on a case by case basis.
5. No other reasons outside this Student Mitigation Policy shall be used to delay assignments or postpone examinations. Examinations in particular are only postponed for extraordinary mitigation circumstances.
6. A late submission is one which does not respect the established deadline for submission. Approved requests for extensions are also considered as late submissions. Late submissions will have 10 marks deducted from the overall mark achieved.
7. Students should be aware that despite mitigating circumstances, 80% attendance over the full duration period of the course is necessary to fulfil course requirements.

## **Evidence Requested**

Evidence to substantiate one's claims, such as medical certificates, may be requested by the Board.

## **Case Handling**

IFT-Malta prides itself on having a student-centred approach, tailor-made to suit each student's individual needs. No universal or generic decisions are available.

Staff assess each request for mitigation within its own unique set of circumstances and adopt an approach which is most suitable on an ad hoc basis.