

Special Consideration Policy

Aims of the Policy:

The European College of Law and Business (ECLB) ensures that no student will be disadvantaged by circumstances beyond their control whilst maintaining academic standards. A student can claim for an exception based on extenuating circumstances if an assessment has been affected by a serious, uncontrolled and unavoidable matter. The policy also aims to make it explicit how applications from students with extenuating/mitigating circumstances will be dealt with.

Policy:

Special Needs are the circumstances which are unexpected, significantly disruptive and beyond control of students that affect their ability to meet an assessment deadline or affect performance in assessment. All claims for Special Needs can be taken into account by the Management, when making its decision. The College may consider a claim in following circumstances: e.g. serious medical condition, family bereavement, caring responsibility, court attendance, physical and mental illness, an unforeseen circumstances, exceptional travelling issue etc., which are beyond the control of a student.

The Special Needs policy **includes** the following elements:

1. To affect their ability for meeting an assessment deadline or affect performance in assessment.
2. All the requests to submit in writing before the submission date, and if/where required with evidence.
3. Without a formal approval for Special Needs, student will not be awarded Merit and Distinction grade in a subsequent reassessment of that unit.
4. An assessment may be delayed but cannot be missed altogether because of Special Needs.
5. Each circumstance is considered individually and all students will be treated fairly, equitably and confidentially.
6. The grades will not be amended as a result of a special need, but only by resubmission.

7. This Policy will be reviewed at any time the Management/Awarding Organisation would feel that necessary due to the change of circumstances.

The issue may **not cover** following special needs:

Minor illness, hangovers, daily job issues, language issues, inappropriate time management, controlled holiday, recklessness, ignorance, disobedience, time confusion etc.

Our Centre aims through this policy to make it explicit how applications from students with extenuating/ mitigating circumstances will be dealt with. Therefore, our management will exercise of discretion in a consistent manner by individual boards/panels, for example in relation to extenuating/mitigating circumstances, and borderline cases.