



Equipped to Minister Extensions and Mitigating Circumstances Policy

Your assignment deadline for Equipped to Minister is six months after the final session of the relevant module. Work should be handed in to the Course Director, either placed in their pigeonhole or sent to them at Spurgeon's College, 189 South Norwood Hill, London SE25 6DJ.

Students seeking an extension to the six month deadline should first consult with the course director. They are able to give an extension of up to one month, at their discretion.

If after this month's extension you have still not completed your assignment, you can apply for a further extension to the Spurgeon's College Special Cases Committee. The Committee would need to be convinced you have 'mitigating circumstances' which affected your ability to complete your work on time. There is no automatic right to an extension.

Grounds for mitigation are **unforeseeable** or **unpreventable** circumstances that could have, or did have, **a significant adverse effect** on your ability to complete an assignment.

Possible mitigating circumstances include:

- significant illness or injury
- the death or critical/significant illness of a close family member/dependant;
- significant family crises or major financial problems leading to acute stress
- absence for public service e.g., jury service or maternity, paternity or adoption leave, or unavoidable commitments with the armed forces.

Circumstances that will **not** normally be regarded as grounds for mitigation include:

- holidays and events that were planned or could reasonably have been expected
- misreading the timetable or misunderstanding the requirements for assessments
- inadequate planning and time management.

If the Special Cases Committee grants an extension you will be given a specific date by which to submit your assignments. If this date passes and you still have not completed your assignment you will normally have to complete the whole module again (including the Saturday lectures) to be able to submit your assignments.

To apply for an extension from the Special Cases Committee, you will need to submit an MC3 form to The Senior Registrar, Spurgeon's College, 189 South Norwood Hill, London

SE25 6DJ. Alternatively (and preferably) you can email the Senior Registrar an electronic copy of the form.

Both paper copies and electronic copies of the MC3 Form are available from the Course Director.

Document control box			
Title	Equipped to Minister Extensions and Mitigating Circumstances Policy		
Date approved	June 2016	Implementation date	June 2015
Next review date			
Version	2	Supersedes version	1 (June 2015)
Approving body	Leadership Team		
Quality Code consulted			
Member of staff responsible	Director of Studies		