



# Equipped to Minister & Equipped for Digital Ministry

## Extensions and Mitigating Circumstances Policy

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### Amendment History

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026/23	ETM policy taken from handbook as stand alone and EFDM added.	19/5/23	



## Equipped to Minister & Equipped for Digital Ministry Extensions and Mitigating Circumstances Policy

1. The deadline for submitting assignments for Equipped to Minister or Equipped for Digital Ministry is six months after the final session of the relevant module. Work should be submitted on Moodle.
2. Students seeking an extension to the six month deadline should first consult with the relevant Course Director ([etm@spurgeons.ac.uk](mailto:etm@spurgeons.ac.uk); [digitalministry@spurgeons.ac.uk](mailto:digitalministry@spurgeons.ac.uk)). They are able to give an extension of up to one month, at their discretion.
3. 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.
4. 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.
5. If you have missed the deadline for assignments and any granted extensions the student would normally be expected to pay for and attend the module again before completing assignments.
6. 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.
7. 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.
8. 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.
9. To apply for an extension from the Special Cases Committee, you will need to submit a Notification of Mitigating Circumstances Form (MC3) to Registry,

Spurgeon's College, 189 South Norwood Hill, London SE25 6DJ. Alternatively, and preferably, you can email an electronic copy of the form to [registry@spurgeons.ac.uk](mailto:registry@spurgeons.ac.uk).

10. Copies of the Notification of Mitigating Circumstances Form (MC3) form can be found on Moodle under the EtM and EfDM course pages.