ASSESSMENT OF STUDENTS

1. Preliminaries

Coursework performance is primarily assessed through written examinations. Where assessment is in the form of written work (essay, project, dissertation) all work submitted late, without valid mitigating circumstances, will have ten percent of the available marks deducted for each day (or part of each day) that the work is late, up to a total of five days, including weekends and bank holidays, e.g. if work is awarded a mark of 60 out of 100, and the work is up to one day late, the final mark is 50. After five days, the work is marked at zero.

Examples of previous examination papers can be obtained from the Morrell Library or from the Department’s website – http://www.york.ac.uk/economics/current-students/gsp/pg-exams/. Whenever there is to be a change in the structure of a paper, students will be notified in writing in advance. If the change is of any substance, a specimen paper, in the new form, will be made available to students free of charge. Unless stated otherwise, each question carries equal weight within a paper.

2. In the Examination Hall

Students must obey the instructions of the invigilators during examinations. In particular, they must not try to gain an unfair advantage over other students by continuing to write after they have been told to stop by the invigilator at the end of an examination. Students who disobey the invigilators and continue writing after the end of an examination will be identified, brought to the attention of the external examiners, and an appropriate reduction of mark will be determined at the meeting of graduate examiners.

No notes, papers or books may be taken into the examination. For some mathematical and statistical papers an official handout may be provided in the examination room giving details of key formulae. Where this is to happen, a specimen will be made available to students so that candidates know what they may expect to receive in the examination itself. Calculators may be used in some examinations. The University will supply a calculator for such examinations and you must not take your own calculator into the examination room. The standard calculator for university examinations is the Casio fx-85ES; see http://www.york.ac.uk/students/studying/assessment-and-examination/taking-an-exam/what-to-bring/.

Prior to the start of examinations, each candidate will have received an examination number (e.g. Y1234567). To preserve anonymity, this number, not the candidate’s name, should be written on the cover of the answer book and each page of the script. Examiners do not know the number given to a candidate and so each candidate remains anonymous in the marking process.

The University takes a very serious view of academic misconduct and penalties will be applied to students who are found to have attempted to mislead examiners. Section 8 provides further details.

3. Marking

The candidate’s answers are marked by an internal marker and moderated by a second internal marker. An “agreed mark” is determined by the two internal markers. All marks are in percentage form. The internal examiners’ marks and a selection of scripts are then sent for review to an external examiner from another university. Marks are rounded to the nearest integer with 0.5 being rounded up, e.g., the raw marks 53.2, 52.5 and 49.8 are rounded to 53, 53 and 50 respectively. The marks that emerge from this process are then assembled for consideration at the examiners’ meeting, which is attended by both the internal and external examiners.
4. Aggregation of Marks

For each MSc degree, 100 credits of coursework are assessed by examinations. The constituent modules vary by MSc and the student’s choice of options (see Section 5 of MSc Handbook).

The examinations marks are used to obtain a set of ten rounded marks in descending order after including the mark of each 20 credit module twice. For example, suppose the marks for a candidate are:

<table>
<thead>
<tr>
<th>Module Credit Weight</th>
<th>Examination Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>53</td>
</tr>
<tr>
<td>10</td>
<td>53</td>
</tr>
<tr>
<td>10</td>
<td>52</td>
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<td>20</td>
<td>50</td>
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<tr>
<td>10</td>
<td>51</td>
</tr>
<tr>
<td>10</td>
<td>51</td>
</tr>
<tr>
<td>10</td>
<td>37</td>
</tr>
<tr>
<td>10</td>
<td>32</td>
</tr>
</tbody>
</table>

then the corresponding ordered sequence is (53, 53, 53, 52, 51, 50, 50, 40, 37, 32).

The rules used for classification involve the consideration of rounded credit-weighted mean marks. This is calculated by rounding the raw mean of the rounded marks to the nearest integer with 0.5 being rounded up, e.g., if the ordered sequence of rounded marks is (53, 53, 53, 52, 51, 50, 50, 40, 37, 32) then the raw mean is 47.1 and the mean used for classification is 47. For the award of the Postgraduate Certificate, the best six marks are used to calculate the rounded credit-weighted mean.

5. Classification of Candidates for MSc Degrees

The possible levels of performance are as follows: MSc with Distinction, MSc with Merit, MSc, Postgraduate Certificate, and Fail. The determination of the level of performance has two components, performance in the coursework examinations and the quality of a short dissertation written over the summer vacation (see “MSc Dissertation Marking”, Subsection 8 below, for details). A mark of 0-49 is a fail.

(a) In order to be recommended for the MSc with Distinction, a candidate must satisfy the following conditions on the first attempt:

1. the rounded credit-weighted mean mark (over 180 credits, i.e. of examined modules and the dissertation) is at least 70;
2. there are no marks of 0-49;
3. the mark on the dissertation is at least 70.

(b) In order to be recommended for the MSc with Merit, a candidate must satisfy the following conditions on the first attempt:

1. the rounded credit-weighted mean mark (over 180 credits, i.e. of examined modules and the dissertation) is at least 60;
2. there are no marks of 0-49;
3. the mark on the dissertation is at least 60.
(c) In order to be recommended for the MSc, a candidate must satisfy the following set of conditions either on the first attempt or after resits¹:

1. the rounded credit-weighted mean mark (over 100 credits of examined modules) is at least 50;
2. there are no marks of 0-39;
3. marks of 40-49 in at most 40 credits;
4. the mark on the dissertation is at least 50.

MSc RESITS: If on the first attempt the candidate did not meet conditions 1.-3. in (c) above but obtained 0-49 in at most sixty credits with 0-39 in at most forty credits, then the candidate is entitled to reassessment in at most 40 credits-worth of those modules where the first attempt mark is in 0-49. The final mark after the resit is the higher of the mark on the first attempt and the resit mark.

(d) In order to be recommended for the Postgraduate Certificate, a candidate must either satisfy the conditions in (c) except for the dissertation requirement (4 in (c)) or satisfy the following set of conditions either on the first attempt or after resits¹:

1. the rounded credit-weighted mean mark (over 60 credits of examined modules) is at least 50;
2. among the 60 credits, there are no marks in 0-39;
3. among the 60 credits, marks in 40-49 in at most 20 credits.

PGCert RESITs: If on the first attempt the candidate did not meet conditions 1.-3. in (d) above but obtained 0-49 in at most seventy credits with 0-39 in at most sixty credits, then the candidate is entitled to reassessment in at most 20 credits-worth of those modules where the first attempt mark is in 0-49. The final mark after the resit is the higher of the mark on the first attempt and the resit mark.

So students who meet conditions 1.-3. in (c) or (d) above pass the coursework examinations at the Postgraduate Certificate level and are not required to submit a dissertation. Their programme of study at York finishes at this point.

(e) If the candidate’s marks do not satisfy the conditions in (a)-(d), the candidate is judged to have failed.

Please be aware that it is possible that the marks on the first attempt may be such that no resits will be offered, resulting in the classification Fail, e.g. if on 70 or more credits the marks are in 0-39 then the candidate is not eligible to resit even for the PGCert.

6. Meeting of the Graduate Examinations Committee

The Graduate Examinations Committee meets around the 30th of June each year. All internal and external examiners are present at the meeting personal circumstances permitting. Candidates are classified anonymously and, to the extent that it is feasible, the remaining deliberations and decisions are also reached under anonymity.

After candidates have been classified on the basis of the examinations marks, the recommendations of the Mitigating Circumstances Committee as regards medical and compassionate evidence that has been

¹ The final mark after the resit is the higher of the mark on the first attempt and the resit mark and could be as high as 100. The candidate’s transcript will show both marks as well as a rounded credit-weighted mean which will be (a) the pre-resit rounded credit-weighted mean in the event that the candidate’s mean was at least 50 on the first attempt, (b) 50 if the candidate’s mean on the first attempt was in 0-49, or (c) the post-resit rounded credit-weighted mean where both the pre-resit as well as the post-resit numbers are in 0-49.
submitted is considered (Section 9 provides further details). The examiners decide what weight such evidence should be given and whether they wish to revise their earlier decisions in any way in light of the MCC’s recommendations.

The Examinations Committee then submits the results to the Departmental Graduate School Board to be ratified. This Board also receives comments from the external examiners (then or later) concerning the conduct of the examinations, the standards achieved, etc.

After ratification by the Departmental Graduate School Board, the results are released to students, but are not official until ratified by the University itself. This is normally a formality, but could be substantive if any irregularity were discovered in the examination procedure. Candidates have the right to appeal against the outcome of the examination to the University, but this would have to be on the grounds of irregularity, since the examiners’ decisions on matters of substance are final.

7. Resit Examinations

Resit examinations in 2012/13 will take place in the week beginning 12th August 2013. The rules governing the conditions under which a candidate is entitled to resits were mentioned in Subsection 5. The Registrar’s Office will write to the candidate indicating which papers the candidate may retake. The candidate decides which papers to retake in consultation with her/his supervisor.

As noted in Subsection 5 under MSc RESITs and under PGCert RESITs, candidates may not resit papers on which their mark was in 50-100.

As noted in Subsection 5 (c), if the resit marks, when combined with relevant original marks, imply a pass at MSc level, the candidate can qualify for the MSc by presenting a satisfactory dissertation by the end of September in the year in which resit examinations are taken, or by a specified later date if an extension has been obtained. As noted in Subsection 5 (d), if the resit marks, when combined with relevant original marks, imply a pass at Postgraduate Certificate level, the candidate will receive a Postgraduate Certificate and her/his programme of study at York finishes at that point. A fee for resit examinations is payable by candidates to the University.

The Examinations Committee submits the results of resit examinations to the Departmental Graduate School Board for ratification. This Board also receives comments from the external examiners (then or later) concerning the conduct of the resit examinations, the standards achieved, etc.

The results of resit examinations are released to students, but are not official until ratified by the University itself. This is normally a formality, but could be substantive if any irregularity were discovered in the examination procedure. Candidates have the right to appeal against the outcome of the examination to the University, but this would have to be on the grounds of irregularity, since the examiners’ decisions on matters of substance are final.

8. MSc Dissertation Marking

All dissertations are assessed by an internal examiner and a selection are then moderated by a second internal examiner.

As noted in Subsection 5, to obtain an MSc with Distinction (or with Merit), students must also obtain a mark of 70 (or 60 for Merit) or above in the MSc dissertation, while to obtain an MSc students must also obtain a mark of 50 or above in the MSc dissertation. Students who fail the dissertation (i.e. those who obtain a mark of less than 50) will be given the opportunity to revise and resubmit their dissertation only if their mark falls in the range 40–49, and in such an event the mark after resubmission will be capped at 50. Students who obtain a mark below 40 will not be offered the ‘revise and resubmit’ opportunity and will be awarded the Postgraduate Certificate. Likewise, if following resubmission of the dissertation, the mark is still below 50, the Postgraduate Certificate will be awarded.
All dissertations submitted late, without valid mitigating circumstances, will have ten percent of the available marks deducted for each day (or part of each day) that the work is late, up to a total of five days, including weekends and bank holidays. After five days, the dissertation is marked at zero.

9. Appeals Procedure

The University has made provision for students to appeal the outcome of written examinations. Details of the appeals procedure may be found at: https://www.york.ac.uk/students/help/appeals/.

The rules used to reach the decisions of the examiners can be found in the University’s Guide to Assessment, Standards, Marking and Feedback 2011–2012.
ACADEMIC MISCONDUCT AND PLAGIARISM

The University is committed to developing high standards of academic practice among its students and to safeguarding the standards of its academic awards. It regards any form of academic misconduct as an extremely serious matter.

(a) Procedures for investigating academic misconduct and the penalties to be applied where it has been committed are contained in “Academic Misconduct” (Section 25.4) in the Guide to Assessment, Standards, Marking and Feedback 2011–2012 at https://www.york.ac.uk/media/abouttheuniversity/supportservices/academicregistry/registryservices/Guide%202011-2012%20Final.pdf. Hard copies are also available from the Student Administrative Services.

(b) All students are required to complete successfully the online University Academic Integrity Tutorial before the end of the first stage or year of their programme of study as specified in Regulation 5.7 (a) and (b). Failure to comply with this regulation may result in termination of enrolment with the University. [For further details see end of Section 8].

(c) Plagiarism detection software packages may be used at the University's discretion to detect unfair practice in student submissions. As part of the academic community, students accept that work they submit for assessment may be submitted to these software packages. Further information relating to how such software is used can be found in the University's Data Protection Statement, the Academic Integrity website and departmental handbooks.

(d) Students must not, at any stage of their programme:

- **cheat** i.e. fail to comply with the rules governing assessments e.g. by making arrangements to have unauthorised access to information;

- **collude** i.e. assist another student to gain an advantage in relation to assessment by unfair means, or receive such assistance

- **fabricate** i.e. mislead the examiners by presenting work for assessment in a way which intentionally or recklessly suggests that factual information has been collected which has not in fact been collected, or falsifies factual information;

- **personate** i.e. act, appear, or produce work on behalf of another candidate in order to deceive the examiners, or solicit another individual to act, appear or produce work on their own behalf;

- **plagiarise** i.e. incorporate within their work without appropriate acknowledgement material derived from the work (published or unpublished) of another;

- **deceive** i.e. intentionally or recklessly present fabricated or misleading information (e.g., relating to medical and compassionate circumstances) in order to gain advantage in regard to an assessment or progression or procedural requirements.
(e) Where research is undertaken as part of a candidate’s programme, whether this is a taught or research programme, the following are also regarded as forms of academic misconduct, in relation to assessed work and published material or material submitted for publication or to funding bodies:

**unethical behaviour in the conduct of research**, including failure to obtain appropriate permission to conduct research, unauthorised use of information which was acquired confidentially, or failure to acknowledge work conducted in collaboration;

**fabrication** (as defined above), falsification, distortion or corruption of research data or research outcomes;

**dishonest interpretation of results**, publication of data known or believed to be false or misleading, deliberate misquotation or misrepresentation of the work of others, inappropriate attribution of authorship or plagiarism (as defined above);

**deception in making research proposals**, fraud or misuse of research funds or equipment.

(f) In examinations, candidates’ behaviour is governed by Section 5.10 in the University’s Guide to Assessment. The following are particularly important.

Any form of cheating or deception, including plagiarism, collusion and the fabrication of marks or data in relation to work submitted for assessment or examination at any stage of a student’s programme, is academic misconduct, and will be treated as such.

Extracting pages from bound examination answer booklets is regarded as academic misconduct.

Candidates may not bring written or printed material or equipment, including calculators, into the examination room for an invigilated examination unless provision has been made for this and the items in question have been approved by the examiners.

Candidates found taking illicit material into closed examinations will, at a minimum, receive a mark of zero for the paper.

Candidates may not communicate with anyone except the invigilator during an invigilated examination.

The examiners will take account of any breach of the requirements in (d) - (f) above in determining a mark for the work affected. This may result in a mark of zero with consequent effects on the evaluation of the candidate’s overall performance. This may in turn lead to failure in the examination as a whole.

If the examiners believe that the case is of particular gravity, they may also recommend that further disciplinary penalties be applied to the candidate.

(h) Any student found to have committed plagiarism and who is continuing on a programme of study will be required to take or retake the University Academic Integrity Tutorial and successfully complete it.
To reiterate, candidates must not by implication or otherwise represent the work of others as their own. All sources, books, articles, etc, must be explicitly acknowledged, and quotations and close paraphrases clearly attributed. Candidates must not represent work done in collaboration with others as their own unaided work; nor may any member of the University whether or not he or she is a candidate in the examination, knowingly allow his or her work to be used without acknowledgement by examination candidates.

If you have any queries about what constitutes academic misconduct, and in particular about the proper attribution of material derived from another’s work, you should seek advice from your supervisor or tutors.

For further information see University of York Ordinances and Regulations at: https://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/.

The University Academic Integrity Tutorial

Students at the University of York are part of an academic community in which we all share and discuss ideas and in this way develop and improve our own ideas. This is done freely but on the basis that we acknowledge the source of the ideas we are working with. The online tutorial on the VLE explains what is meant by plagiarism and provides information on the key issues affecting every student. At the end of the tutorial there is a two-part test.

As a student at the University, you are required to successfully complete the online plagiarism tutorial. In the Economics Department this takes place in your first term. Once you have successfully completed the tutorial, you will then be able to print off a certificate which you will need to hand in at the Economics Graduate Office (A/D/101) by the end of Week 5 of the Autumn Term (Friday 9th November 2012). You can discuss these arrangements with your supervisor at your first meeting who should be able to answer any queries you may have.

Completion of the online academic integrity tutorial is a compulsory part of your degree. Failure to complete this tutorial by the time you submit your first piece of summative assessment will mean that your work cannot be marked and you will not be able to gain your award.

To complete the online plagiarism awareness tutorial you will need to log into the Yorkshare VLE: http://vle.york.ac.uk/webapps/portal/frameset.jsp.
MITIGATING CIRCUMSTANCES

Responsibility for Providing Medical, Compassionate and other Mitigating Evidence

The onus is on the student, who wishes medical and compassionate evidence to be taken into account, to provide that evidence in written form to the Chair of the Graduate Examinations Committee in advance of the committee’s meeting, i.e. by 25th January 2013 (for Spring Term examinations) and by 21st June 2013 (for Summer Term examinations). Students taking resit examinations in August should present any such evidence by the end of that month. Those in any doubt whatsoever should err on the side of caution and obtain the evidence and present it to the Chair.

Mitigating Circumstances Policy Guidance for Students

What counts as a mitigating circumstance?
The University defines a mitigating circumstance as a problem that you have encountered which goes beyond the normal difficulties experienced in life and that has affected your academic performance adversely during the assessment period for which you are claiming.

The following guidance outlines the policy, procedure and evidence you need to submit if you want to make a claim for mitigating circumstances.

How and when do I make a claim?
You must notify the departmental graduate office of mitigating circumstances by submitting the Mitigating Circumstances Claim Form by Friday 25th January 2013 for Spring Term assessed modules and by Friday 21st June 2013 for Summer Term assessed modules (i.e. before the exam board meeting to discuss coursework exam results). If you are requesting an extension you must submit your claim before the submission deadline. The form is available from http://www.york.ac.uk/economics/current-students/gsp/ (under useful links tab).

In the unlikely event that your mitigating circumstances prevent you from submitting your claim at the appropriate time, you should submit your claim as soon as you are able to do so. The evidence should show clearly why you were unable to submit the claim before the date of the assessment or the deadline for submission of the assessment.

The claim form
You should use the University Mitigating Circumstances Form to inform the departmental graduate office about circumstances that have arisen and/or problems you have encountered that you believe may or have affected your academic performance in assessments. The form is available from http://www.york.ac.uk/economics/current-students/gsp/ (under useful links tab).
Information to assist you to complete the mitigating circumstances form:

**PART A:**
Name, Student Number, Programme Title and Department - You must complete all these sections.

Brief details of your mitigating circumstances
You must describe briefly and clearly the relevant circumstances involved, and how you feel that these affected you in relation to any assessment, for example having taken an exam whilst ill or completed coursework whilst experiencing exceptional personal difficulties (see below for more details).

List supporting evidence submitted
Enter details here of the documentary evidence you are submitting. These details should show the mitigating circumstances involved, relevant dates and evidence source, for example your doctor. Securely attach your evidence to the form. **Without relevant supporting evidence it is likely that your claim will be rejected** (see below for details).

Details of assessments affected
You must list each assessment that you believe will be or has been affected by the mitigating circumstances you are claiming and complete all sections.

Student Declaration:
You must read and sign the declaration and insert the date you signed the declaration.

**PART B:** This is for official use and must NOT be completed by you.

**Additional Information:**

**How is my claim considered?**
Your circumstances will normally be considered by a Mitigating Circumstances Committee (MCC), which will meet when necessary. Students cannot attend these meetings.

The MCC can consider your claim only if you have both completed the Mitigating Circumstances Claim form and submitted relevant evidence supporting your claim. Your claim will remain confidential and will be disclosed only to the MCC and those administering the Committee. For this reason your claim cannot be anonymous. If, however, you appeal against the decision of the MCC, members of the University’s Special Cases Committee and its administrator will see your claim and the associated evidence.

**What are the possible outcomes of my claim?**
If your claim is ACCEPTED, it is usual that either you will be permitted to attempt the assessment again, or you will be granted an extension to the submission deadline.

If you are permitted a new attempt and you accept this option, and you received a mark for your original attempt, the original mark becomes void and is replaced with the mark for the new attempt.

If your claim is NOT ACCEPTED, the original mark for the assessment will stand. This mark could be a mark of zero if you have not taken the original assessment.
How will I be notified of the MCC’s decision?
You will receive written/email notification of the MCC’s decision. You will be informed of the reason if your claim is rejected.

What evidence do I need to provide if I am ill?
If you fall ill and can go to the University’s Health Centre, you can be seen by a Medical Advisor there. They will complete the ‘Confirmation of Illness Affecting Assessment’ form which you can use as evidence for your mitigating circumstances claim. This service is available for all students even if they are registered with another doctor.

If you cannot go to the University’s Health Centre you can obtain evidence from another doctor. Please take a copy of the ‘Confirmation of Illness Affecting Assessment’ form with you, which can be found at: http://www.york.ac.uk/media/studenthome/supportwelfareandhealth/academicprogress/documents/confirmation%20of%20illness%20form.pdf

Other third party medical evidence can also be considered, such as evidence of emergency treatment (e.g. from a dentist, Accident and Emergency doctor and others). This evidence should state the nature of your illness/injury and the length of time you will not be able to engage with academic work effectively.

If you have suffered from long-term illness you should provide a medical certificate or letter from your usual doctor or hospital consultant. Letters from the Open Door Team regarding medical conditions should specifically state that “the Open Door team is in possession of documentary medical evidence to support this request” and state who has provided the evidence. (Letters from the Open Door Team regarding non-medical conditions are discussed below.)

What other circumstances are normally accepted and what evidence do I need to provide?

For all students:

<table>
<thead>
<tr>
<th>Circumstances normally accepted</th>
<th>Examples of evidence that would support a claim based on this circumstance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compassionate grounds</td>
<td>A letter from the Open Door Team, a counsellor or a relevant independent third-party explaining that, in their professional opinion, the circumstances have had a serious impact on your ability to engage with academic work effectively during the assessment period in question</td>
</tr>
<tr>
<td>Exceptional personal circumstances</td>
<td>A letter from the Open Door Team, a counsellor or a relevant independent third-party explaining that, in their professional opinion, the circumstances have had a serious impact on your ability to engage with academic work effectively during the assessment period in question</td>
</tr>
<tr>
<td>Close bereavement</td>
<td>A death certificate</td>
</tr>
</tbody>
</table>

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2 For example, the illness of a dependent or the repossession of your accommodation.

3 The following relatives are accepted as ‘close’ without further evidence: spouse, child, parent, sibling, grandparent, and grandchild. For other bereavements, evidence of closeness in the form of a
Victim of a serious crime
Disabilities for which reasonable adjustments are not yet in place and where the delay is not due to the student
Serious and unforeseeable transport difficulties
Interviews for placements or for employment
Legal proceedings requiring attendance

<table>
<thead>
<tr>
<th>Victim of a serious crime</th>
<th>A crime report and number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabilities for which reasonable adjustments are not yet in place and where the delay is not due to the student</td>
<td>A letter from the Disability Services</td>
</tr>
<tr>
<td>Serious and unforeseeable transport difficulties</td>
<td>A letter from the relevant transport company or evidence of a major road incident</td>
</tr>
<tr>
<td>Interviews for placements or for employment</td>
<td>Evidence showing that the interview date cannot be rearranged</td>
</tr>
<tr>
<td>Legal proceedings requiring attendance</td>
<td>A letter from a solicitor or a court</td>
</tr>
</tbody>
</table>

**Note:** The timing and nature of the above circumstances should have adversely affected your performance on the assessment(s) for which you are claiming mitigating circumstances.

**What does not count as a mitigating circumstance?**
1. Paid work commitments or constraints arising from paid employment for full-time students;
2. Minor illnesses, for example, those for which only self-certification under the University scheme is available;
3. Disabilities for which reasonable adjustments have been made or where you have experience or time to manage the situation;
4. Long-standing minor medical conditions such as hay fever;
5. Over-sleeping;
6. Holidays;
7. Minor everyday surmountable obstacles, for example, disruption to normal domestic routine
8. English being a second language;
9. Moving house;
10. Deadlines for work being set close together;
11. Planned health appointments;
12. Financial difficulties;
13. Breakdown of personal relationships unless leading to compassionate circumstances as described above;
14. Weddings;
15. Unavailability of course books/resources;
16. Attending or taking part in sporting or social events;
17. Voluntary work;
18. Unreasonable refusal to return to York for assessments scheduled in the vacation ‘re-sit’ period.
19. Mitigating circumstances that affect an individual in relation to group assessed work cannot be claimed by other members of the group

**What circumstances are never accepted**
1. Loss of work not backed-up on disk or printing problems.
2. Misreading of the examination timetable.

**Why might my claim be rejected?**
1. The form is incomplete;

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statement from a third party should also be provided. Additional evidence should be provided where mitigation is claimed for an extended period where the bereavement is not close, for example, for more than a fortnight following the death of the relevant person.
2. No independent documentary evidence has been supplied to support the request (letters from family, fellow students or academic supervisors are not normally sufficient on their own).
3. The timing of the circumstances cited would not have adversely affected the assessment(s);
4. The evidence submitted does not support the claim that the nature of the circumstances was over and above the normal difficulties.
5. The form was not submitted by the department deadline and the mitigating circumstances would not have prevented you making a claim by the deadline;
6. Sufficient mitigation has already been made for the same circumstances;
7. The mitigation is a disability for which reasonable adjustments have been made.
8. The circumstances are not, or not normally, accepted under Mitigating Circumstances Policy

How do you appeal against the decision of the MCC?
If the Graduate School Board had not yet received the recommendation of the MCC you can ask the Board to consider your appeal. You should write to the Director of Graduate School stating why you think the MCC has reached the wrong decision in your case.

If the Graduate School Board has already received and approved the MCC’s recommendation you will need to appeal to the Special Cases Committee. You should write to the Special Cases administrator stating why you think the MCC has reached the wrong decision in your case. You should do this within four weeks of receiving notice of the MCC’s decision.

Information and advice on appeals is available from:
the administrator to Special Cases Committee: student-support@york.ac.uk and YUSU/GSA –
academic@yusu.org or advice@yorkgsa.org

The University’s Academic Appeals Regulations can be found at:
http://www.york.ac.uk/admin/aso/ordreg/r2.htm#2.9 (postgraduate students)