

“Hello <student>

Following on from the email from the Principal I am writing to discuss the next stages of the support we are offering so that you can achieve your degrees or progress in your studies. By now most of you should have had confirmation from your Programme Leader about the changes to your programme. You will see Canvas assessments change next week to match the information you have been given. Please see the following details about how support structures can be accessed.

### **Support**

#### **Academic Support**

Your Programme Leader or Module Tutor can also be contacted to discuss any issues you have with the programme or any support you need.

You are still able to seek support with your academic studies through contacting Ella Malton – [maltone@grimsby.ac.uk](mailto:maltone@grimsby.ac.uk)

#### **Pastoral Support**

All forms of support are still running albeit through new methods of communication. Please contact a Success Coach (See Below) who will signpost you to the support.

Daniel Huntley: Education, Social Sciences, Access to HE and PGCE  
01472311222 ext 2054 Daniel Huntley: [huntleyd@grimsby.ac.uk](mailto:huntleyd@grimsby.ac.uk)

James Hannah: Commercial Enterprise, Engineering, Construction, Animal Management, Sport, Counselling

01472 311222 ext 2052 James Hannah: [hannahj@grimsby.ac.uk](mailto:hannahj@grimsby.ac.uk)

Theresa Cole: Health Care Industries

01472 311222 ext 2055 Theresa Cole: [colet@grimsby.ac.uk](mailto:colet@grimsby.ac.uk)

Shelina Ahmed: Digital and Creative Industries

01472 311222 ext 1610 Shelina Ahmed: [ahmeds@grimsby.ac.uk](mailto:ahmeds@grimsby.ac.uk)

#### **Easter Holidays**

Both Theresa Cole and Shelina Ahmed are on leave between the 6th and 17th of April 2020. From 06/04/2020 to 09/04/2020 please can all enquiries be sent to James Hannah. From 14/04/2020 to 17/04/2020 can all enquiries be sent to Daniel Huntley. Please note that none of the team are working on Good Friday or Easter Monday. All enquiries sent on those days will be dealt with as a matter of priority as soon as possible afterwards.

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TEC Partnership is the corporate trading identity of the Grimsby Institute of Further and Higher Education.

Nuns corner, Grimsby, North East Lincolnshire, DN34 5BQ, UK  
Tel: 01472 311 222 Email: [infocent@grimsby.ac.uk](mailto:infocent@grimsby.ac.uk) [grimsby.ac.uk](http://grimsby.ac.uk)

Chief Executive Officer: Gill Alton BSc ,MSc, PGCE

### **Mitigating Circumstances and Short Extensions**

Should you, through good reason, not be able to achieve the deadlines which have been set for you we have a system which may allow you to move your deadlines.

### **During Normal Times**

Your Programme Handbook states “The Grimsby Institute of Further and Higher Education refer to this as "mitigating" (sometimes known as "extenuating") circumstances, and has established a Code of Practice to enable you to inform departments of such circumstances. Applications for short extensions must be submitted 24 hours before the assessment deadline and mitigating circumstances must be submitted no later than 14 working days after the examination or assessment deadline. Both short extension and mitigating circumstances applications must be submitted electronically using the pre-populated forms, which can be downloaded from ProPortal, to HExtensions@grimsby.ac.uk. No paper copy applications will be accepted. All applications must include a personal statement identifying the reason for the application and must identify the progress made on each piece of assessment included in the application. Independent evidence will be required for all applications.”

### **Changes for this period**

**For extensions up to 14 DAYS – If at least 24 hours before the deadline - Apply for a Short Extension – If on the day of the deadline or after – Apply for Mitigating Circumstances.**

The information above still applies with the exception that during this extraordinary period you do not need to provide evidence for extensions of up to 14 days. In your personal statement please give some detail about your circumstances e.g. I have limited internet access / I have children so it is slowing my progress etc. and state that you would like a 14 day extension.

**For extensions over 14 DAYS – Apply for Mitigating Circumstances**

Evidence will still be required but we understand the difficulty in providing some forms of evidence during this period so please discuss this with your success coach or programme leader.

Please contact your Success Coach for support or see the earlier email sent in February regarding how to apply.

You should always be aware that applying for long periods of mitigating circumstances may impact on your ability to graduate on time or progress between levels.

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**Extra Communication**

As an organisation we are here to help but we want to assure ourselves that your requests are going to the right people. As we go forward if you have not got a satisfactory response from someone, or people are not responding in a reasonable and timely manner, we would like to give you another portal to which you can raise this or ask questions. In these circumstances please email [HEAdmin@grimsby.ac.uk](mailto:HEAdmin@grimsby.ac.uk). This will be checked daily by members of my team, who will respond to you and forward your query to the relevant manager or department to deal with.

I hope that this email clearly explains where to go to receive help and wish you all the best during this difficult period.

Kind Regards

Nathan Michael  
MA, BA (Hons), PGCE (PCET), SFHEA  
Group Academic Registrar  
TEC Partnership  
Grimsby Institute of Further and Higher Education  
(01472) 311 222”

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