

9. Progression

9.1 Submission

- 9.1 .1 The principal academic unit should have clear submission procedures for assignments that form part of the assessment for a module. These procedures should be made clear to Registered Students, in writing, at the beginning of the academic year and again at the beginning of each module.
- 9.1 .2 Each Registered Student should be issued with a receipt for submitted coursework that either indicates clearly that the work was submitted before the deadline, or shows the time and date of submission for any work submitted after the deadline. Receipts should be signed by a designated member of principal academic unit staff.
- 9.1 .3 If principal academic units believe they have justifiable reasons for not issuing receipts to Registered Students they should liaise with the relevant Head of College to devise an alternative. If electronic or postal submission of coursework is permitted, principal academic units should have a receipt mechanism in place that ensures that the student has positive evidence that the assignment has been received. Registered Students should be made aware of what they can expect to receive. If Registered Students submit work by post they should ensure that they obtain proof that the assignment has been posted. Electronic submission should be supplemented as soon as possible, preferably on the same day, either by post or in person, by a paper copy of the assignment. Registered Students should declare on the paper copy that no changes have been made since electronic submission.

9.2 Deadlines

- 9.2 .1 Registered Students should be made aware, in writing, at the beginning of a module, how the module is to be assessed, the deadlines, where and to whom assignments should be submitted, and the penalties for late submission (see below).
- 9.2 .2 Deadlines should be set taking into account, where possible, revision and examination periods and student workload, for example submission dates for other assignments in Joint Honours programmes.

9.3 Extensions

- 9.3 .1 The principal academic unit should have a clear procedure for granting extensions including guidance on circumstances that will and will not be considered acceptable. Valid circumstances must normally involve both substantial and unforeseeable disruption, but each case should be considered on its merits. Examples of acceptable and unacceptable circumstances are provided below as guidance.
- 9.3 .1 (a) Examples of acceptable circumstances include: major computer problems (e.g. failure of university IT systems, such as network or server failure), significant medical problems, personal problems and compassionate matters

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(for example, family bereavement).

- 9.3 .1 (b) Examples of unacceptable circumstances include: minor computer problems (e.g. lost or damaged disks, printer breakdown), lost assignments, desired books not in library, unverifiable travel difficulties and failing properly to plan for a deadline.

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9.3 2 In addition to the acceptable circumstances under 9.3.1 (a), Registered Students who are standing for election to Guild Sabbatical Officer posts during the main Officer Elections (which are normally held in March), will be eligible for extensions to their coursework deadlines (where coursework is understood as work being submitted where the question paper has been set in advance. This does not include class tests or presentations or preparation for seminars or online multiple choice questions or equivalent). Registered Students acting as campaigners for candidates will not be eligible.

9.3 2 (a) Under these circumstances, extension to coursework deadlines will be for the purpose of replacing time lost through election commitments. Therefore, the extension period will relate to the deadline and not to the size of the piece of coursework.

9.3 2 (b) The campaigning period for Guild elections is two weeks, with dates confirmed by January of each year. Extension to coursework deadlines will not be granted to Registered Students whose deadline for submission falls before or in the first seven days of campaigning. If the deadline falls within the final seven days of campaigning, the Registered Student is entitled to a two week extension from the expected date of submission for each piece of work. If the deadline falls between one week and two weeks after the end of the voting, the candidate is entitled to an extension of one week from the expected date of submission for each piece of work.

9.3 3 Registered Students should be required to apply in writing for an extension (this could be on a standard Principal academic unit form) explaining the reasons why they require an extension. Appropriate evidence should be attached.

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9.3 4 To ensure equity of treatment for all Registered Students, extensions should normally be granted by one person from the principal academic unit or Department that owns the module, or authorised nominee, such as the Year Tutor, who has oversight of the Registered Student's programme of study.

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9.3 5 The Head of principal academic unit (or nominee) should be responsible for ensuring that appropriate staff are informed of extensions that have been granted.

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9.4 Late Submission of Work

9.4 .1 Where Registered Students are required to submit coursework (e.g. essays, practical reports, projects, problem sheets) that contributes to the module mark, principal academic units should have in place published arrangements for the applying of penalties for the late submission of such work. Coursework that is not submitted by the initial deadline given, shall be subject to a penalty applied to the mark achieved for that piece of work.

9.4 .2 The following are standard University procedures, which should normally be used for the submission of assessed work that will count towards a final programme mark. It may be necessary, in circumstances where there are good academic

reasons, to adopt other procedures, for example, where assessed work is to be discussed in class shortly after the deadline. In such cases the Chair of the Board of Examiners should be notified.

9.5 Penalties for Late Submission of Work

9.5 .1 It is recommended that, if work is submitted late and no extension has been granted, then a penalty of 5 marks on the mark actually achieved should be imposed for each day that the assignment is late until 0 is reached, for example mark of 67 would become 62 marks on day one, 57 marks on day two, and so on. The days counted should not include weekends, public and University closed days. When setting deadlines, weekends and closed days should be borne in mind to minimise student manipulation of penalties.

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9.5 .2 Those principal academic units that wish to adopt a different penalty from that set out in 9.5.1 above must seek the approval of the College Learning & Teaching Committee. This may be appropriate for those programmes of study where Registered Students are required to complete assessed work on a regular basis for example the weekly exercise or problem sheets in numerical disciplines, and when the smaller contribution of the overall module mark of this work would mean that a 5 mark penalty would not sufficiently discourage the late submission of the assessed work.

9.5 .3 Assignments should be marked in the normal way and penalties applied afterwards.

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9.5 .4 The original mark and the penalty should be clearly indicated in documentation submitted to Boards of Examiners. In exceptional circumstances, Boards of Examiners may modify decisions that have been implemented in accordance with standard procedures, but which seem excessively harsh or generous.

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