

COURSEWORK SUBMISSION PROCESSES**EXTRACT: Code of Practice on Taught Programme and Module Assessment****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 Subject to Clause 9.1.3., 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.