

Regulations Governing the Submission of Coursework

As indicated earlier it is not our intention to penalise students who are experiencing difficulties. Extension of deadlines will only be given in exceptional circumstances. Students are required to negotiate deadline extensions **in advance**. An extension of deadlines may be given to an individual student whose work is affected by illness, bereavement or other personal difficulties. If your work is being affected by illness, you will be expected to provide a medical certificate. Any request for an extension should be made to the Module Leader, who will inform the Programme Director. You are expected to negotiate extensions to deadlines well in advance of the submission date. Students are expected to submit their assignments on time. The schedule of submission dates for coursework assignments and assessment methods for each module is outlined in **Appendix 5**.

Guidelines for Extension of Submission Date of Coursework Assignments

Module Leaders in conjunction with the Programme Director are responsible for agreeing extension dates. Extensions are granted on the basis of a medical certificate or other personal matters such as family bereavement, or family illness.

Penalty System for late Submission of Essays/Coursework

The penalties outlined below will be applied if a student (1) has not a valid explanation for late submission or (2) has not been granted an extension.

Assignment will be marked as normal and then the penalty will be applied.

Penalty

Where no extension has been approved, the following penalty grid to apply:

1. One to five days late; forfeit 2% per day
2. Six to ten days late; additional penalty of 5% per day
3. Late beyond 10 days; default to 0%.

Note: 'Days' refers to any of the seven days in a week.

Word Limitation

All coursework must comply with the stated word limits (+/-10%). This means that if the essay limit is stated to be 2,000 words, then the maximum word limit accepted is 2,200 and the minimum limit is 1,800 words. Students are required to record the actual word count on

the front page of their coursework. Students are advised that when assessing coursework, the assessor will stop reading at the point which the word limit is exceeded by 10%.