

Assignment/Coursework submission rules.

- a. Most courses at the Institute require you to produce coursework that will be assessed and will then count towards your final award. There are standard procedures for enforcing any word limit set, handing in your work, applying for an extension to the deadline and penalising work handed in late without authorisation.
- b. Your tutor will advise you whether any **word limit** is a guideline, or whether your ability to write within the word limit is actually part of the assessment of the piece of work concerned. If the limit set is a maximum, or a minimum, then a penalty of 10% of the mark for that piece of work will be applied to those pieces of work that exceed, or are below, the requirement by 10% or more.
- c. Your tutor will advise you of the **hand-in procedures** and the date by which you are to submit your completed work. You should ensure that you manage your time to meet this deadline. You must normally complete and attach a cover sheet (available from the Department of Adult and Continuing Education) for each piece of coursework that you hand in.
- d. Should unforeseen circumstances arise, before the due date of the work, then you may apply for an **extension** to the deadline of normally up to one calendar week.
- e. You should note that extensions can only be given for genuine “force majeure” and medical reasons, not for bad planning of your time. Please note that theft, loss, or failure to keep a back-up file are **not** valid reasons.
- f. You must use the ‘request for extension to coursework deadline form’ available from the Department of Adult and Continuing Education. This form must be accompanied by original, supporting, documentary evidence in all cases (photocopies are not acceptable). This evidence may take the form of a mitigating circumstances form, a medical evidence form or some other documentation (e.g. counsellor’s report).
- g. The completed documentation should be handed to your Course Lecturer **before** the due date of the work. Your request will be considered and if you are successful you will be given a new date by which you must complete and hand-in your work.
- h. It is not possible to apply for a second extension.
- i. If you submit your work late there are standard **penalties for unauthorised late submission**. The scale of penalties for all work, both undergraduate and postgraduate, is as follows:

Up to 2 weeks late: original mark minus 10 percent of the student’s original mark per week (or part). The fourteenth day after the deadline counts as the final day for late submission.

Over 2 weeks late: not accepted, treated as “fail” (ie equivalent to “not submitted”).
- j. The penalties for late submission apply equally to coursework missing the normal deadline without an approved extension, and to coursework missing any approved extended deadline.