



## **LATE SUBMISSION OF COURSE WORK (HE) POLICY**

This policy is available on-line at: [www.tynecoast.ac.uk](http://www.tynecoast.ac.uk)

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments\*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact Student Services

\*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

<b>Approved by:</b>	<b>Version Number:</b>	<b>Date Reviewed:</b>	<b>Next Review Date:</b>	<b>Revised by:</b>
SEG	10	March 2021	March 2024	Principal, South Shields Marine School

**Impact assessed: yes**

# LATE SUBMISSION OF COURSE WORK (HE) POLICY

## 1 Policy Statement

Students are encouraged to submit all assignment work on or before the date specified by the lecturer when the assignment is set. This date will be clearly shown on the front instruction sheet of the assignment.

Students who fail to submit their work on time will affect their own study performance, and will gain a time advantage over other students. Students will be penalised for late submissions to ensure strict adherence with the policy. Late work will only be accepted if previously agreed by the lecturer.

## 2 Scope

This policy and procedure applies to all college programmes unless the awarding body or HEI have alternate policies that have given in writing to the student.

## 3 Legislation

The Human Rights Act 1998 applies to the operation of this policy.

## 4 Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring

4.1 The policy is known, understood and implemented.

## 5 Actions to Implement and Develop Policy

5.1 If a student is aware that she/he may need extra time, whenever possible, this **MUST BE RAISED** with the lecturer concerned **BEFORE** the assignment submission time. This can be done by telephone, e-mail or post, if necessary, and also in person. The lecturer will consider the reasons given and then decide whether to accept the late work or decline it. If the reasons are accepted by the lecturer, a new submission time will be given to the student. Failure to hand in before this new time will incur the penalties outlined below. If the reasons are declined by the lecturer, the original submission time will stand and the student can still submit the work subject to the penalties outlined below.

The penalties that will be enforced for late submission are outlined in the programme course student handbook that each student receives at induction.

Any student contact to discuss the submission **AFTER** the assignment submission time will not be considered and a nil mark will be given unless covered by the Extenuating Circumstances section.

## 5.2 Extenuating Circumstances

If a student considers they have good reason for not being able to submit the work on time and is unable to contact the lecturer before the submission time, they must provide evidence (e.g. authorised medical certificate or other valid documentation) together with a covering letter explaining the circumstances and in particular why the lecturer could not be contacted. This must be done **IMMEDIATELY** on return to the college.

The lecturer will then consider the evidence and decide whether to accept the work or decline it. If the reasons are accepted by the lecturer, a new submission time will be given to the student. Failure to hand in before this new time will incur the penalties outlined above. If the reasons are declined by the lecturer, the original submission time will stand and the student can still submit the work subject to the penalties outlined above.

- 5.3 If a student is dissatisfied with any part of the above informal assessment, then they should raise the matter with the Course Leader who will initiate the formal appeal within the College Internal Assessment Appeals Policy for internal assessment, which requires the student to submit a form CA1.

## 6 Monitoring & Evaluation

The HE Operations Committee will monitor the operation of the policy by:

- 6.1 Receiving termly reports on informal and formal appeals received and their outcomes.

## 7 Related Policies

- Assessment Policy
- Plagiarism Policy
- Internal Assessment Appeals Policy