

## Permitted Extended Deadlines (PED) For essays & Assignments

All students with a Study Inclusion Plan (SIP) are automatically entitled to an additional **7 calendar days** for essays submitted via Turnitin, or 5 working days for essays submitted in hard copy.

Eligible students should submit their essays following the usual procedure as advised by their department.

## Permitted Extended Deadline:

### Applies to:

- All essays in Terms 1 & 2
- Essays & assignments due by Friday Week 1 in Term 3



turnitin<sup>®</sup>

**7** calendar days



**5** working days

### DOES NOT APPLY TO:

IFCELS, distance learning, PhD, SOAS Language school centre courses, or programmes and inter-collegiate courses (when administrated by other institutions).

### Does not include:

Learning journals and reflective pieces of writing, quizzes, presentations, postgraduate dissertations, research degree assessments, reaction papers and continuous or formative assignments, e.g. language acquisition homework. End of year online school examination essays are also exempt.

## Criteria

To be eligible for the extended deadline entitlement, you need to have:

**LSA**

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A study Inclusion Plan (SIP) for your current programme of studies

# How to get the extended deadline entitlement

## 1 Contact the Disability & Neurodiversity office to set up your Study Inclusion Plan (SIP)

You will need to email [disabilities@soas.ac.uk](mailto:disabilities@soas.ac.uk) your

educational psychologist

report if you have a specific

learning difference or medical evidence if you have a disability along with a completed [Confidentiality Agreement \(msword;](#)

[32kb](#)

✉ [Disabilities@soas.ac.uk](mailto:Disabilities@soas.ac.uk)

☎ 020 7074 5015

We encourage students to come to see us during term one whenever possible.

## 2 Review edit and confirm your Study Inclusion Plan (SIP)

You will get an email alert advising you when your SIP is ready and to visit <https://studentsonline.soas.ac.uk/>

## 3 Submit your work

Submit your essay/ assignment following the usual procedure for your department. This is usually online via Moodle, although some courses require paper hand in to the dept.

## 4 Academic dept

Marks deducted for lateness are automatically reinstated for All students with a SIP by your academic dept at the end of the academic year.

## Continuing students:

If you have a SIP that was created prior to academic year 2020/21 your SIP will not state that you have PED but you are still entitled to use PED.

Prior to 2020/21 PED only applied to students with specific learning differences and from 2020/21 applies to all students with a SIP.

## Top Tips

Work with academic staff and Learning Support Services such as <https://www.soas.ac.uk/ltti/> to reduce the need to submit work after deadlines.

Use self management such as a term planner to stagger your deadlines.

Using this entitlement may limit academic staff capacity to provide feedback .

**Please Note:** If you exceed 7 days you will be subject to the usual school penalty for late submission for each day you exceed the entitlement. Do not use for deadlines after Friday, week 1 term 3. Please refer to the FAQs & guidelines on Moodle or [www.soas.ac.uk/studentadviceandwellbeing/](http://www.soas.ac.uk/studentadviceandwellbeing/)