

Coursework Submission Policy

This policy includes penalties for late submission of coursework/dissertations. It must be read in conjunction with the *Taught Degree Regulations*.

1. Deadlines for submission of coursework (Academic Staff)

- 1.1 Heads of Departments will ensure that students are informed in writing at the beginning of the academic year of the deadlines for the submission of coursework for modules within their Department (Taught Degree Regulations 12.3).
- 1.2 Individual deadlines for coursework submission may vary and may be earlier than the published School deadline (the Friday immediately before the start of the summer examination period) but may not be later than the School deadline. No marks will be awarded for any coursework submitted after the School deadline even if this is as a result of accepted mitigating circumstances (Taught Degree Regulations 12.3).
- 1.3 *Late summer assessments*: The deadline for the submission of late summer coursework is set by the School and is the first day of the late summer examination period. The School deadline for late summer coursework is the last day of the late summer examination period. No marks will be awarded for any coursework submitted after the late summer School deadline even if this is as a result of accepted mitigating circumstances (Taught Degree Regulations 12.3).
- 1.4 The timing of School deadlines is 23.59 for online submission and 16.00 for hardcopy submission.
- 1.5 Deadlines must state the Term, Week and Day when the assignment must be submitted: e.g. Term 2, Week 10, Thursday. Dates commonly used are the first day of Term 2 or Term 3, last day of Term 1 or Term 2, though it is advisable to set different dates to benefit students, Faculty Office staff and teaching staff. Please note that these dates are carried forward each year. If you wish to change them, you must inform your Faculty Office and update your Module Outline.
- 1.6 Early deadlines have the advantage of allowing work to be marked in time for feedback to be provided to students before examinations start.
- 1.7 **No deadlines must be set after the Friday of Week 2 in Term 3.** There is a School deadline for the submission of module work which is 4:00pm on the Friday immediately preceding the start of the written examination period. This is only for exceptional arrangements.

2. Submission modalities

- 2.1 **All** written work for summative assessment, including dissertations, must be submitted online, that is via TurnItIn on the BLE. No hardcopy submissions of assessed written work, including dissertations, will be required, unless online submission is not possible or appropriate due to format restrictions.
- 2.2 In the exceptional cases that online submission via TurnItIn on BLE is not possible or appropriate due to format restrictions, there will be alternative processes in place. These must be clearly communicated to students.
- 2.3 For non-written submissions, there will be clear guidelines on the submission modalities. These must be clearly communicated to students.
- 2.4 For non-assessed, formative written assignments, other submission modalities may be used. These must be clearly communicated to students.

3. Late submission of coursework and penalties (Students)

- 3.1 Students may submit assignments after the advertised deadline via the usual submission process, but are subject to penalties for late submission which are applied on each day a piece of work is late, including weekends. A deduction of two percentage points per day will be applied to all late submissions.
- 3.2 Students who are submitting an assignment late must contact their tutor to alert them to the submission.
- 3.3 Students who are submitting late due to mitigating circumstances must submit the assignment in the usual manner and then complete a *Mitigating Circumstances Form* attaching official documentary evidence and submit it to the Faculty Office by the appropriate deadline. This information will then be confidentially reviewed by the Mitigating Circumstances Panel and, if accepted, any marks deducted for late submission will be returned.

4. Specific Learning Differences (SpLD) and Permitted Extended Deadlines (PED)

- 4.1 Students with a specific learning difference (SpLD) who have a Learning Support Agreement (LSA) for their current programme of study are automatically entitled to up to seven additional calendar days for submission of essays with due dates in terms 1 and 2, and until Friday week 1 in term 3. The only exception to this are taught programmes at IFCELS (ICC Foundation, FDPS Pre-Master's and ELAS English Language and Academic Studies), for which the deadline extension will be available throughout term 3.
- 4.2 This does not apply to programmes of study and modules which are delivered at the SOAS Language Centre, short courses and pre-sessionals (for example as delivered at Summer Schools or at IFCELS), teaching delivered via distance learning, or programmes and intercollegiate modules when administrated by other institutions.
Also excluded are learning portfolios, independent study projects (ISPs), postgraduate dissertations, all postgraduate research degrees (MPhil/PhD), reaction papers and continuous or formative assessment assignments.
- 4.3 Students should refer to the Policy and Procedure Guidance, FAQs and Student Information Leaflet on Permitted Extended Deadlines (PED) on the BLE, on the Student Advice and Wellbeing section of the website and on the regulations webpage.
- 4.4 Students who have SpLDs covered by a Learning Support Agreement (LSA) are eligible to submit mitigating circumstances claims which meet the criteria set out in the [Mitigating Circumstances Policy](#). However, they cannot submit mitigating circumstances based on their SpLD alone.

Document Version

Valid from	Author	Changes	Published
2015/16	John Peck, Head of Registry and Quality	Policy removed from the Taught Degree Regulations. Approved by LTQC on 03.06.2015.	June 2015
2015/16	Eva Peters, Curriculum & Regulations Officer	Addition of section 3: Specific Learning Differences (previously included in Mitigating Circumstances Policy). Approved by LTQC on 27.04.2016.	April 2016
2016/17	Eva Peters, Curriculum & Regulations Officer	Section 2 inserted – clarification of submission modalities. Approved by LTQC on 01.06.2016.	September 2016
2017/18	Eva Peters, Curriculum & Regulations Officer	Clarification of 3.1: Deduction for late submission is 2 percentage points per day, not 2% (of the mark) per day. Approved by LTQC Chair's Action 05.09.2017.	August 2017