

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



turnitin™

#### 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.

**7** calendar days



**5** working days

## Criteria

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

### SIP

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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 provide your educational psychologist report

if you have a specific

learning difference or medical evidence if you have a

disability by uploading your documents to our on-line portal

along with the on-line confidentiality agreement on

[saaw.soas.ac.uk](http://saaw.soas.ac.uk)

✉ [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. PED will be awarded in addition to any extension granted as part of mitigating circumstances. Please refer to the [FAQs & guidelines on Moodle](#) or [www.soas.ac.uk/studentadviceandwellbeing/](https://www.soas.ac.uk/studentadviceandwellbeing/)