

Permitted Extended Deadlines (PED) Policy and Procedure

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Note: All policies must be read in conjunction with all other SOAS policy, procedure and guidance documents. Printed copies of policies may not be the most up to date, therefore please refer to the policy pages on the SOAS external website or intranet for the latest version.

1. Introduction

- 1.1. All PGT and UG students who meet either of the following criteria are entitled to an additional seven calendar days to submit their coursework, taking into account the rules below.
 - a) Have a Study Inclusion Plan (SIP) on the basis of either a disability or specific learning difference for current programme of study or
 - b) SOAS Learning Support Agreement (LSA) on the basis of either a disability or specific learning difference for current programme of study.
- 1.2. This provision is known as Permitted Extended Deadlines (PED) for coursework submission.
- 1.3. In previous years, PED was applied only to students with Specific Learning Differences (SpLDs). In light of the fact that students with disabilities may be disproportionately impacted when completing assignments, the criteria has now been extended to cover all students with a disability and a SIP from academic year 2020-2021 onwards.
- 1.4. Please note that this extension of the criteria to include all students with disabilities cannot be applied retrospectively to previous academic years.

2. General Stipulations

- 2.1. Late submissions: Students who exceed the permitted seven calendar days will be subject to the usual School penalty for late submission for each day they exceed the entitlement, as per the [relevant regulations](#).
- 2.2. Programmes of study and modules which are excluded from the entitlement are: those delivered at the SOAS Language Centre, short courses and preessionals (for example as delivered at Summer Schools or at IFCELS), programmes and intercollegiate modules when administrated by other institutions.

- 2.3. Assessments that are excluded from the entitlement: PED does not apply to resubmission deadlines or resubmission deadlines in subsequent academic years. This includes submissions made in the Late Summer Assessment period.

3. Procedures

3.1. Requesting PEDs

- 3.1.1. Applicants who are disabled and who do not have a Study Inclusion Plan (SIP) or a Learning Support Agreement (LSA) should contact the Disability and Neurodiversity Team by email on disabilities@soas.ac.uk to request an assessment with a Disability Advisor. Current students should get in contact with the Disabilities & Neurodiversity team through SID to request an appointment. Please note that you will need to provide the team with evidence of your disability prior to the appointment. During busy periods it may take up to three weeks to process your request. We encourage students to come to see us during the first semester whenever possible.
- 3.1.2. A request for an assessment for a SIP report must be made three weeks before the deadline for the first essay for which you wish to apply the PED. This entitlement can only be applied from the year in which the SIP was created and not for previous academic years.
- 3.1.3. Continuing students with an existing SIP who meet the above criteria are automatically entitled to extended deadlines of seven calendar days for coursework submission. Students are responsible for reviewing and confirming their SIP each academic year by visiting <https://studentonline.soas.ac.uk>.

3.2. Informing Academic and Professional Services Staff of PED Entitlement

3.2.1. Disability Advisor Responsibilities

- a) The Disability Advisor will assess students' evidence and completed confidentiality form and create a Study Inclusion Plan (SIP) which includes PED as a reasonable adjustment and a link to this document is shared with the student.
- b) The Disability and Neurodiversity team will send an automatic reminder to all continuing students with a SIP and Module entry to review and redistribute their SIP each academic year.

3.2.2. Student Responsibilities

- a) The student will submit evidence and completed confidentiality form to the Disability and Neurodiversity Team and upon receiving an email alert will review and confirm their Study Inclusion Plan by visiting <https://studentonline.soas.ac.uk>.
- b) Continuing students with module registration will each academic year review and distribute their SIP by visiting <https://studentonline.soas.ac.uk>.
- c) Continuing students with Learning Support Agreements (LSA) should contact the Disabilities Team to update their LSA to a Study Inclusion Plan.

3.2.3. Department Responsibilities

The Department has access to all individual SIPs via Columbus and SSRS reports listing all students with a SIP for resolving student and academic PED queries.

3.3. Informing Academic and Departmental Staff of Use of PED

3.3.1. Student Responsibilities

- a) Students are encouraged to plan ahead in relation to essay deadlines and liaise with academic and learning advisors on how best to use the extension. Ideally, students will make use of this entitlement to stagger deadlines only where necessary.
- b) Students will submit the essay as requested by the department. This is usually online via Turnitin. Please refer to your departmental guidelines regarding submission procedures.
- c) Students can, if they wish, email the relevant module convenor to let them know they have submitted work late using PED, but this is not a requirement.

3.3.2. Academic Staff Responsibilities

- a) Academic staff will encourage all students with disabilities and specific learning differences to share their SIPs with teaching staff.
- b) Academic staff to review student SIPs that are sent to them via automatic email alert via Columbus or as a PDF via email.
- c) Encourage all students to submit their essays on time whenever possible by providing reading lists and essays titles in plenty of time on Moodle and staggering deadlines.

3.3.3. Department Responsibilities

- a) The Department Office is responsible for ensuring that all students with a SIP are awarded PED in line with the criteria in this policy and related school regulations for coursework submission.
- b) The department will run the appropriate SSRS report to identify any student with a SIP whose status is either "with student" or "Published" to ensure they are awarded extended deadlines of seven calendar days for coursework submission in line with the criteria in this policy and related school regulations for coursework submission.