

KEY INFORMATION ON POLICY FOR COURSEWORK SUBMISSION

	STUDENTS
Submitting coursework on time	<ul style="list-style-type: none"> • Make use of your coursework schedule at the beginning of term, to plan for deadlines • Understand when, where and how to hand in work • Check whether submitting on time is a professional requirement of your programme
Anticipating problems	<ul style="list-style-type: none"> • Treat the deadline as the latest point for submitting coursework, not the earliest • Seek advice from your department as soon as possible if you realise you may have difficulty meeting a deadline
Up to 48 hours after the deadline	<ul style="list-style-type: none"> • Work can achieve a maximum PASS grade of D- (UG) or C- (PGT), unless you have accepted Mitigating Circumstances • With accepted Mitigating Circumstances, your work will not be capped
Between 48 hours and 5 working days after the deadline	<ul style="list-style-type: none"> • Work will be graded as Non Submission (NS), without accepted Mitigating Circumstances • With accepted Mitigating Circumstances, your work will not be capped
More than 5 working days after the deadline	<ul style="list-style-type: none"> • Work will not normally be accepted for marking
Re-assessment	<ul style="list-style-type: none"> • If you fail to submit an assignment, the Board of Examiners will decide if you are eligible for re-assessment at a capped grade
Coursework feedback	<ul style="list-style-type: none"> • Make full use of the support available in receiving and understanding feedback. Refer to the '5 Core Principles' for further guidance

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	STAFF
Submitting coursework on time	<ul style="list-style-type: none"> • Provide students with a coursework schedule at the beginning of term, to help them to plan for deadlines • Tell students how and where to submit their coursework • If submitting on time is a professional requirement, make sure students know
Anticipating problems	<ul style="list-style-type: none"> • Highlight the submission deadline as the latest point for submitting coursework, not the earliest • Encourage students to tell someone in their department as soon as possible, if they realise that they may have difficulty meeting a deadline
Up to 48 hours after the deadline	<ul style="list-style-type: none"> • Work can achieve a maximum PASS grade of D- (UG) or C- (PGT), unless students have accepted Mitigating Circumstances • With accepted Mitigating Circumstances, work will not be capped
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More than 5 working days after the deadline	<ul style="list-style-type: none"> • Work will not normally be accepted for marking
Re-assessment	<ul style="list-style-type: none"> • If an assignment is not submitted, the Board of Examiners will decide whether the student is eligible for re-assessment for a capped grade
Coursework feedback	<ul style="list-style-type: none"> • Provide students with timely, high quality feedback. Refer to the ‘5 Core Principles’ for further guidance